

# 2016 ANNUAL BUDGET



## 1903-2016

**CITY OF FAIRBANKS  
2016 ANNUAL GENERAL AND CAPITAL FUNDS BUDGET  
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## **CITY OF FAIRBANKS**

**John Eberhart, Mayor**

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FAIRBANKS, ALASKA 99701-4615

OFFICE: 907-459-6793

FAX: 907-459-6787

mayor@ci.fairbanks.ak.us

October 30, 2015

Dear City Council Members,

I am pleased to submit my recommended budget for 2016 in compliance with our City Charter and Ordinances.

First, let me thank our City employees. They are our greatest internal asset. Our employees provide first rate services to our citizens and community and they deserve to be recognized, valued, and appropriately rewarded.

Second, let me thank our Department Heads for providing outstanding services to our citizens and community while maintaining a high level of fiscal responsibility and efficiency. This past year I have gained a deeper understanding of the level of commitment and effort put forth by our Department Heads. I am honored to serve this phenomenal group of achievers.

Third, let me particularly thank our Finance Department for outstanding service and stewardship to our citizens and community in preparing the 2016 budget. For the twelfth straight year, our Finance Department received the prestigious Certificate of Achievement in Financial Reporting. This award is given to municipalities that achieve the highest standards in governmental accounting and financial reporting. CFO Jim Soileau and Controller Carmen Randle deserve special recognition and thanks.

Finally, let me thank you, our City Council members, for your service and dedication.

### **2015 INITIATIVES**

Public safety was a continued area of focus. This year we began to closely measure and monitor our delivery of services, stewardship of resources, internal operations, and how well we take care of and develop our employees. Metrics designed to measure the City's performance began to influence our decision making this year. Some 2015 initiatives and accomplishments included:

1. Community Service Patrol (CSP) contract extension and enhancement. Previously, CSP only operated in a small downtown area. In April 2014, CSP was expanded to a citywide program operating seven days a week, approximately 18 hours per day. Calls for service and transports have reached record highs. The CSP expansion greatly relieved our Police Officers and Fire Fighters so they can focus more on their core missions helping citizens and responding to crimes, accidents, medical emergencies, and fires. Thanks again to the Downtown Association of Fairbanks and its Executive Director, David van den Berg, for this very successful CSP partnership.
2. Continued strategic planning, focused on service delivery, transparency, and the use of feedback systems.

3. Improved employee support systems. Implemented an employee recognition system. Also implemented an Employee Assistance Program at no cost to employees.
4. Continued the important work of the Fairbanks Diversity Council, including forming committees for public education, outreach, review of City policies, etc.
5. Revised City application and hiring procedures to enhance equal employment opportunity and transparency.
6. Implemented Community Oriented Policing in a number of neighborhoods.
7. Made substantial progress with the Complete Streets project for Cushman Street.
8. Revised the 911 Dispatch Center business plan, including improved employee working conditions and increased revenues to the City.
9. Together with the School District, continued our ground breaking high school students work-study program. This allows students to earn credit, gain work and career skills, gain insight into government, and help our City departments.
10. Increased capacity in our risk management (including setting up a safety committee to avoid accidents and reduce workers' compensation insurance costs), purchasing, and compliance functions.
11. Focused on supporting our military and attracting military projects to our community.
12. Continued work on economic development, community viability, and increased livability, with particular focus on a Bjerremark Subdivision neighborhood improvement plan. Also formed a Polaris Building workgroup to study redevelopment of the Polaris Building site.
13. Formed a Fanano Sister City workgroup to work on ways to strengthen the ties between our City and Fanano, Italy (where Felix Pedro/Felice Pedroni came from).

## **2016 INITIATIVES**

The delivery of efficient and effective public safety services will continue to be a priority in 2016. We will closely measure and monitor services, finances, internal operations, and staff development. We will also continue to hone our ability to drive decision making through information monitoring and analysis. Initiatives and decision making will include:

1. Create, implement, and support revitalization and economic development strategies and projects, including the Polaris Building site, downtown, South Fairbanks, and elsewhere.
2. Improve public service and job opportunities for all members of our diverse community.
3. Negotiate and ratify fair, long term collective bargaining agreements with City unions.
4. Continue to develop and implement strategic planning through participative involvement, communication, and training while, at the same time, enhancing engagement and ownership at all levels of the City.
5. Pursue National Defense Authorization Act Section 331 and other intergovernmental partnerships to share resources, become more efficient, and reduce costs when they make fiscal sense and provide benefits to our community.
6. Reduce barriers within our control to private investment in our community.
7. In view of the Alaska Statutes Title 47 mandate that the City must take incapacitated persons into protective custody, work to ensure a fully funded and sustainable Emergency Services Patrol. This will allow our Police Officers and Fire Fighters to focus more on their core missions helping citizens and responding to crimes, accidents, medical emergencies, and fires.
8. Continue to implement and expand Community Oriented Policing as a proactive, preventive philosophy of policing. This will also lead to greater trust and respect between our citizens and police.

9. Stand up the Office of Professional Responsibility (OPR) at the Police Department to investigate citizen complaints and conduct internal investigations. OPR will report directly to the Police Chief.
10. Add more investigative resources to review and solve cold case homicides.
11. Collaboratively explore and implement new emergency medical services (EMS) strategies and ideas to creatively balance limited EMS resources with paradigm shifts in how EMS and fire services are delivered.
12. Finish Cushman Street as our signature street and continue Complete Streets project work for Barnette Street and Noble Street; work on Cowles Street improvements and the bike/pedestrian path on the north side of the Chena River.

## **BUDGET DETAILS**

This 2016 budget includes incremental changes to be expected from one year to the next. This budget also includes three needed positions, a 911 dispatcher and two cold case detectives. The 911 dispatcher position request is in response to the revised Fairbanks Emergency Communications Center business plan and increased revenues. The two cold case detectives are in response to 14 unsolved homicides in the past 30 years in our City. Police Department detectives have stated that several of these homicides could likely be solved if they had more personnel to work on investigations.

The City financial outlook is positive, despite the State of Alaska's budget problems due to low oil prices. New businesses have recently come to our City and more are coming; Fort Wainwright has expanded with the AH-64 Apache helicopters transferred from Germany (the only Apache battalion in Alaska and one of only 20 in the US Army) and the scheduled arrival of Grey Eagle drones; we have worked hard to get two squadrons of F-35A Joint Strike Fighter aircraft based at Eielson Air Force Base; and lower cost energy is being worked on. This budget includes an anticipated surplus of \$397,371, resulting in an unassigned fund balance of over \$9 million. It is anticipated that additional revenue will be found at the end of 2015 when under spending by some departments is taken into account. This budget assumes a loss of over \$550,000 in municipal revenue sharing from the State of Alaska. However, the Legislature may take action to lower this figure.

At the City, we run a tight ship with top-notch professionals running day-to-day operations. We constantly look for ways to provide services better and faster while keeping costs down and maintaining a strong sense of fiscal responsibility. However, there is always room for improvement or new or different ways of doing things. We will continue to look for ways to increase efficiencies and reduce costs. Strategic planning will help us to effectively provide services and work toward clear goals and objectives.

On behalf of all Fairbanksans, I look forward to working with the City Council in the coming year.

Yours sincerely,



Mayor John Eberhart

Introduced By: Mayor John Eberhart  
Finance Committee Review: December 1, 2015  
Introduced: December 7, 2015

**ORDINANCE NO. 5998, AS AMENDED**

**AN ORDINANCE ADOPTING THE 2016 OPERATING  
AND CAPITAL BUDGETS**

**WHEREAS**, pursuant to City Charter Section 5.2, on October 31, 2015, Mayor Eberhart presented a recommended annual operating and capital budget estimate for 2016; and

**WHEREAS**, the proposed budget has been reviewed by the City Finance Committee (CFC) with the active participation of City Department Directors. The CFC's suggested changes to the Mayor's recommended budget are disclosed in the increase (decrease) columns;

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

**SECTION 1.** There is hereby appropriated to the 2016 General Fund and the 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, 2016 and ending December 31, 2016 (see pages 2 and 3):

## GENERAL FUND

| REVENUE                                 | MAYOR<br>RECOMMENDS  | REVIEW<br>PERIOD<br>INCREASE<br>(DECREASE) | COUNCIL<br>APPROPRIATION |
|---|----------------------|--|--------------------------|
| Taxes, (all sources)                    | \$ 21,319,723        | \$ -                                       | \$ 21,319,723            |
| Charges for Services                    | 4,587,620            | 62,441                                     | 4,650,061                |
| Intergovernmental Revenues              | 3,143,100            | -  | 3,143,100                |
| Licenses & Permits                      | 1,863,700            | -  | 1,863,700                |
| Fines, Forfeitures & Penalties          | 927,075              | (140,000)                                  | 787,075                  |
| Interest & Penalties                    | 115,000              | -  | 115,000                  |
| Rental & Lease Income                   | 168,550              | -  | 168,550                  |
| Other Revenues                          | 222,600              | -  | 222,600                  |
| Other Financing Sources                 | 3,980,585            | -  | 3,980,585                |
| <b>Total revenue appropriation</b>      | <b>\$ 36,327,953</b> | <b>\$ (77,559)</b>                         | <b>\$ 36,250,394</b>     |
| <b>EXPENDITURES</b>                     |                      |  |                          |
| Mayor and Council                       | \$ 623,193           | \$ (11,530)                                | \$ 611,663               |
| Office of the City Attorney             | 181,184              | 1,217                                      | 182,401                  |
| Office of the City Clerk                | 348,581              | -  | 348,581                  |
| Finance Department                      | 950,407              | (2,000)                                    | 948,407                  |
| Information Technology                  | 2,315,143            | (346,855)                                  | 1,968,288                |
| General Account                         | 5,482,342            | (10,000)                                   | 5,472,342                |
| Risk Management                         | 1,442,817            | (14,000)                                   | 1,428,817                |
| Police Department                       | 7,126,572            | (136,871)                                  | 6,989,701                |
| Dispatch Center                         | 2,149,696            | -  | 2,149,696                |
| Fire Department                         | 6,425,111            | (64,601)                                   | 6,360,510                |
| Public Works Department                 | 7,575,425            | (75,000)                                   | 7,500,425                |
| Engineering Department                  | 626,807              | (6,027)                                    | 620,780                  |
| Building Department                     | 683,304              | (3,998)                                    | 679,306                  |
| <b>Total expenditure appropriation</b>  | <b>\$ 35,930,582</b> | <b>\$ (669,665)</b>                        | <b>\$ 35,260,917</b>     |
| 12/31/15 estimated general fund balance | \$ 10,686,197        | \$ -                                       | \$ 10,686,197            |
| Increase (Decrease) to fund balance     | 397,371              | 592,106                                    | 989,477                  |
| Nonspendable                            | (473,424)            | -  | (473,424)                |
| Committed for snow removal              | (250,000)            | -  | (250,000)                |
| Assigned self insurance                 | (793,207)            | -  | (793,207)                |
| <b>12/31/16 Unassigned balance</b>      | <b>\$ 9,566,937</b>  | <b>\$ 592,106</b>                          | <b>\$ 10,159,043</b>     |

Minimum unassigned fund balance requirement is 20% of budgeted annual expenditures but not less than \$4,000,000.

\$ 7,052,183

| <u>CAPITAL FUND</u>                   |                            |  |                                  |
|---------------------------------------|----------------------------|--|----------------------------------|
| <u>REVENUE</u>                        | <u>MAYOR<br/>RECOMENDS</u> | <u>REVIEW<br/>PERIOD<br/>INCREASE<br/>(DECREASE)</u> | <u>COUNCIL<br/>APPROPRIATION</u> |
| Transfer from Permanent Fund          | \$ 541,254                 | -  | \$ 541,254                       |
| Transfer from General Fund            | 492,509                    | -  | 492,509                          |
| Public Works                          | 250,000                    | (75,000)   | 175,000                          |
| Building                              | 10,000                     | -  | 10,000                           |
| Engineering                           | 10,000                     | -  | 10,000                           |
| Police                                | 180,000                    | -  | 180,000                          |
| Dispatch                              | 140,000                    | -  | 140,000                          |
| Fire                                  | 250,000                    | -  | 250,000                          |
| IT                                    | 260,441                    | (104,355)  | 156,086                          |
| Property Repair & Replacement         | 145,000                    | -  | 145,000                          |
| <b>Total revenues</b>                 | <b>\$ 2,279,204</b>        | <b>\$ (179,355)</b>                                  | <b>\$ 2,099,849</b>              |
| <br><u>EXPENDITURES</u>               |                            |  |                                  |
| IT Department                         | \$ 241,671                 | \$ (85,585)  | \$ 156,086                       |
| Police Department                     | 180,000                    | -  | 180,000                          |
| Fire Department                       | 210,000                    | -  | 210,000                          |
| Public Works Department               | 601,000                    | -  | 601,000                          |
| Road Maintenance                      | 175,000                    | (75,000)   | 100,000                          |
| Property Repair & Replacement         | 552,270                    | (122,770)  | 429,500                          |
| <b>Total expenditures</b>             | <b>\$ 1,959,941</b>        | <b>(283,355)</b>                                     | <b>1,676,586</b>                 |
| <br>12/31/15 capital fund balance     | <br>\$ 3,067,538           | <br>\$ -   | <br>\$ 3,067,538                 |
| Increase (Decrease) to fund balance   | 319,263                    | 104,000  | 423,263                          |
| <b>12/31/16 assigned fund balance</b> | <b>\$ 3,386,801</b>        | <b>\$ 104,000</b>                                    | <b>\$ 3,490,801</b>              |

**SECTION 2.** In response to the Alaska Labor Relations Agency Decision and Order No. 305 (November 24, 2015), and to provide the Fire Department personnel a 1.1% compensation increase, the following changes are made to the Mayor's 10/30/15 budget recommendation:

**General Fund**

**Expenditures**

|                                      |                  |
|--------------------------------------|------------------|
| Increase Police salaries and wages   | \$242,914        |
| Increase Dispatch salaries and wages | 58,548           |
| Increase Fire salaries and wages     | <u>\$ 45,283</u> |

Total increase to Mayor's Recommended Budget \$346,745

**Fund Balance Change (net income)**

|  |                  |
|--|------------------|
| Increase to fund balance at 10/30/15     | \$397,371        |
| Fund balance impact of section 2 changes | <u>(346,745)</u> |
| Adjusted increase to fund balance        | <u>\$ 50,626</u> |

**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, 2016 and ending December 31, 2016.

**SECTION 4.** The effective date of this ordinance shall be the 19th day of December 2015.



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**JOHN EBERHART, MAYOR**

AYES:           Huntington, Matherly, Gatewood, Pruhs, Cleworth, Walley  
NAYS:           None  
ABSENT:       None  
ADOPTED:     December 14, 2015

ATTEST:

APPROVED AS TO FORM:



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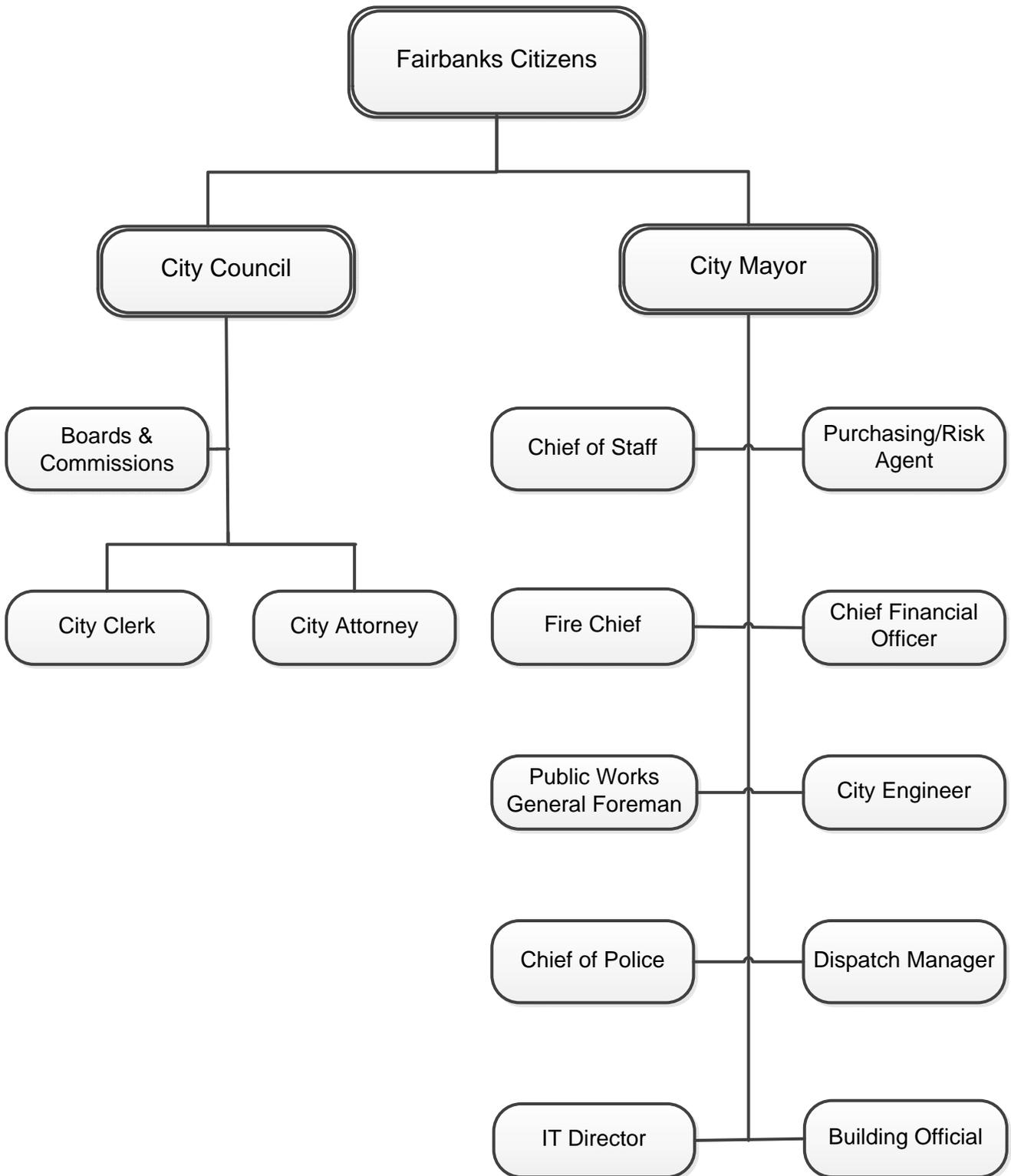
Daniëlle Snider, CMC, City Clerk



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Paul J. Ewers, City Attorney

# City of Fairbanks 2016



**MAYOR**

**JOHN EBERHART**

**CITY COUNCIL MEMBERS**

JOY HUNTINGTON, Seat A  
PERRY WALLEY, Seat B  
BERNARD GATEWOOD, Seat C  
JIM MATHERLY, Seat D  
JERRY CLEWORTH, Seat E  
DAVID PRUHS, Seat F

**APPOINTED OFFICIALS**

PAUL EWERS *City Attorney*  
DIANA SNIDER *City Clerk*

**STAFF**

***CHIEF OF STAFF***

Jeff Jacobson

***PURCHASING/RISK AGENT***

Shannon Kumpula

***POLICE CHIEF***

Randall Aragon

***FIRE CHIEF***

James Styers

***CHIEF FINANCIAL OFFICER***

Carmen Randle

***CITY ENGINEER***

Robert Pristash (acting)

***PUBLIC WORKS GENERAL FOREMAN***

Verg Scott

***BUILDING OFFICIAL***

Clem Clooten

***INFORMATION TECH DIRECTOR***

Ben Barrio

***DISPATCH MANAGER***

Stephanie Johnson

# INTRODUCTION

## PROFILE OF THE CITY OF FAIRBANKS

The City of Fairbanks (City) was incorporated in 1903 and is located in Alaska's interior. It is located some 360 road miles north of Anchorage and 120 miles south of the Arctic Circle. The City has a land area of 33.8 square miles and a population of approximately 32,469. It is located within the Fairbanks North Star Borough (FNSB); a unit of government analogous to a county with a land area of 7,361 square miles and a population of approximately 97,581, which includes City residents. There are two major military bases in the area. Fort Wainwright is an Army base located within City limits. Eielson Air Force base is located 23 miles southeast of the City. The main University of Alaska Fairbanks (UAF) campus is adjacent to City limits.

The City's website [www.fairbanksalaska.us](http://www.fairbanksalaska.us) is a valuable tool to use when discovering Fairbanks. Not only can you pay your garbage bill online, links to financial and budget information are available. Constituents can view fee schedules, information about street and snow maintenance, the Code of Ordinances, and the weather. Currently under construction are departmental web sites to promote transparency in government.

### Events that make our City Fairbanks

Fairbanks' geographical location hosts a myriad of experiences and activities for citizens and visitors. In the winter months, while the dark skies are dancing to the northern lights of the Aurora Borealis, the City is bustling with activities that only the cold of the north can provide.

The 1000 mile Yukon Quest International Sled Dog Race runs through the wilderness between the City of Fairbanks and Whitehorse in the Yukon Territory, Canada. This race began in 1984 and is held regardless of weather conditions. More information is available at <http://yukonquest.com>.

The BP World Ice Art Championships attracts sculptures from around the globe to compete in the finest ice art competition in the western world. An intricate kids' park is a playground constructed entirely of ice. Kids enjoy the interactive sculptures, slides and mazes. More information is available at [www.icealaska.com](http://www.icealaska.com).

The 2,031 mile long Iron Dog snow machine race is the longest, toughest snow machine race in the world. It starts in Big Lake goes to Nome and finishes in downtown Fairbanks. More information is available at [www.irondog.org](http://www.irondog.org).

In the spring months attention turns to the break-up of the Nenana River. The Nenana Ice Classic is a lottery in which individuals can purchase \$2.50 tickets to guess the day, hour, minute, and second the tripod will begin moving down the river. Winners share in excess of \$330,000. In 2016, the Nenana Ice Classic is celebrating 100 years. More information is available at [www.nenanaakiceclassic.com/](http://www.nenanaakiceclassic.com/)

There is no better place to be than Fairbanks in the summer months. The weather ranges between 70 and 80 degrees Fahrenheit and the sun shines all night long. In June the Midnight Sun festivities begin. The Midnight Sun Run is an event that attracts participants from all over the country. The 10 kilometer race begins at 10 pm and winds its way from the University of Alaska Fairbanks campus to Pioneer Park in downtown Fairbanks. The race attracts over 3,500 participants of all ages, many of whom are dressed in crazy costumes. Neighborhood streets are lined with partying spectators offering encouragement, refreshments, and spirits to the runners.

A long lived, 111 year tradition is the Midnight Sun baseball game at Growden Park. At 10 pm (on a different night) the Goldpanners baseball team takes on their opponent without the use of lighting. Often the games go on well past midnight and the bleacher stands are always full. The Golpanners are the equivelant of a minor league baseball team.

The Midnight Sun Festival is a 12 hour street fair in downtown Fairbanks. The event provides live music and vendors selling crafts, handmade souvenirs and lots of food! With attendance over 30,000 it is Alaska's largest single-day event. Additional Midnight Sun activities are available at [www.fairbanks-alaska.com/midnight-sun-events.htm](http://www.fairbanks-alaska.com/midnight-sun-events.htm).

In July the City celebrates the discovery of gold by Felix Pedro with Golden Days. This weeklong event starts every morning with an outdoor sourdough pancake breakfast in downtown Fairbanks. Diners enjoy the cuisine and hospitality they receive.

The Golden Days AT&T Grand Parade is the largest parade in Alaska and often has over 95 floats, motorized vehicles and marching infantries. Antique cars, clowns, bands, and politicians perform for spectators while tossing candy and literature towards the sidewalks.

The Kinross Fort Knox Mine Rubber Duckie Race offers participants a chance to win over \$25,000 in cash and prizes. Throughout the summer volunteers sell rubber duckie race tickets. During Golden Days over 6,000 rubber duckies are released into the Chena River at the Wendell Street Bridge. The first duck to make it to the Cushman Street Bridge wins. Citizens line the bridges and banks of the Chena to cheer for the rubber duckies.

During normal business hours a Golden Days jailor patrols offices in the City. Employees not wearing a Golden Days lapel pin are carted off to a jail-on-wheels until bail (donation) has been posted. Lapel pins aren't required if you are dressed up in Golden Days attire. Many other Golden Days events are posted at [www.fairbankschamber.org/golden-days](http://www.fairbankschamber.org/golden-days).

Fall in Fairbanks means it is time for the Fair. The Tanana Valley State Fair was founded in 1924 and is the oldest fair in the State of Alaska. The fair runs for 10 days beginning the first week of August. Local farmers show their animals and *Alaska Grown* crops. Entertainers from all around the world perform for spectators. Crafts are judged and midway activities keep youth engaged. Everybody goes to the fair to eat.

Visit [www.tananavalleyfair.org](http://www.tananavalleyfair.org) for more information.

## **FACTORS AFFECTING BUDGET DEVELOPMENT**

### **Form of Government**

Fairbanks is a home rule City under the laws of the State of Alaska. Home rule municipalities in Alaska have a broad range of local autonomy as defined by the City Charter. Since 1995, Fairbanks is a “Council-Mayor” form of government. Policymaking and legislative authority are vested in the seven-member City Council, of which the Mayor is a member. The Council is authorized to adopt ordinances, the budget, and select the City Attorney and City Clerk. The Mayor is responsible for carrying out the City’s policies and ordinances, overseeing the day-to-day operations, and supervising department heads. The Council is elected at large on a non-partisan basis. Council members and the Mayor are elected to three-year terms and cannot serve more than two consecutive terms.

### **General Government Functions**

The City provides a variety of local government services, including Public Safety (police, fire suppression and prevention, emergency dispatch and emergency medical services), Public Works ( street construction and maintenance and garbage collection), funding of economic development, public improvements, building and fire code enforcement, storm drain management, and general administrative services.

### **Local Economy**

The City of Fairbanks economy follows the economy of the surrounding FNSB and the State of Alaska (State). In addition, the military bases and activities help sustain our community.

The City is the major transportation hub for the interior of the State. It is the northern terminus for the Alaska Railroad that extends southward through Anchorage to the ice-free port of Seward. Of the four major highways in the State, three pass through Fairbanks, connecting it to south and central Alaska by paved, all-weather roads. The Dalton Highway, which extends north to Prudhoe Bay, parallel to the oil pipeline, furthers Fairbanks’ role as a transportation center. The area supports the oil and defense industries through services, distribution and transportation services. Fort Wainwright, a U.S. Army installation, is situated within City limits. Eielson Air Force Base is approximately 23 miles southeast of the City.

The University of Alaska Fairbanks campus is located to the west of the City’s boundaries. Enrollment at the University exceeds 5,000 students. The University employs over 3,000 people. The Fort Knox Gold Mine, located about 20 miles northeast of the City, is one of the world’s largest open pit mines. The mine produces about 400,000 ounces of gold annually.

# ECONOMY AT-A-GLANCE

## Fairbanks North Star Borough

| Economic Indicators                  | 3rd Qtr '15 | % Change from<br>Prev Qtr | % Change from<br>Prev Yr |
|--------------------------------------|-------------|---------------------------|--------------------------|
| <b>BANKING</b>                       |             |                           |                          |
| Total Bank Deposits (millions of \$) | \$1,165.1   | 3.0%                      | 8.4%                     |
| Total Bank Loans (millions of \$)    | \$655.4     | -4.6%                     | -1.2%                    |
| <b>BANKRUPTCIES</b>                  |             |                           |                          |
| Business                             | 0           | -100.0%                   | -100.0%                  |
| Non-Business                         | 14          | 16.7%                     | -30.0%                   |
| <b>TRANSPORTATION</b>                |             |                           |                          |
| Fairbanks International Airport      |             |                           |                          |
| Incoming Freight (thousands of lbs.) | 2,085       | -3.6%                     | -9.9%                    |
| Outgoing Freight (thousands of lbs.) | 10,558      | -26.3%                    | 11.7%                    |
| Transit Freight (thousands of lbs.)  | 89          | 147.2%                    | -73.2%                   |
| Revenue Landings                     | 7,085       | 15.3%                     | -4.4%                    |
| Incoming Passengers                  | 166,957     | 20.6%                     | 2.6%                     |
| Outgoing Passengers                  | 170,039     | 28.4%                     | 3.8%                     |
| Alaska Highway (statewide)           |             |                           |                          |
| Entering Passengers                  | 49,968      | 28.0%                     | 19.8%                    |
| Exiting Passengers                   | 44,955      | 108.7%                    | -5.4%                    |
| Employment                           | 3rd Qtr '15 | % Change from<br>Prev Qtr | % Change from<br>Prev Yr |
| <b>EMPLOYMENT</b>                    |             |                           |                          |
| Total Nonfarm Employment             | 40,200      | 2.0%                      | -1.0%                    |
| Mining and Logging                   | 1,600       | 6.7%                      | -11.1%                   |
| Construction                         | 3,700       | 23.3%                     | 8.8%                     |
| Manufacturing                        | 700         | 16.7%                     | 16.7%                    |
| Trade/Transportation/Utilities       | 8,500       | 2.4%                      | -1.2%                    |
| Information                          | 500         | 0.0%                      | 0.0%                     |
| Financial Activities                 | 1,200       | 0.0%                      | -7.7%                    |
| Professional & Business Services     | 2,400       | 0.0%                      | 4.3%                     |
| Education & Health Services          | 5,200       | -1.9%                     | -3.7%                    |
| Leisure & Hospitality                | 4,400       | 2.3%                      | -4.3%                    |
| Other Services                       | 1,200       | 0.0%                      | 0.0%                     |
| Government                           | 10,800      | -3.6%                     | -1.8%                    |

**SOURCE:** FNSB Community Research Quarterly; (see table of contents for source data) Bank Deposit & Loan Summary, Total Bankruptcies Filed, Fairbanks International Airport Freight, Fairbanks International Airport Transit Freight, Fairbanks International Airport Revenue Landings, Fairbanks International Airport Passengers, Alaska Highway Statewide Entering Passengers, Alaska Highway Statewide Exiting Passengers, Average Monthly Employment Estimates By Industry

**NOTE:** Employment numbers rounded to nearest 100.

## Fairbanks Economy at-a-Glance

(continued)  
Fairbanks North Star Borough

| Housing                                       | 3rd Qtr '15 | % Change from<br>Prev Qtr | % Change from<br>Prev Yr |
|---|-------------|---------------------------|--------------------------|
| <b>REAL ESTATE</b>                            |             |                           |                          |
| Single Family Houses                          |             |                           |                          |
| Number Sold                                   | 345         | 0.9%                      | 20.2%                    |
| Average Price                                 | \$231,899   | 4.6%                      | 3.8%                     |
| <b>RENTALS</b>                                |             |                           |                          |
| Residential Rentals                           |             |                           |                          |
| Rental Units Advertised                       | 410         | 19.9%                     | -45.1%                   |
| Average Rent (2 bdrm. apartment)              | \$1,151     | 4.7%                      | -3.8%                    |
| Housing                                       | 2014        | % Change from<br>Prev Yr  |                          |
| <b>CONSTRUCTION</b>                           |             |                           |                          |
| New Structures Annual Report                  | 245         | -                         | -1.6%                    |
| Population                                    | 2014        | % Change from<br>Prev Yr  |                          |
| <b>POPULATION **</b>                          |             |                           |                          |
| U.S. Census Annual Estimates                  |             |                           |                          |
| FNSB*   | 99,357      | -                         | -1.1%                    |
| City of Fairbanks                             | 32,469      | -                         | 0.4%                     |
| City of North Pole                            | 2,178       | -                         | -1.6%                    |
| AK Dept of Commerce, Community & economic Dev |             |                           |                          |
| FNSB*   | 97,972      | -                         | -1.7%                    |
| AK Dept of Labor and Workforce Development    |             |                           |                          |
| FNSB*   | 97,972      | -                         | -1.7%                    |
| City of Fairbanks                             | 32,469      | -                         | -1.5%                    |
| City of North Pole                            | 2,178       | -                         | -0.5%                    |

**SOURCE:** FNSB Community Research Quarterly: (see table of contents for source data) Residential Housing Sales, Rental Housing Units Available, Average Monthly Rents for Available Housing Units, New Structures by Unit Annual Report, Population Counts and Estimates.

**NOTE:**

\* The FNSB numbers include population for all communities within the Borough plus Fort Wainwright Army Base and Eielson Air Force Base.

\*\* U.S. Census and ADOL estimated numbers may be revised annually.

## **AWARDS AND ACKNOWLEDGEMENTS**

The Government Finance Officers Association (GFOA) of the United States and Canada awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Fairbanks for its comprehensive annual financial report (CAFR) for the fiscal year ended December 31, 2014. The City received this prestigious award for the past thirteen consecutive years (2002 - 2014). In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized CAFR. This report must satisfy both GAAP and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only.

The City received the Distinguished Budget Presentation Award from the GFOA for the years 2012 through 2015. The City will apply for this award upon completion of the 2016 budget document. Copies of both awards can be found on the following pages.



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**City of Fairbanks  
Alaska**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**December 31, 2014**

Executive Director/CEO



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Fairbanks  
Alaska**

For the Fiscal Year Beginning

**January 1, 2015**

Executive Director

# CITY OF FAIRBANKS STRATEGIC PLAN

**THE CITY OF FAIRBANKS MISSION IS TO PROVIDE ESSENTIAL SERVICES THAT INCREASE THE DESIRABILITY OF THE CITY AS A PLACE TO LIVE, WORK, AND VISIT**

**THE VISION IS TO SHOWCASE THE UNIQUENESS OF FAIRBANKS WHILE ACKNOWLEDGING OUR PAST, PRESENT, AND FUTURE**

**LONG RANGE PRIORITIES**

- \*ECONOMIC DIVERSITY
- \*FISCAL RESPONSIBILITY
- \*ACCOUNTABILITY
- \*ENERGY
- \*QUALITY OF LIFE
- \*GOVERNMENT TO GOVERNMENT PARTNERSHIPS

| <b>PERFORMANCE OBJECTIVES</b>                                    |  |
|--|--|
| <b>BALANCED PERSPECTIVES</b>                                     | <b>PERFORMANCE OBJECTIVES</b>  |
| <b>CUSTOMER/STAKEHOLDERS</b><br><i>THE CITIZENS WE SERVE</i>     | *IMPROVE CUSTOMER SERVICE<br>*IMPROVE PUBLIC PERCEPTION  |
| <b>FINANCIAL STEWARDSHIP</b><br><i>TAKING CARE OF RESOURCES</i>  | *GROW CITY GENERATED REVENUE<br>*IMPROVE ECONOMIC DIVERSITY  |
| <b>INTERNAL OPERATIONS</b><br><i>HOW WE DO THE WORK</i>          | *IMPROVE COMMUNICATIONS<br>*IMPROVE USE OF TECHNOLOGY<br>*IMPROVE SAFETY & SECURITY  |
| <b>LEARNING &amp; GROWTH</b><br><i>HOW WE DEVELOP OUR PEOPLE</i> | *INCREASE EMPLOYEE SATISFACTION<br>*IMPROVE EQUITY IN LABOR AGREEMENTS<br>*IMPROVE WORKFORCE ACCOUNTABILITY<br>*IMPROVE WORKFORCE CAPACITY |

**Performance Metrics Results are reported at the Departmental Level**

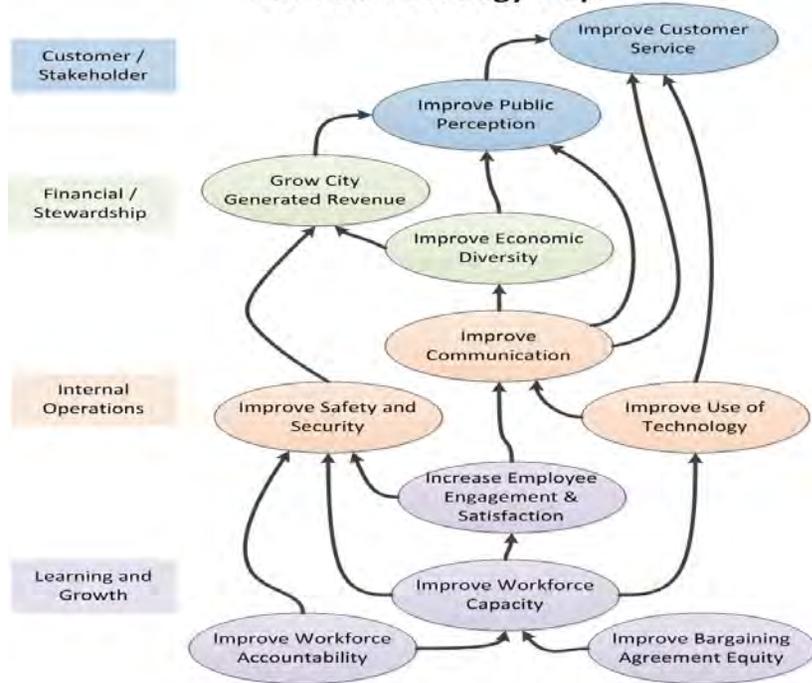
# City of Fairbanks Strategic Plan



|                      | Objectives   | Key Measures  | Targets   |  | 2016 Initiatives  |
|----------------------|--|---|---|--|---|
|                      |  |   | 2016  | 2017   |   |
| Customer Stakeholder | Improve Customer Service                           | PW: On Time Refuse Collection Rate<br>FPD: Property Crime Closure Rate<br>FPD: Call Response time (D&E calls)<br>FFD: % Cardiac Pt. arrive at FMH w/pulse<br>FFD: Avg. Response Time<br>FECC: 911 Calls answered in < 10 seconds<br>BLDG: % building permits approved 1 <sup>st</sup> time<br>CLERK: % records requests in 5 days | >99%<br>>28%<br>< 4.0<br>>98%<br><4.5<br>>95%<br>>75%<br>>70% | >99%<br>>33%<br><4.0<br>>98%<br><4.5<br>>95%<br>>75%<br>>75% | - Add more police investigative resources<br>- Conduct EMS strategy assessment<br>- Cushman, Cowles, Noble and Barnette street improvements<br>- Bike path on North side of Chena River<br>- Pursue Bjerremark neighborhood defensible space improvements |
|                      | Improve Public Perception                          | PIO: Facebook Stars<br>PIO: Perception Survey (Favorable)   | 4<br>>85%   | 4<br>>85%  | - Cont. implementation of Community Oriented Policing   |
| Finance              | Grow City Generated Revenue                        | BLDG: New construction permits (\$Mil)<br>FIN: % delinquent revenue accounts  | >50<br><2%  | >55<br><2%   | - Develop economic and revitalization Strategy<br>- Reduce private development barriers   |
|                      | Improve Economic Diversity                         | FIN: Days operating cash on hand<br>FIN: Perm fund annualized yield   | <90<br>>6.0%  | <100<br>>6.0%  | - Pursue Section 331 agreements, where appropriate and valuable   |
| Operations           | Improve Communication                              | FECC: FPD D&E calls received to dispatch (sec)<br>FECC: structure fires received to dispatch (sec)  | <90<br><90  | <70<br><70   | - Roll out Intranet<br>- Deploy updated external web page   |
|                      | Improve Adoption of Technology                     | IT: IT service tickets vs. employees<br>CITY: % employees entering time electronic<br>CITY: % invoices w/option to pay electronic   | <1.75<br>>75%<br>>50%   | <1.50<br>>90%<br>>80%  | - Stand up IT governance steering committee   |
|                      | Improve Safety and Security                        | RISK: # lost work days<br>RISK: # days since last safety incident<br>RISK: Experience Modifier  | <40<br>>90<br>< 1.35  | <35<br>>120<br><1.20   | - Safety committee to begin review of incident reports, determine avoidable/unavoidable status for each incident  |
| Learning and Growth  | Increase Employee Engagement and Satisfaction      | HR: % new hires at employee orientation<br>HR: 1-year turnover rate<br>HR: 457 plan participation   | >95%<br><7.5%<br>>25%   | >97%<br><7.0%<br>>50%  | - CSP contract extension and enhancement<br>- Implement MUNIS on-line recruiting<br>- Implement opt-out health insurance plan for SA group, bargain inclusion of remaining employees as appropriate   |
|                      | Improve Equity in Collective Bargaining Agreements | HR: % employees w/current CBA<br>HR: % ee paid health under 9.5% of gross wage  | >70%<br><9.5%   | >100%<br><9.5%   | - Negotiate and ratify labor agreements for all bargaining groups   |
|                      | Improve Workforce Accountability                   | HR: % employees with current annual review<br>HR: WC cost per employee (\$ thousands)   | >98%<br><2.5  | >99%<br><1.5   | - Implement Office of Professional Responsibility   |
|                      | Improve Workforce Capacity                         | HR: % employees current in ethics training<br>HR: % ee's current in customer service training<br>HR: % ee's current in purchasing training  | >90%<br>>90%<br>>90%  | >95%<br>>95%<br>>95%   | - Implement MUNIS credential and training modules<br>- Implement MUNIS grievance tracking   |

Part of strategic alignment is regular reporting and performance assessment of strategic objectives. Regular progress reports provided by department leaders help the management team focus resources and effort toward underperforming activities, as well as help to identify continuous improvement opportunities at the City. Each Department narrative contains the performance metrics scorecard results. The data in the scorecard reflects actual performance.

### City of Fairbanks 2014-2017 Strategy Map



|   | Strategic Objectives     |                           |                             |                            |                       |                               |                                |                            |                                  |                                    | Council Priorities |                       |                |        |                 |                                       |
|---|--------------------------|---------------------------|-----------------------------|----------------------------|-----------------------|-------------------------------|--------------------------------|----------------------------|----------------------------------|------------------------------------|--------------------|-----------------------|----------------|--------|-----------------|---------------------------------------|
|   | Improve Customer Service | Improve Public Perception | Grow City Generated Revenue | Improve Economic Diversity | Improve Communication | Improve the Use of Technology | Increase Employee Satisfaction | Improve Workforce Capacity | Improve Workforce Accountability | Improve Equity in Labor Agreements | Economic Diversity | Fiscal Responsibility | Accountability | Energy | Quality of Life | Government to Government Partnerships |
| <b>2016 INITIATIVES</b>   |                          |                           |                             |                            |                       |                               |                                |                            |                                  |                                    |                    |                       |                |        |                 |                                       |
| Brownsfield Assessment of Polaris Building  |                          | X                         |                             | X                          |                       |                               |                                |                            |                                  |                                    |                    |                       |                |        | X               | X                                     |
| Negotiate and ratify long-term Collective Bargaining Agreements   |                          |                           |                             |                            | X                     |                               | X                              |                            | X                                | X                                  |                    | X                     |                | X      | X               | X                                     |
| Sustain Emergency Services Patrol to take care of incapacitated persons   | X                        | X                         |                             |                            | X                     |                               |                                |                            |                                  |                                    |                    | X                     |                | X      | X               | X                                     |
| Expand Community Oriented Policing  | X                        | X                         |                             |                            | X                     | X                             | X                              | X                          | X                                |                                    |                    | X                     |                | X      | X               | X                                     |
| Research/Expand Area-Wide FECC Dispatching for the State and Military   | X                        | X                         | X                           | X                          | X                     | X                             |                                | X                          |                                  |                                    | X                  | X                     | X              | X      | X               | X                                     |
| Use Office of Professional Responsibility (OPR) to investigate citizen complaints regarding the Police Department | X                        | X                         |                             |                            | X                     |                               | X                              | X                          | X                                |                                    |                    | X                     |                | X      | X               | X                                     |
| Add Resources to Solve Cold-Case Homicides  | X                        | X                         |                             |                            | X                     | X                             |                                | X                          |                                  |                                    |                    | X                     |                | X      | X               | X                                     |
| Finish Cushman Complete Streets   | X                        | X                         | X                           | X                          | X                     |                               |                                |                            |                                  |                                    | X                  | X                     | X              | X      | X               | X                                     |
| Begin Cowles Street Improvements  | X                        | X                         | X                           | X                          | X                     |                               |                                |                            |                                  |                                    | X                  | X                     | X              | X      | X               | X                                     |
| Train, Implement, and use Munis HR module applications  | X                        |                           |                             |                            | X                     | X                             | X                              | X                          | X                                |                                    |                    | X                     |                | X      |                 |                                       |
| <b>2015 INITIATIVES</b>   |                          |                           |                             |                            |                       |                               |                                |                            |                                  |                                    |                    |                       |                |        |                 |                                       |
| Implement Strategic Plan  | X                        | X                         | X                           | X                          | X                     | X                             | X                              | X                          | X                                | X                                  | X                  | X                     | X              | X      | X               | X                                     |
| Bjerremark Subdivision Revitalization   | X                        | X                         | X                           | X                          | X                     |                               |                                |                            |                                  |                                    | X                  | X                     | X              | X      | X               | X                                     |
| Cushman Complete Streets  | X                        | X                         | X                           | X                          | X                     |                               | X                              |                            |                                  |                                    | X                  | X                     | X              | X      | X               | X                                     |
| Increase FECC Contracts & Fees  | X                        | X                         | X                           |                            |                       |                               | X                              |                            |                                  |                                    | X                  | X                     |                | X      | X               | X                                     |
| Annual Employee Meeting   | X                        | X                         | X                           | X                          | X                     | X                             | X                              | X                          | X                                | X                                  |                    | X                     |                | X      |                 |                                       |
| Employee Satisfaction Survey  | X                        | X                         | X                           | X                          | X                     | X                             | X                              | X                          | X                                | X                                  |                    |                       |                |        | X               |                                       |
| Employee Recognition Program  | X                        | X                         | X                           | X                          | X                     | X                             | X                              | X                          | X                                | X                                  |                    |                       |                |        |                 |                                       |
| Operational Risk Management Training  | X                        | X                         | X                           | X                          | X                     | X                             | X                              | X                          | X                                | X                                  | X                  |                       |                |        | X               |                                       |
| Establish Employee Evaluation System / 360 Review   | X                        | X                         | X                           |                            | X                     | X                             | X                              | X                          | X                                | X                                  |                    |                       |                |        | X               |                                       |
| Set up Council Field Trips (Educate Leaders)  | X                        | X                         |                             |                            | X                     |                               | X                              |                            | X                                | X                                  |                    | X                     |                |        | X               | X                                     |
| IT Specific Training for Employees  | X                        |                           | X                           |                            | X                     |                               | X                              | X                          | X                                | X                                  |                    |                       |                |        | X               |                                       |
| Annual Ethics Training  | X                        | X                         | X                           |                            | X                     |                               | X                              | X                          | X                                | X                                  | X                  |                       |                |        | X               | X                                     |
| Safety Training Program   | X                        | X                         | X                           |                            | X                     |                               | X                              | X                          | X                                | X                                  |                    | X                     |                |        | X               |                                       |
| Implement City Staff Intranet   | X                        | X                         | X                           | X                          | X                     |                               | X                              | X                          | X                                | X                                  |                    | X                     | X              |        | X               |                                       |

# **CITY OF FAIRBANKS**

## **THE BUDGET**

### **Long-Term Financial Planning**

Long-term financial planning is influenced by local and state government economies. Currently the State of Alaska (State) is in dire financial condition due to low oil prices, low mineral prices, and low fish prices. The State Legislature is currently trying to bridge a \$3.5 billion dollar deficit. Items being considered include implementing a State income tax, restructuring the Alaska Permanent Fund Dividend program, removing or altering the oil tax-credit program, and cutting State expenditures across the board.

Locally, the State budget cuts will severely alter the operations at the University of Alaska campus. Hundreds of jobs are on the line and research activities may stop. Student programs will be assessed and restructured. Only essential student related programs will remain. Other State services may be passed on to the City and FNSB to provide. The effect of this transition could cause new service fees and increased property taxes.

At the City, we rely on the State of Alaska to provide revenue sharing proceeds and provide administration and on-behalf funding of the Public Employees Retirement System (PERS). The Community Revenue Sharing Program annually provides communities with funds vital to the delivery of basic public services. The population formula based funds may be used at the discretion of the community. In the 2016 budget, revenue sharing receipts will decrease from \$1.5 million to \$1 million dollars. Future receipts of revenue sharing are scheduled to disappear completely in 2018. The City of Fairbanks, and other communities across the state, is currently lobbying the Legislature to reinstate revenue sharing fund balance to the original \$60 million established.

About half of City employees participate in PERS. Every year local governments contribute 22% of participant gross wages to the pension system. In addition, the State contributes funds on-behalf of the local governments to meet the actuarially required levels. Some years, the local contributions and the State on-behalf contribution have exceeded 44% of gross wages. Currently the State Legislatures are considering raising the City share of contribution. For each percentage point increase, at current payroll levels, the City will incur \$100,000 more in pension expenditures. The City Mayor and Council, as well as all other local governments, are lobbying State Legislatures to maintain the 22% PERS contribution rate.

Interior Alaska is strategically located for Military activities. We have the largest available air space in the country and military jets can fly to any location in the world in just a matter of hours. The military bases in the Fairbanks area are providing substantial positive stimuli to the City's economic future. During 2015, a twenty Apache Helicopter Battalion was established at Fort Wainwright Army Base; One of only 20 in the US Army and the first ever equipped with skis. In 2016 and 2017 the base will receive the Gray Eagle Drone project which includes nine drones at \$37 million each. The Apache Helicopters and Gray Eagle project will bring over 500 military personnel plus dependents to Fairbanks. In addition, a \$48 million hangar will be constructed. The total direct and induced income for the Gray Eagle project alone is estimated at \$5 million annually.

## **CITY OF FAIRBANKS**

Eielson Air Force Base is slated to receive two squadrons (54 jets total) of F-35s. In March 2016 the environmental impact statement was completed and a record of decision will be announced on April 4, 2016. The estimated economic impact is documented below:

- 2,340 construction jobs between 2016-2019
- \$453 million economic impact from military construction
- Up to 3,500 additional military, civilian, and military dependents
- An estimated 2.6% increase to the FNSB population
- Anticipated 314 families needing off-base housing
- Annual economic impact from F-35 operations and maintenance activities of over \$250 million

An increase in population normally comes with an increase in public safety needs. In the current budget, an additional dispatcher and detective have been added. Public safety activity is monitored by Police, Dispatch, and Fire and reported quarterly in their performance metrics (pages 138, 152, 162).

The City of Fairbanks community, Mayor, Council and Congressman actively participate in events that bring military activities to Fairbanks. The long-term economic benefits will be seen when empty buildings are filled and the housing market is booming. Property and sales tax should increase along with other charges. The increased military investment in our community will greatly offset the impact from State cuts.

# CITY OF FAIRBANKS

## Relevant Financial Policies

Generally, current Council actions are not allowed to tie the hands of future Council members. For that reason, significant measures to ensure the long-term finances of the City are determined by the vote of the citizens and are enacted into Charter. Below is a list of financial policies that guide budget development. The significance of the policies are noted as Charter (most significant), City Code, (ordinances adopted by the City Council), or internal (not formally mandated).

Accounting and Reporting Methods: (Internal) The City's accounting and financial reporting systems will be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).

Audit requirement: City Charter section 8.7 and City Code section 2.262 requires an independent audit to be completed annually and presented to the City Council within one-hundred and eighty days after the end of the fiscal year. The annual audit of the Comprehensive Annual Financial Report shall be made public.

Certificate of Achievement for Excellence in Financial Reporting Program: (Internal) After the audit is complete the City's CAFR will be submitted to the GFOA Certificate of Achievement for Excellence in Financial Reporting Program. The financial report should be in conformity with GAAP, demonstrate compliance with finance related legal and contractual provisions, disclose thoroughness and detail sufficiency, and minimize ambiguities and potentials for misleading inference. The audit opinion will be included with the City's CAFR.

Distinguished Budget Awards Program: (Internal) The City's budget will be submitted to the GFOA Distinguished Budget Presentation Program for each fiscal year. The budget should satisfy criteria as a financial and programmatic policy document, a comprehensive financial plan, an operations guide for all organizational units and a communications device for all significant budgetary issues, trends, and resource choices.

Internal Controls: (Internal) Financial systems will maintain internal controls to monitor revenues, expenditures, and program performance on an ongoing basis.

Budget Adoption: City Charter section 5.2 requires the Mayor to prepare and submit a balanced annual budget estimate to the City Council by November 1st of each year. The City Council may amend the budget estimate at any time prior to adoption. The final budget adopted shall be a balanced budget. Code Section 5.5 states that the Council shall adopt the budget and make the appropriation by ordinance no later than the 15th day of December. Failing adoption, the budget estimate as submitted or amended shall go into effect and be deemed to have been adopted by the council and the proposed expenditures therein shall become the appropriations for the next fiscal year.

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Budget Amendment: City Charter section 5.6 states that the budget may be amended by the Council at any time after adoption provided no such amendment shall be made until after a public hearing upon the same notice as required for the budget estimate under section 5.4. The substance of the proposed amendment or amendments shall be published with the notice of hearing.

Fiscal Monitoring: (Internal) Year-to-date budget to actual reports on revenues and expenditures will be presented to the Finance Committee (comprised of all Council Members, the Mayor, the Chief Financial Officer, the Controller, and a member from the public) periodically throughout the year.

Fund Balance: City Code section 2-651 (b) requires that General Fund unassigned fund balance to be the greater of 20 percent of budgeted operational expenditures (\$7,052,183) or \$4,000,000.

The projected 2016 unassigned fund balance is \$10,159,043.

Investment policies: City Code section 2-679 states the City's investment policy for all funds is to apply the prudent-person (investor) rule: The City Council, Permanent Fund Review Board, City staff, investment managers, and bank custodians shall exercise the judgment and care under the circumstances then prevailing which an investor of ordinary prudence, discretion and intelligence exercises in the management of large investments entrusted to it, not in regard to speculation, but in regard to the long-term investment of funds considering the probable safety of capital as well as probable income to be derived.

City Code sections 2-676 through 2-688 further define the application of investments, the objective of investments, delegation of authority, prudence, responsibility, monitoring and adjusting the portfolio, internal controls, instruments permitted for investments, competitive selection of investment instruments, qualified institutions, safekeeping and collateralization, reporting requirements, and authorized deposits.

Permanent Fund transfers: City Charter section 8.8(b) and Code section 2-260(j) provides that the City Council, in any fiscal year, may only appropriate an amount not to exceed four percent of the five-year average fund market value, to be computed using the five prior year's year-end audited market value, for City operations (General Fund), and an additional one-half percent solely for capital needs (Capital Fund).

Limitation on bonded indebtedness: Charter section 7.3 mandates the total amount of General Obligation Bonds issued and outstanding at any one time shall not exceed 15 percent of the average assessed value of the property subject to taxation by the City as of the first day of January. In any one year, such average assessed value shall be determined by adding the assessed valuations for the last three preceding years and dividing by three. Bonds in excess of said limit may be issued if 65 percent of the qualified voters at the referendum thereon vote in favor of said issue.

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Authority to issue bonds: In accordance with Charter section 7.4, general obligation and revenue bonds must be approved by a vote of the citizens prior to issuance. By Council ordinance, refunding bonds may be issued in a greater principal amount than the outstanding bonds to be refunded in order to effect a saving by the City in the total principal and interest to be paid on the debt to be refunded. Industrial bonds may be issued provided that the borrowing is not repayable from taxes levied upon taxable real and personal property by and approved by Council ordinance.

Property Taxation: According to Charter section 6.5, the amount of tax that can be levied shall not exceed the total amount approved by the City Council for the preceding year by more than the Anchorage CPI from the preceding year, with limited adjustments. Of the total amount of taxes that can be collected, property taxes are limited by a maximum mill levy of 4.9 mills. Any new or additional sales tax levied, other than hotel/motel, alcohol, and tobacco, must be approved by the voters in a general election. Section 6.5(A) of the Fairbanks Code of Ordinance regulates the revenue generation of these taxes by stating *“Except as provided in this section, the total amount of municipal tax that can be levied during a fiscal year shall not exceed the total amount approved by the City council for the preceding year by more than a percentage determined by adding the percentage increase in the Federal Consumer Price Index for Anchorage from the preceding fiscal year. Of the total amount of taxes that can be collected, property taxes are limited by a maximum mill levy of 4.9 mills subject to Charter Section 6.5(B). Any new or additional sales tax levied, other than hotel/motel, alcohol, and tobacco, must be approved by the voters in a general election.”* Section 6.5(B) lists exemptions from 6.5(A) including new construction, payment to secure bonds, taxes to fund additional services as approved by voters, funding of judgments, and special appropriations necessary on an emergency basis to fund unavoidable expenses insuring the public peace, health, or safety. Section 6.5(C) states “Increases in the hotel/motel tax levied by the City above the 1999 level shall be exempt from the application of Section 6.5.” The revenue budget narrative begins on page 60.

Garbage Collection: City Code section 66-42(b) requires 12 percent of garbage collection revenue to be used to replace City equipment. In 2016, \$227,509 is budgeted in account 7610 in the Other Financing Sources (Uses) section of the General Fund Revenue Summary (page 67) and page 227 of the Capital fund.

Ambulance Mileage: City Code section 26-111 indicates that amount collected for mileage (related to emergency medical services) shall be placed in the capital appropriations fund. The General Fund collects the money and subsequently transfers the amounts to the Capital Fund. In 2016 \$65,000 is budgeted in account 7614 in the Other Financing Sources (Uses) section of the General Fund Revenue Summary (page 67) and page 230 of the Capital fund.

Other Fees: Various City Code sections refer to a schedule of fees. The Council establishes fees for services, licenses and permits, fines forfeitures and penalties, rents and other revenues. A link to the City of Fairbanks Fee Schedule is available on the City website at [www.fairbanksalaska.us](http://www.fairbanksalaska.us). Revenue sources are closely monitored by Finance

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and the Administration. Trends and unexpected variances are presented to the Finance Committee for review. Recommended changes are forwarded to the Council for approval.

Business License and Sales Tax Audits (internal): An outside contractor will be engaged to audit business revenues for compliance with City Code sections 14 and 74.

Expenditure Policies: Charter section 8.1 states that the Council shall prescribe by ordinance the procedures for the purchase, sale and interdepartmental transfer of property. Such ordinance shall contain a provision for centralized purchasing and for competitive bidding for purchases exceeding an amount to be fixed by general ordinance. Uniform exceptions for the requirement of competitive bidding may be prescribed by the ordinance.

City Code Section 54-1 through section 54-349 contains comprehensive rules relating to procurement. The following is a synopsis of some of the highlights. Centralized purchasing is provided under the direction of the purchasing agent. After a competitive sealed bid process, the purchasing agent may award contracts with identifiable appropriations for amounts \$50,000 or less. The Mayor awards contracts with identified appropriations for amounts up to \$250,000. The City Council awards all contracts over \$250,000 using identified appropriations. The City Council awards all contracts when competitive bidding is not deemed possible.

All contracts exceeding \$25,000 shall be memorialized in a formal, written contract. Resources costing between \$1,000 and \$25,000 must receive formal approval from the Department Head, Finance Director, and Mayor before purchase. Resources costing less than \$1,000 may be purchased using a "good-faith" effort to ensure the most reasonable price after approval from the Department Head.

No office or department shall expend or contract to expend any money or incur any liability for any purpose in excess of the amounts appropriated.

Section 8.9 of the Charter requires that all funds appropriated to the Capital fund remain in the capital fund only to be expended on capital projects as approved by the City Council.

Transfer of Fund Balance After year-end, the Council amends the budget ordinance to transfer excess unassigned general fund balance to the permanent and capital funds. This action helps increase sustainability in the permanent fund annual distribution (4% of 5-year market value transferred to GF for operations annually), and provides additional funding of City capital needs. After the transfer is complete, sufficient unassigned general fund balance remains to fund current year operations and unexpected events.

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## Debt

The City of Fairbanks is virtually debt free. In October of 2011 voters approved a ballot initiative to pay off a 2005 general obligation bond and in November of 2011 an ordinance was passed by the Council to prepay a long-term capital lease. The City's remaining long-term debt is reimbursed by other entities. There are no plans to incur debt for capital improvements, or otherwise, unless a third-party reimbursement agreement is obtained.

## Bonds

### Limitation on bonded indebtedness

According to Section 7.3 of the City Code of Ordinances "*the total amount of general obligation bonds issued and outstanding at any one time shall not exceed fifteen per centum (15%) of the average assessed value of the property subject to taxation by the City as of the first day of January. In any one (1) year such average assessed value shall be determined by adding the assessed valuations for the last three (3) preceding fiscal years and dividing by three (3). Bonds in excess of said limit may be issued if sixty-five (65%) of the qualified voters voting at the referendum thereon vote in favor of said issue.*" For the three years ending 2015 the calculation is as follows:

|   |                       |
|---|-----------------------|
| 2013 Assessment                                 | \$2,496,940,119       |
| 2014 Assessment                                 | 2,574,554,098         |
| 2015 Assessment                                 | <u>2,620,877,920</u>  |
| Total   | \$7,692,372,137       |
| Divide by three                                 | <u>3</u>              |
| Average Assessed value                          | \$2,564,124,046       |
| Times 15%                                       | <u>.15</u>            |
| Debt limit                                      | \$ 384,618,607        |
| General Obligation Bond's principal outstanding | -                     |
| Legal Debt Margin                               | <u>\$ 384,618,607</u> |

On March 18, 2009 Standard and Poor's Rating Services raised the rating on the City's general obligation debt from "A-" to "A." The rating was upgraded following a review of credit strength. The City has not issued any debt since the upgrade was published.

### Other Long-Term Debt

In 1997, the City sold its utility system to a consortium of buyers in exchange for \$87.5 million in cash, payoff of \$47.6 million in utility debt and other considerations; of the total proceeds, the City received \$2.0 million from the water/wastewater purchasers. As part of the overall utility sale, the Peger Road wastewater treatment plant has been operated by Golden Heart Utilities (GHU) subject to a lease-purchase agreement paying \$33,075 per month to the City's Permanent Fund. GHU has not exercised its option to purchase the treatment plant, opting to continue leasing the facility from the City. Over \$6 million has been received in lease payments to date.

## **CITY OF FAIRBANKS**

In October 2012 voters approved a ballot initiative that allows the City to borrow funds from the Alaska Clean Water Fund (ACWF) at 1.5 percent interest and pass them on to GHU. In return, GHU will repay all principal, interest, and loan origination fees back to the City over the life of the loan. The initiative also ratified a previous loan from ACWF that originated in 2009 and 2010. The details of the ACWF loans are described below.

In 2010 and 2009, the City of Fairbanks received an ACWF loan in the amount of \$130,827 and \$577,873, respectively, for a sodium hypo-chloride system at the wastewater treatment plant on behalf of GHU. For the 20 year life of the loan GHU will repay all principal and interest to the City. On December 31, 2015 the receivable balance remaining is \$496,090 The loan is collateralized by rental income recorded in the MUS Enterprise Fund.

In 2013 and 2014, the City of Fairbanks received an ACWF loan in the amount of \$2,100,150 and \$2,525,450, respectively, for a sludge dewatering system on behalf of GHU. For the 15 year life of the loan GHU will repay all principal and interest to the City, plus a 0.5 percent loan origination fee and other costs. On December 31, 2015, the receivable balance remaining is \$4,008,853. The loan is collateralized by rental income recorded in the MUS Enterprise Fund.

In 2014 the City applied to borrow another \$650,623 from ACWF at 1.5 percent interest for the clarifier rehab project. GHU has agreed to repay this loan and interest in full, plus pay the City a 0.5 percent loan origination fee and other costs. The receivable balance at December 31, 2015 is \$297,048.

### **Short Term Factors and Budget Guidelines**

In accordance with the City Charter section 5.2 "the final budget adopted by the council shall be a balanced budget". The current year's budgeted revenues, including "Other Financing Sources and Uses," must equal or exceed the current year's budgeted expenditures. Other significant factors include:

- A conservative emphasis on resource utilization is respected by all departments to help ensure budgeted obligations will be met.
- State Revenue Sharing is subject to Legislative action. We have been informed that the 2016 amount will fall \$515,963 short of the amount received in 2015. Currently, the State Legislature is considering increasing the amount to allocate but a decision is not expected until late spring 2016.
- By Charter, property taxes are restricted by a 4.9 mill revenue cap within a cap. The max increase is capped by inflation, which in turn is capped by valuation and new construction growth. If inflation is 2 percent and the prior year collection is \$100 then the maximum you can increase collections is \$2. However, if your property tax valuation base did not grow, collections are limited to the prior year amounts.
- Wages for the Mayors non-union group (6 individuals) include increases for 2016. There are no increases for all other groups because they are currently in negotiations.
- State on-behalf pension payments are subject to State Legislative action and could significantly increase the percentage paid for public safety pensions. Less funds and personnel will be available to provide services.

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- Health care costs paid by employees are increasing 7 percent to 8 percent each year and could result in an affordability fine under the Affordable Care Act.
- Prior to the recent fall in oil prices, energy costs were crippling our community. Participation in the Natural Gas Utility is vital to building a distribution network in the City. The utility will help bring natural gas to Fairbanks at an affordable rate and decrease dependency on oil. An increase in local employment should also result.
- Increased road maintenance responsibility transferred from the State of Alaska Department of Transportation to the City of Fairbanks.
- The five year averaging of the permanent fund no longer includes the stock market crash year of 2008 and the low return year of 2009. Contributions from that fund should increase.

### Major Initiatives

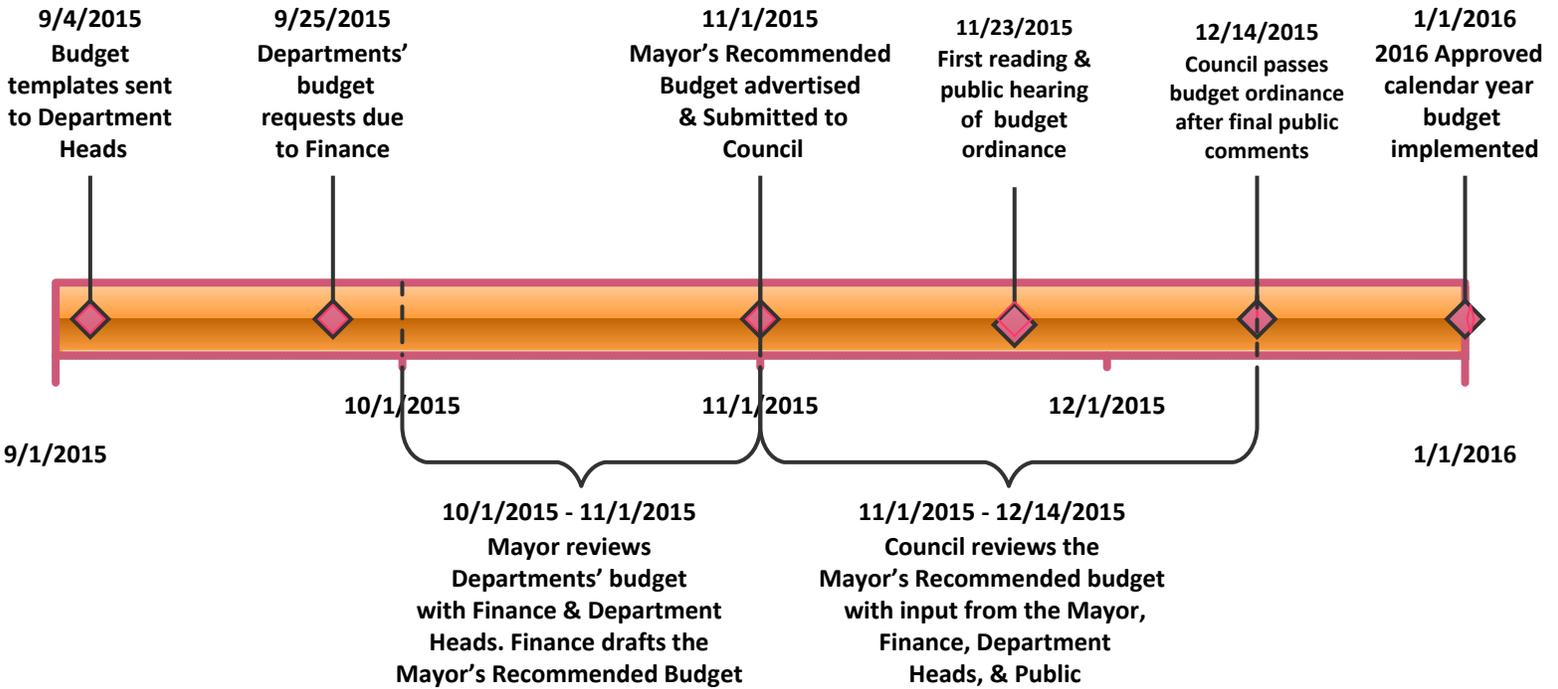
In 2015, the City:

- Updated city-wide electronic security systems on facility doors and install cameras at the impound lot
- Completed LED lighting upgrades in the Police Station
- Purchased inventory shelving and drawer units for the Public Works mezzanine
- Purchased two packer trucks for garbage collection
- Installed an overhead safety restraint system in the mechanic shop
- Purchased a grade tractor for use in road and drainage maintenance
- Purchased a mechanics shop truck for mobile repairs (will replace a 1970 truck)
- Purchased asphalt patching equipment for improved pot-hole patching
- Purchased hands-free CPR equipment for all ambulances
- Conducted soil and water testing for the environmental cleanup of the burn pit at the Fire Training Center
- Implemented an employee recognition program
- Conducted city-wide open house for the community
- Updated city fee schedule
- Liquidated excess City properties
- Began reviewing the feasibility associated with transferring all employees from union health plans to a consolidated city-health plan.

In 2016, the City will:

- Implement a “new employee” orientation program
- Implement Intranet
- Review feasibility associated with transferring all employees from union health plans to a consolidated city-health plan.
- Implement City-wide employee and Council member ethics training.
- Support revitalization of the Polaris Building for economic development
- Expand Community Oriented Policing
- Finish Cushman Complete Streets
- Ensure sustainable funding for the Emergency Service Patrol
- Continue to develop and implement strategic planning

# 2016 BUDGET PROCESS CALENDAR



# CITY OF FAIRBANKS

## Basis of Accounting

For financial reporting purposes Governmental Funds use the modified basis of accounting, under which revenues considered to be both measurable and available for funding current appropriations are recognized when earned. All other revenues are recognized when received in cash, except that revenues received in advance are reported as unearned. Expenditures are recorded at the time liabilities are incurred, except for accumulated annual leave which is treated as expenditure when paid. Enterprise Funds use the accrual basis of accounting under which revenues are recognized when earned, and expenses are recorded when liabilities are incurred. There are no Enterprise Funds subject to budget appropriation.

## Budgetary Basis of Accounting

The annual budget is the foundation for the City's financial planning and control. Budgets for the General and Capital Funds are adopted on an annual basis and are consistent with GAAP except that encumbrances are treated as budgeted expenditures in the year of incurrence of the commitment to purchase. The City uses modified accrual accounting for both budget and financial reporting. Budgetary comparisons presented in this report are on this budgetary basis. All annual appropriations lapse at year-end to the extent that they have not been expended or encumbered.

## Balanced Budget Definition

Section 2-651 of the City Code defines a balanced budget as one where current expenditures are covered by current revenues. Current revenues are further defined to include General Fund balance accumulated in prior years subject to the fund balance limitations described in the fund balance policy previously stated.

## Budget Timeline, Preparation, Adoption, and Enactment

The City of Fairbanks operates on a calendar year fiscal cycle. The 2016 Budget Process Calendar on the preceding page is a useful tool for reference throughout the budget process. There are three distinct phases in the adoption of the annual budget estimate. In the first phase, City departments submit their expenditure requests to the Mayor. In the second phase, the Mayor submits recommended budgets for revenue and expenditures to the Council, and in the third phase the Council reviews, amends, and adopts the budget.

General Fund expenditures are budgeted at the department level. There are five distinct expenditure classifications: personnel services, training, office/operating supplies, dues and publications, and other outside contracts. In addition, there are expenditure classifications for repair, maintenance or other specially classified expenditures based upon the character of the Department functions. General Fund budget narratives are submitted by Department Heads and are not changed when the Mayor recommends and Council approves different levels of funding. The changes occurring between the different phases of the budget process can easily be identified under the column total headings "**REQUESTS, RECOMMENDS, APPROVED**" in the budget narratives and financial worksheet preceding the departments' narratives.

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Capital Fund expenditures are also budgeted at the department level but have unique objects based on the nature of the capital project (equipment, road maintenance, property replacement).

### **The Budget Process**

Every September, the Finance Department sends a budget template to each Department Head. The Department Heads have the discretion to propose changes for the following year. The Finance Department determines the impact of a request on personnel services accounts based on the relevant collective bargaining agreements.

During the first three weeks of October, the Mayor meets with each Department Head to review the requested budget. After each meeting, Finance prepares a recommended budget which reflects any changes the Mayor proposes.

Once the Mayor's recommended budget has been determined and compiled by Finance, the budget document is published on the City's website at [www.fairbanksalaska.us](http://www.fairbanksalaska.us) and, as required by City Charter, submitted in writing to the City Council by November 1st.

Throughout November and December, the City Council holds public meetings to discuss the budget. These meetings are held in accordance with Alaska's *Open Meetings Act* (AS 44.62.310). The intent of public meetings is to hear all opinions on all issues and ensure public control over the government that the public created. Public meetings are the means by which a person or group can be informed, express opinions, exercise choice, and affect outcomes. In order for this to occur the governing body must provide reasonable notice of its meetings, the governing body must hold the meetings as provided in the notice, and the public must be given an opportunity to provide input.

During these meetings the Department Heads are free to present their budget requests and why they differ from what the Mayor recommends. Council Members ask many questions and make inquiries to Finance. After each section of the budget has been carefully reviewed, and amended by Council, a budget ordinance is drafted. The ordinance is presented for first reading at a general Council Meeting, normally the last meeting in November. Ordinances require two readings at two different Council Meetings before passage.

The Council's consideration of the budget ordinance is open to public comment. At the beginning of every Council meeting, individuals from the public are afforded five minutes to make comments. When resolutions, ordinances, and other items of agenda are introduced during the meeting, individuals from the public are again afforded five minutes to make comments and ask questions pertaining to the specific subject.

During consideration of the budget ordinance, Council Members may propose changes. After much discussion, the Council will vote specifically on every change proposed. When all changes have been determined a full vote on the budget ordinance will be called. In accordance to City Code, the City Council must formally adopt an ordinance approving the budget estimate by December 15th.

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Once the budget is approved, the CFO and Controller enter the amounts into the municipal software program. The program has controls and safeguards that prevent overspending at the object account level. All expenditures anticipated must go through the purchase requisition and approval process. Purchase requisitions can only be made for amounts that do not exceed the available budget.

### **Amending the Budget**

Intra-department line item budget transfers are allowed to other non-personnel (wages & benefits) accounts within their department. The requested intra-budget transfers are documented on a form and must be signed for approval by the Department Head, CFO, and Mayor. For example, if a department discovers they do not have enough funds budgeted in office supplies they can fill out a form requesting to transfer a portion of the budgeted funds from dues and publications to office supplies. They cannot request transfers to wages and benefits from office supplies. Net intra-department transfers must not result in an increase or decrease to the overall department budget. Once approvals are done, either the CFO or Controller makes the budget transfer.

All changes to revenue budgets, department total budgets, increases to personnel budgets, and budget transfers between departments, are done through a formal ordinance amending the budget. An amended budget ordinance is introduced to the Finance Committee at a public meeting. Department Heads, community organizations, and the general public may comment on the proposed changes. The amended budget ordinance is moved on to the next Council Meeting for consideration. Subsequently it will be advanced to a second Council Meeting for formal approval or rejection.

The revenue budget is constantly monitored by Finance and the Mayor. If expected receipts yield significantly different results, the change is included in the ordinance amending the budget. Property and sales tax revenues are adjusted to match receipts. Fee changes approved by the Council are included, and new intergovernmental revenues are added. There are generally three or four budget amendment ordinances each year. By the end of the budget year there should not be any significant differences between the revenue and expenditure budgets and the actual results achieved.

City of Fairbanks  
List of Funds

| Fund                            | Fund Type    | Description   | Major | Included in Budget Appropriation | Included in CAFR |
|---------------------------------|--------------|---|-------|----------------------------------|------------------|
| General                         | Governmental | Accounts for resources traditionally associated with government which are not required legally or by sound financial matters to be accounted for in another fund. | Yes   | Yes                              | Yes              |
| Permanent                       | Governmental | Accounts for investment activities that generate income to transfer to the general fund and capital fund.   | Yes   | No*                              | Yes              |
| Grants & Contracts              | Governmental | Accounts for receipts and expenditures of grants and contracts, which provide for operations, equipment and capital activities.                                   | Yes   | No                               | Yes              |
| Capital                         | Governmental | Accounts for funds appropriated for capital use.  | No    | Yes                              | Yes              |
| Asset Forfeiture                | Governmental | Accounts for forfeiture receipts under the United States Department of Justice Asset Forfeiture Program.  | No    | No                               | Yes              |
| Fairbanks Transportation Center | Enterprise   | Accounts for provisions of parking spaces in the downtown area.   | No    | No                               | Yes              |
| Municipal Utility System        | Enterprise   | Accounts for receipts from the rental of the remaining assets of the former Municipal Utilities System which was sold in phases in 1997 and 1998.                 | No    | No                               | Yes              |

**Basis of Accounting**

For financial reporting purposes the Governmental Funds use the modified accrual basis of accounting, under which revenues considered to be both measurable and available for funding current appropriations are recognized when earned. All other revenues are recognized when received in cash, except that revenues of a material amount that have not been received at the normal time of receipt are accrued, and any revenues received in advance are unearned. Expenditures are recorded at the time liabilities are incurred.

Proprietary Funds use the accrual basis of accounting under which revenues are recognized when earned, and expenses are recorded when liabilities are incurred.

\* The estimated portion of revenue to be transferred from the permanent fund to the general and capital funds is included in the Other Financing Sources (Uses) revenue section on the last page of the General Fund Revenue Summary.

City of Fairbanks  
Departmental Relationship to Funds

| Department             | General Fund<br>(Major) | Permanent Fund<br>(Major) | Grants & Contracts<br>(Major) | Capital Fund | Asset Forfeiture Fund | Fairbanks Transportation Center Fund | Municipal Utility System Fund |
|------------------------|-------------------------|---------------------------|-------------------------------|--------------|-----------------------|--------------------------------------|-------------------------------|
| Mayor                  | X                       |                           |                               |              |                       |                                      |                               |
| Attorney               | X                       |                           |                               |              |                       |                                      |                               |
| Clerk                  | X                       |                           |                               |              |                       |                                      |                               |
| Finance                | X                       |                           |                               |              |                       |                                      |                               |
| Information Technology | X                       |                           |                               | X            |                       |                                      |                               |
| General                | X                       |                           |                               |              |                       |                                      |                               |
| Risk                   | X                       |                           |                               |              |                       |                                      |                               |
| Police                 | X                       |                           | X                             | X            | X                     |                                      |                               |
| Dispatch               | X                       |                           |                               | X            |                       |                                      |                               |
| Fire                   | X                       |                           | X                             | X            |                       |                                      |                               |
| Public Works           | X                       |                           |                               | X            |                       |                                      |                               |
| Engineering            | X                       |                           | X                             | X            |                       |                                      |                               |
| FMATS                  |                         |                           | X                             |              |                       |                                      |                               |
| Building               | X                       |                           |                               | X            |                       |                                      |                               |

The General Fund covers all departmental expenditures except those of FMATS which is wholly grant funded (see the FMATS tab for more information).

The Permanent Fund does not directly interact with departments. Instead, a portion of the revenue generated is included as a transfer from the Permanent Fund in Other Financing Sources (Uses) section on the last page of the General Fund Revenue Summary.

The Grants & Contracts fund accounts for all receipts and expenditures associated with federal, state, and local projects. Departments that work on, or are benefitted by, these activities are noted above.

The Capital fund receives general fund appropriation from the Departments (see account 7501 in the General Fund's departmental budgets). In return, funding for capital equipment and projects is built up in the Capital Fund and appropriated for expenditure when funding levels are sufficient.

Accounts for forfeiture receipts under the United States Department of Justice Asset Forfeiture Program ran by the Police Department.

The Fairbanks Transportation Center Fund and the Municipal Utility System Fund are both Enterprise Funds and do not have a relationship to the departments.

# CITY OF FAIRBANKS

## Fund Balance (Governmental Funds)

Fund balance is the difference between assets and liabilities. Under the Governmental Accounting Standards Board (GASB) Statement No. 54 there are five different classifications of fund balance:

1. Non-Spendable      Items that cannot be spent because they are not in a spendable form, or are legally or contractually required to be maintained intact. In the general fund balance, inventory is considered "non-spendable".
2. Restricted          Constraints imposed on their use by external creditors, grantors, contributors, or laws and regulations. There are no restrictions associated with the general fund or capital fund balances.
3. Committed        Resources can only be used for specific purposes as approved by formal action of the City Council. General fund balance includes commitments for emergency snow removal.
4. Assigned          Constrained by the intent of Council, the Mayor, or by a body to which the City Council delegates authority. In the general fund, self-insurance losses and encumbrances are included in assigned fund balance.
5. Unassigned        Available to spend, unrestricted

The City of Fairbanks maintains a healthy general fund balance while the capital fund balance is shrinking. At the bottom of the worksheets in the Financial Summary section an analysis of the changes in fund balance is made.

## General Fund

### Description

The General Fund is the City's primary operating fund and is used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund.

### Major Fund

By definition, the General Fund is always reported as a major fund.

### Revenues

Revenues are derived principally from taxation. Proceeds from property tax and sales tax account for 59 percent of General Fund revenue. Revenue derived from charges for services include garbage collection fees, ambulance fees, traffic tickets, administrative grant recoveries,

## CITY OF FAIRBANKS

and other fees. In total, these proceeds account for less than 13 percent of General Fund revenues. Intergovernmental revenues from the State of Alaska account for 9 percent of General Fund revenues, a 3 percent decrease from prior year. These state appropriations include revenue sharing, and PERS on-behalf payments. License and permits, fines and forfeitures, interest, rental and lease income, other revenues and other financing sources and uses account for the remaining 19 percent of General Fund revenues. Of those categories, business license receipts and transfers from the Permanent Fund and to the Capital Fund are the most significant. An in-depth analysis of the General Fund revenue budget begins on page 60.

### Personnel Budgets

Almost 65 percent of the General Fund budget is personnel costs. The significance of these costs deserves transparency and understanding. The *Personnel Summary* on page 67 shows the total number of approved positions for the years 2014, 2015, and 2016. Each department's *Schedule of Personnel Requirements* is located after the financial worksheet showing the department budget. Not only does this information show the yearly personnel cost paid by the General Fund and Grants Fund, it shows the number of authorized personnel employed in each department. The total from each department is carried forward to the *Personnel Summary*.

Following the personnel schedule is the *Personnel Hourly Wages and Benefits* worksheet. Wage and benefit information is presented in an hourly format to arrive at the hourly package rate. Note, wage rates and benefits may be rounded to four places to accurately reflect calculations performed by the municipal software system. Below is a summary of the benefits paid by the City by department and union:

### Non-Union

Eight City positions are not represented by a labor union. Five of the positions are in the Mayor's Department, two are in the Office of the City Attorney, and one is in the Office of the City Clerk. All of these positions participate in the health care and pension program offered by the International Brotherhood of Electrical Workers (IBEW) through a special agreement between the City and the union trust. Below are the benefits related to this group:

IBEW Pension for all positions is \$6.00 per hour.

The monthly health premium is \$1,754.00 of which the City pays \$1,067.66 and the employee pays \$686.34. The hourly cost to the City for this coverage is calculated as follows: \$1,067.66 X 12 months divided by 2,080 hours equals \$6.16 per hour. Other hourly benefits include 1.45 percent for Medicare and \$.03 (cents) for life insurance.

## CITY OF FAIRBANKS

### IBEW

Every City department with personnel has employees that belong to the IBEW. Wages and benefits are formally negotiated every three years with a one-year option to renegotiate wages based on the change in the Municipality of Anchorage Consumer Price Index (CPI). The current bargaining agreement for IBEW expired on December 31, 2017 and negotiations are underway for a new agreement. Medicare and life insurance are not included in the CPI calculation. The union has the option to allocate the raise. They can put the entire amount to wages, to pension, to health, or split it among the base wage and different benefits proportionately. Normally, IBEW employees put 100 percent to wages.

Below is a breakdown of the benefits associated with IBEW union member positions:

The monthly health premium is \$1,754.00 of which the City pays \$850 and the employee pays \$904.00. The hourly cost to the City for this coverage is calculated as follows:  $\$850.00 \times 12 \text{ months} \div 2,080 \text{ hours} = \$4.90$  per hour. In 2015 it is estimated that the health premium will increase 7 percent.

There are two different hourly pension rates: \$6.59 per hour for positions earning more than \$50,000 per year and \$5.59 per hour for positions earning less than \$50,000 per year.

Other benefits include Medicare at 1.45 percent X base rate (assumes no deductions) and life insurance at \$.03 (cents) per hour.

### Public Safety

In May of 2012 the Fire Fighters Union negotiated a 4.75 percent increase to base wages with no further increase through December 31, 2014. Firefighters with special certifications receive increases to their base wages. These "pro-pay" certification amounts are listed on the Fire Department's *Personnel Hourly Wages and Benefits* worksheet on page 161.

Police and Dispatch employees represented by the Public Safety Employees Association (PSEA), participate in a seven-year step base wage schedule. In August of 2012, as part of a one-year wage reopener, PSEA negotiated a four percent increase to base wage steps through December 21, 2013. Negotiations for 2014 and beyond are underway. Amounts in affect from 2013 remain unchanged and are reflected in the 2016 budget.

## CITY OF FAIRBANKS

Five and ten percent differentials are added to an employee's base wage in the following circumstances:

### Five Percent differentials:

Sergeant working as a Shift Commander

Field Training Officers performing department-sanctioned on-the-job training

Lieutenants and Sergeants assigned to the Investigations/Special Operations Bureau

K-9 Officers

Swing shifts beginning between 1200 hours and 1859 hours

### Ten Percent differentials:

The Deputy Police Chief is paid a ten percent differential above the highest Lieutenant step (step 7).

Midnight shifts beginning between 1900 hours and 0459 hours

The Personnel Hourly Wages and Benefits worksheets for the Police, Dispatch, and Fire Departments are located on pages 137, 151, and 161 respectively. Below is a summary of the benefits paid by the City.

There are two different health care plans offered by PSEA to Police and Dispatch:

The Heritage plan monthly premium is \$1,757.00, of which the City pays \$1,040.00 and the employee pays \$717.00. The hourly cost to the City for this coverage is calculated as follows:  $\$1,040.00 \times 12 \text{ months} \div 2,080 \text{ hours} = \$6.00 \text{ per hour}$ . Twenty-six Police employees and seven Dispatch employees participate in the Heritage Plan.

The Catastrophic plan monthly premium is \$1,191.89, of which the City pays \$1,040.00 and the employees pay \$96.00. The hourly cost to the City for this coverage is the same as the Heritage plan. Seventeen Police employees and eight Dispatch employees participate in this plan.

The Fire Department participates in the Northwest Fire Fighters Benefits Trust (NWFFT) health plan. The premium cost of the "500" plan is \$1,808.64 of which the City pays \$1,040.00 and the employee pays \$768.64. Only two Fire employees participate in the "500" Plan. The premium of the "1500" plan is

## CITY OF FAIRBANKS

\$1,587.54 of which the City pays \$1,040.00 and the employee pays 547.54. Thirty-nine employees participate in the '1500" plan.

The Police Chief, Fire Chief, Assistant Fire Chief and Dispatch manager participate in the IBEW health plan mentioned in the IBEW section above.

Public Safety employees participate in the State of Alaska Public Employees' Retirement System (PERS). Effective July 1, 2007 the Alaska legislature set the effective employer rate at 22 percent of the base rate paid.

The Fire Chief, Assistant Fire Chief and Dispatch manager participate in the IBEW pension plan mentioned in the IBEW section above.

Other benefits paid include Medicare, PSEA IRS section 125 health plans, life insurance, and a \$3,000 education pay for Lieutenants and the Deputy Chief. Fire employees also participate in a health savings account (HSA) with the Washington State Council of Fire Fighters (MERP Plan). Part-time employees who are not covered under health or pension plans are subject to FICA. The hourly rate for these deductions is calculated as follows:

Medicare is 1.45 percent X base rate (assume no deductions from base rate).

Social Security is (part-time employees only) 6.2 percent X base rate (assumes no deductions from base rate).

PSEA section 125 health costs the City \$1,200 per year divided by 2,080 hours equals \$.5769 (cents) per hour.

Life insurance costs the City \$71 per year divided by 2080 hours equals \$.03 (cents) per hour.

For the Lieutenants and Deputy Chief only, educational pay costs \$3,000 per year divided by 2080 hours equals \$1.4423 per hour.

The City pays \$100 each month for the Fire HSA MERP Plan. The hourly rate associated for this benefit follows: \$100 X 12 months divided by 2,080 hours equals \$.5769 (cents) per hour.

### AFL-CIO Joint Crafts

A variety of different unions collectively bargain for employee wages at Public Works under a Joint Crafts collective bargaining agreement ("CBA"). Each union maintains its own benefits. Contracts are formally negotiated every three years with one-year option to renegotiate wages. Negotiations are under way for a 2015 raise. On January 1, 2014 Public Works employees received a 1.5 percent (CPI) increase to their hourly package

## CITY OF FAIRBANKS

rate and a \$913 bonus. Historically, employees have allocated increases across wages and benefits. A description of the current allocations is shown below.

### Laborers Union:

The hourly health premium is \$1,126.68/month X 12 months divided by 2,080 hours equals \$6.50 per hour.

Laborers' pension is \$10.93 per hour.

One laborer in the Engineering Department has a specially agreed upon hourly pension of \$13.14 per hour (The Engineer Tech).

Other hourly benefits include Medicare, life insurance at \$.033 (cents per hour) and Laborers legal of \$.15 (cents) per hour.

### Operators Union:

The hourly health premium is \$1,310.40/month X 12 months divided by 2,080 hours equals \$7.56 per hour.

Operator's pension is \$7.00 per hour.

Other hourly benefits include Medicare and \$.03 (cents) for life insurance.

### Teamsters Union:

The hourly health premium is \$1,275.00/month X 12 months divided by 2,080 hours equals \$7.36 per hour less the employee portion of \$1.00 (cents) per hour for a total employer expense of \$6.36 per hour.  
Teamster's pension costs \$9.84 per hour.

Other hourly benefits include Medicare and \$.03 (cents) for life insurance.

### Carpenters Union:

The hourly health premium is \$1,482.00/month X 12 months divided by 2,080 hours equals \$8.55 per hour.

Carpenters pension is \$6.85 per hour.

Other hourly benefits include Medicare, \$.15 (cents) for the Carpenters Advancement fund, and \$.03 (cents) for life insurance.

## **CITY OF FAIRBANKS**

Plumbers and Pipefitters Union (plumbers):

The hourly health premium is \$1,130.00/month X 12 months divided by 2,080 hours equals \$6.52 per hour.

Plumbers' pension is \$7.75 per hour.

Other hourly benefits include Medicare, \$.03 (cents) for life insurance, and \$.10 (cents) for plumbers political contributions.

### Other Expenditures

Executive and legal services are accounted for in the General Fund because they provide supervision to all activities conducted by the City. These services include financial administration, human resources, and information technology. Specific public services accounted for in the General Fund include public safety (police, fire, and dispatch), public works (garbage collection, street maintenance, engineering, and facilities management), and building code enforcement. All General Fund expenditures are budgeted at the department level. Each department's annual budget is presented in the General Fund section of the budget.

### **Capital Fund**

In October of 2006, City voters approved an amendment of the City Charter to establish a Capital Fund to designate funds for capital use. All funds appropriated to the Capital Fund shall remain in the fund until expended on capital projects as approved by the City Council. There is no requirement to capitalize all items included in the Capital Fund budget. Budget items may include amounts needed to maintain or replace current assets.

### Capitalization Policy

The City reports capital assets, including, property, plant, equipment, and infrastructure (e.g., roads, sidewalks, and similar items), in the applicable governmental or business-type activities columns in the government-wide financial statements. The City defines capital assets as assets with an initial, individual cost of more than \$5,000 for machinery and equipment, \$1,000,000 for buildings and infrastructure, and an estimated useful life of greater than one year.

Initially the City recorded its infrastructure at estimated cost. As the City constructs or acquires additional capital assets, including infrastructure, they are capitalized and reported at historical cost. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Donated capital assets are recorded at estimated fair market value at the date of acquisition.

## CITY OF FAIRBANKS

Infrastructure is depreciated using the straight-line method over the useful lives of the assets. Other capital assets are depreciated using the straight-line method over the useful lives of the assets. Below is a table of useful life (in years) for the different classes of assets:

| <u>Asset Class</u>      | <u>Life in years</u> |
|-------------------------|----------------------|
| Buildings               | 50                   |
| Furniture and Equipment | 5-20                 |
| Software                | 3                    |
| Infrastructure          | 30                   |

### Non-Major Fund

The Capital Fund is not a major fund. The total assets, liabilities, revenues or expenditures are 3.5 percent of the corresponding total for all governmental funds, far below the ten percent threshold. Also, the Capital Fund's assets, liabilities, revenues or expenditures are 3.2 percent of the corresponding total for all governmental and enterprise funds combined, which is well below the five percent threshold for determining major funds.

### Revenues and Expenditures

There are 13 distinct categories included in the Capital Fund budget as displayed on the Summary Page (page 223). A summary of the budgeted revenues and expenditures in the categories can be found in the Capital Fund budget narrative beginning on page 216.

### **Other Fund Information**

Included on the fund worksheets on pages 40 and 41 are two governmental funds that, while they do not have fund level budget appropriations, they are important to operations of the City. Below is a synopsis of these funds.

### **Permanent Fund**

The Permanent Fund was established by a vote of duly qualified voters of Fairbanks who adopted and ratified Proposition F2 which established Charter section 8.8 on October 8, 1996. The vote for the establishment of the fund was: "Yes" votes were 4,763, "No" votes were 1,318 and blank ballots were 1,281.

The election also approved Proposition F1 - Sale of the Fairbanks Municipal Utility System to GVEA, Fairbanks Water and Sewer, Inc.; PTI Communications of Alaska, Inc., and Usibelli Coal Mine, Inc. for the sum of \$160,300,000. This sale provided a sum of money to begin the fund. This proposition passed with the following votes: "Yes" votes were 3,949, "No" votes were 3,278 and blank ballots were 133.

In addition to the Charter Amendment that governs the activities of the fund, Ordinance 5801 codified in Section 2.260 and 2.261 in the Fairbanks General Code (FGC), establishes the investment policy, procedures, and governance of the Fund. The FGC can be obtained on the

## CITY OF FAIRBANKS

City's web site at [www.fairbanksalaska.us](http://www.fairbanksalaska.us). Locate the link for City Ordinances and it will direct you to the City of Fairbanks Council Ordinances page and select the "Municode" link.

The purpose of the Permanent Fund is to maximize income for capital and operating expenses of the City and preserve in trust assets of the City for present and future generations of City residents. The principal goal shall be to preserve principal and maintain purchasing power while allowing contributions to the City's operating and capital budget. Investment standards are set by ordinance which provides limits of appropriate investments. The fund' target asset allocation is 55 percent fixed income and 45 percent equities; the Fund's advisors are granted limited discretion to vary from the target allocation.

The fund is managed by the Chief Financial Officer under the oversight of the Permanent Fund Review Board consisting of five members appointed by the Mayor and confirmed by the Council (FGC 2.414). Terms of members shall be staggered and the terms of the first members shall be for terms of one year, two years and three years. This committee reviews the performance of the investment fund and makes recommendations for changes to the City Council. The City Council adopts investment fund policy by ordinance.

The Board is directed by the ordinance to hold open quarterly meetings, keep and file minutes with the City clerk and oversee the finance director in the handling of the fund. Other duties of the Board are to: oversee and review investment policies annually; prepare quarterly performance reviews of the fund; compare earnings against benchmarks; review performance of the money manager and trustee annually; and make recommendations for selection of the money manager.

At December 31, 2015 the total Permanent Fund balance is \$116,562,507 (unaudited). City code allows not more than four percent of the five-year average market value of the portfolio to be transferred to the general fund to support City operations. An additional one half of one percent of the five year average may be used for capital needs. The 2015 authorized transfer from the permanent fund to the general fund and capital fund was \$4,330,032 and \$541,254, respectively. In 2016, it is estimated that \$4,473,094 and \$541,254 (subsequently adjusted to \$559,137) will be transferred to the general fund and capital fund, respectively.

Current members and their terms are as follows:

| <b><u>Members</u></b>        | <b><u>Appointed</u></b> | <b><u>Serving Through</u></b> |
|------------------------------|-------------------------|-------------------------------|
| David Owen                   | October 2015            | December 2018                 |
| Jeff Johnson                 | November 2014           | December 2017                 |
| Patty Mongold                | December 2015           | December 2018                 |
| Jennifer Imus                | December 2013           | December 2016                 |
| <b><u>Council Member</u></b> |                         |                               |
| Bernard Gatewood             | November 2009           | October 2016                  |

## **CITY OF FAIRBANKS**

### **Special Revenue Grants and Contracts Fund (Grants Fund)**

#### Description

This fund accounts for the receipt and expenditures of grants and contracts which provide resources for operations, equipment, and capital activities. The Fairbanks City Council approves the budget for each individual project when it grants authority to the Mayor to apply for and accept the project via a resolution.

There is no budget appropriation for the fund as a whole. All grant and contract activities are dictated by the projects purpose, regulations, and budget. Each project's budget life cycle is unique. Some budgets cover a weekend, some cover a quarter, some cover a year and others cover multiple years. Because of this variability, the revenue and expenditures are not included in the City's annual budget process. As a rule, revenues match expenditures in the Grants Fund and there is no fund balance.

A listing of current grants and contracts is on the next page. Refer to this list while reading the Engineering Department's budget narrative and while viewing activity budgeted in the Capital Fund.

**GRANTS AND CONTRACTS**

**AS OF DECEMBER 31, 2015**

| <u>Project</u>                                 | <u>Type</u> | <u>Effective Dates</u> | <u>Primary Purpose</u> | <u>Award</u>         | <u>Expenditures through 12/31/15</u> | <u>Remaining Budget</u> |
|--|-------------|------------------------|------------------------|----------------------|--------------------------------------|-------------------------|
| <b>Police Department</b>                       |             |                        |                        |                      |                                      |                         |
| AHSO 15/16 CIOT High Visibility Enforcement    | Fed         | 10/1/15 - 9/30/16      | Personnel              | 2,060                | -                                    | 2,060                   |
| AHSO 15/16 DUI High Visibility Enforcement     | Fed         | 10/1/15 - 9/30/16      | Personnel              | 2,060                | (2,003)                              | 57                      |
| AHSO 15/16 Traffic Unit DUI                    | Fed         | 10/1/15 - 9/30/16      | Personnel              | 275,510              | (50,626)                             | 224,884                 |
| DCCED Emergency Service Patrol                 | State       | 7/1/14 - 6/30/19       | Contractual            | 250,000              | (75,000)                             | 175,000                 |
| DOJ Bulletproof Vest Program                   | Fed         | 10/1/03 - 8/31/17      | Equipment              | 72,207               | (70,479)                             | 1,728                   |
| DOJ Community Policing Program                 | Fed         | 9/1/15 - 8/31/17       | Contractual            | 75,000               | -                                    | 75,000                  |
| DPS State 2016 JAG Award                       | State       | 11/16/15 - 06/30/16    | Personnel              | 35,000               | (13,770)                             | 21,230                  |
| Walmart Community Policing                     | Local       | 1/1/16 - 12/31/16      | Supplies               | 2,500                | -                                    | 2,500                   |
| <b>Fire Department</b>                         |             |                        |                        |                      |                                      |                         |
| FEMA Assistance to Firefighters Grant Training | Fed         | 4/15/15 - 4/14/16      | Training               | 21,819               | -                                    | 21,819                  |
| HLSP 2014 PDM Grant                            | Fed         | 4/1/15 - 9/30/16       | Equipment              | 1,365,000            | (22,701)                             | 1,342,299               |
| HLSP 2014 SHSP Grant                           | Fed         | 10/1/14 - 3/31/16      | Equipment              | 803,358              | (119,000)                            | 684,358                 |
| HLSP 2015 EMPG Grant                           | Fed         | 7/1/15 - 6/30/16       | Planning               | 25,000               | (8,846)                              | 16,154                  |
| HLSP 2015 SHSP Grant                           | Fed         | 9/1/15 - 9/30/17       | Equipment              | 433,672              | (2,455)                              | 431,217                 |
| HLSP 2016 LEPC Grant                           | State       | 7/1/15 - 6/30/16       | Personnel              | 23,693               | (2,948)                              | 20,745                  |
| UAF Fire Station Alerting Project              | Local       | 1/1/16 - 3/31/16       | Equipment              | 115,616              | -                                    | 115,616                 |
| <b>Engineering Department</b>                  |             |                        |                        |                      |                                      |                         |
| DCCED Local Road Improvements                  | State       | 7/1/13 - 6/30/18       | Roads                  | 1,000,000            | (508,409)                            | 491,591                 |
| DCCED Road Improvements                        | State       | 7/1/12 - 6/30/17       | Roads                  | 5,000,000            | (3,988,217)                          | 1,011,783               |
| DOT Chena River Walk Stage III                 | State       | 7/16/14 - 12/31/15     | Roads                  | 100,000              | (58,226)                             | 41,774                  |
| DOT Cushman/Gaffney Upgrade                    | State       | 5/2/11 - 10/31/15      | Roads                  | 10,304,742           | (8,093,950)                          | 2,210,792               |
| DOT Helmericks Avenue Extension                | State       | 4/20/10 - 10/31/14     | Roads                  | 8,703,150            | (7,077,599)                          | 1,625,551               |
| DOT Lacey & Noble Street Project               | Fed         | 4/5/05 - 12/31/15      | Roads                  | 84,315               | (63,835)                             | 20,480                  |
| DOT Old Steese Upgrade Project                 | State       | 1/1/16 - 12/31/16      | Roads                  | 25,000               | -                                    | 25,000                  |
| DOT Pedestrian Facility Upgrades               | Fed         | 7/19/13 - 11/27/14     | Roads                  | 457,000              | (164,698)                            | 292,302                 |
| DOT Third Street Widening                      | Fed         | 2/7/14 - 1/1/15        | Roads                  | 498,321              | (206,435)                            | 291,886                 |
| <b>FMATS Department</b>                        |             |                        |                        |                      |                                      |                         |
| FMATS 14/15 Program                            | Fed         | 10/1/15-9/30/16        | Program                | 399,840              | (80,710)                             | 319,130                 |
| <b>Total</b>                                   |             |                        |                        | <u>\$ 30,074,863</u> | <u>\$ (20,609,907)</u>               | <u>\$ 9,464,956</u>     |

# FINANCIAL SUMMARY

CITY OF FAIRBANKS, ALASKA  
Consolidated General and Capital Fund Budget  
January 1, 2016 through December 31, 2016

|                                      | General Fund         | Capital Fund        | Total 2016<br>Approved Budget |
|--------------------------------------|----------------------|---------------------|-------------------------------|
| Revenue                              |                      |                     |                               |
| Taxes                                | \$ 21,319,723        | -                   | \$ 21,319,723                 |
| Charges for services                 | 4,650,061            | -                   | 4,650,061                     |
| Intergovernmental                    | 3,143,100            | -                   | 3,143,100                     |
| Licenses and permits                 | 1,863,700            | -                   | 1,863,700                     |
| Fines and forfeitures                | 787,075              | -                   | 787,075                       |
| Interest and penalties               | 115,000              | -                   | 115,000                       |
| Other revenues                       | 391,150              | -                   | 391,150                       |
| Asset replacement and repair         | -                    | 1,066,086           | 1,066,086                     |
| Total revenues                       | <u>32,269,809</u>    | <u>1,066,086</u>    | <u>33,335,895</u>             |
| Expenditures                         |                      |                     |                               |
| General Government*                  | 10,960,499           | 685,586             | 11,646,085                    |
| Public Safety                        | 15,499,907           | 390,000             | 15,889,907                    |
| Public Works                         | 8,121,205            | 601,000             | 8,722,205                     |
| Buildings                            | 679,306              | -                   | 679,306                       |
| Total expenditures                   | <u>35,260,917</u>    | <u>1,676,586</u>    | <u>36,937,503</u>             |
| Other financing sources (uses)       |                      |                     |                               |
| Transfers in                         | 4,473,094            | 1,033,763           | 5,506,857                     |
| Transfers out                        | <u>(492,509)</u>     | <u>-</u>            | <u>(492,509)</u>              |
| Total other financing sources (uses) | <u>3,980,585</u>     | <u>1,033,763</u>    | <u>5,014,348</u>              |
| Net change in fund balances          | 989,477              | 423,263             | 1,412,740                     |
| Fund balance-beginning               | 10,686,197           | 3,067,538           | 13,753,735                    |
| Fund Balance                         | <u>\$ 11,675,674</u> | <u>\$ 3,490,801</u> | <u>\$ 15,166,475</u>          |
| Percentage Change in Fund Balance    | 9%                   | 14%                 | 10%                           |

**Explanation of Changes in Fund Balance**

General Fund: The increase in general fund balance is due to a decrease of department-level transfer to the capital fund. See account 7501 *Equip Replacement* in the Department budget section.

Capital Fund: The capital fund balance increased 14% in 2016. The primary reason is due to fewer budgeted capital expenditures in 2016.



**CITY OF FAIRBANKS, ALASKA**  
**Five Year Consolidated Capital Fund Financial Schedule; Non-major Fund**

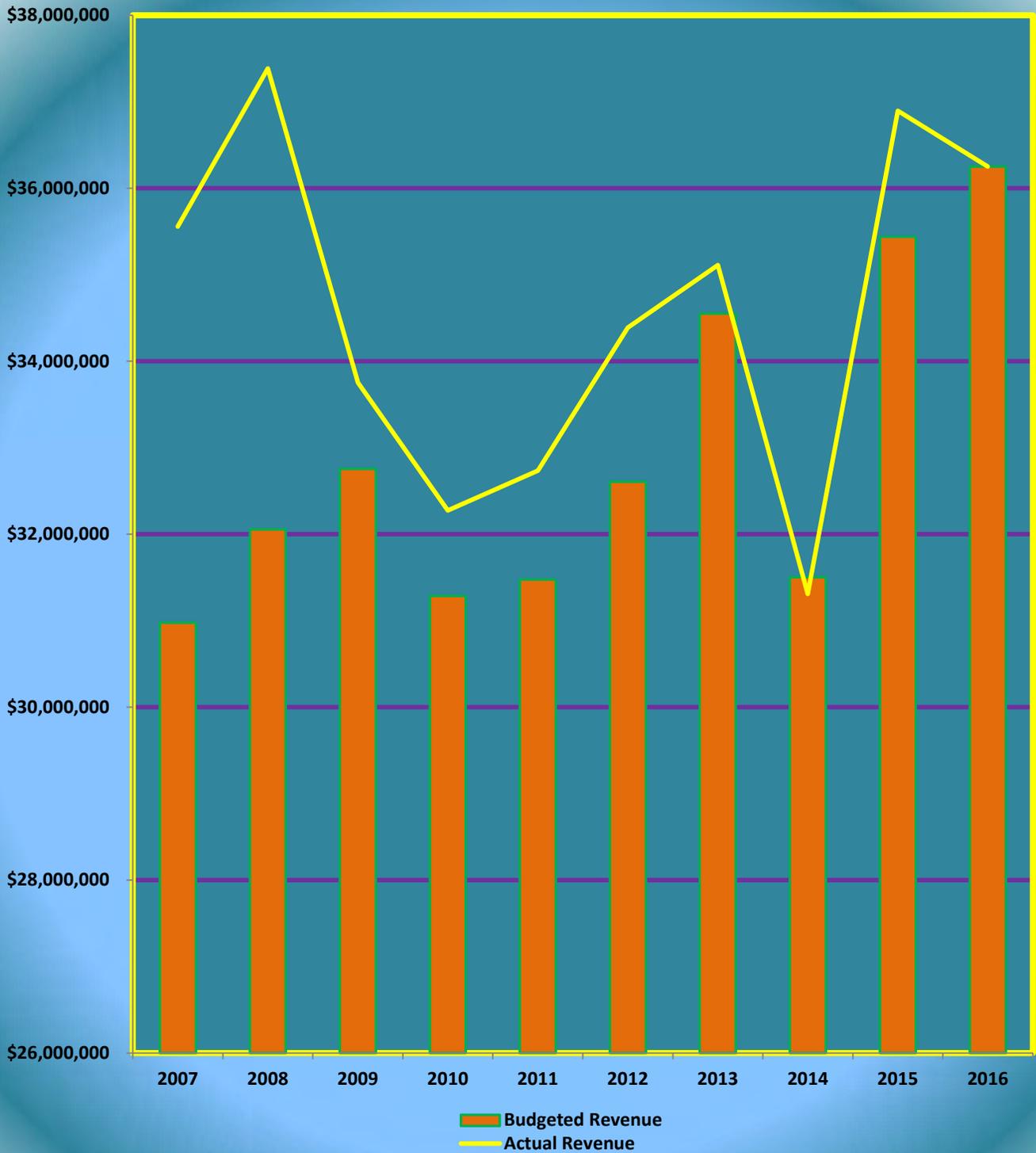
|                                      | 2012 Audited<br>Actuals | 2013 Audited<br>Actuals | 2014 Audited<br>Actuals | 2015 Adjusted<br>Budget | 2016 Approved<br>Budget |
|--------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Revenue                              |                         |                         |                         |                         |                         |
| Asset replacement and repair         | \$ 995,000              | \$ 1,094,242            | \$ 1,025,000            | \$ 1,276,500            | \$ 1,066,086            |
| Total revenues                       | <u>995,000</u>          | <u>1,094,242</u>        | <u>1,025,000</u>        | <u>1,276,500</u>        | <u>1,066,086</u>        |
| Expenditures                         |                         |                         |                         |                         |                         |
| General Government                   | 254,663                 | 155,363                 | 553,377                 | 2,452,581               | 685,586                 |
| Public Safety                        | 80,804                  | 567,647                 | 805,814                 | 949,650                 | 390,000                 |
| Public Works                         | 2,016,571               | 1,561,501               | 1,324,491               | 3,609,090               | 601,000                 |
| Buildings                            | -                       | -                       | -                       | -                       | -                       |
| Total expenditures                   | <u>2,352,038</u>        | <u>2,284,511</u>        | <u>2,683,682</u>        | <u>7,011,321</u>        | <u>1,676,586</u>        |
| Other financing sources (uses)       |                         |                         |                         |                         |                         |
| Transfers in                         | 2,702,412               | 1,418,582               | 2,284,759               | 2,167,518               | 1,033,763               |
| Transfers out                        | -                       | -                       | -                       | -                       | -                       |
| Total other financing sources (uses) | <u>2,702,412</u>        | <u>1,418,582</u>        | <u>2,284,759</u>        | <u>2,167,518</u>        | <u>1,033,763</u>        |
| Net change in fund balances          | 1,345,374               | 228,313                 | 626,077                 | (3,567,303)             | 423,263                 |
| Fund balance-beginning               | 4,435,077               | 5,780,451               | 6,008,764               | 6,634,841               | 3,067,538               |
| Fund Balance                         | <u>\$ 5,780,451</u>     | <u>\$ 6,008,764</u>     | <u>\$ 6,634,841</u>     | <u>\$ 3,067,538</u>     | <u>\$ 3,490,801</u>     |
| Percentage Change in Fund Balance    | 30%                     | 4%                      | 10%                     | -46%                    | 14%                     |

Capital fund balance decreased 53% in 2016 when compared to 2012. However, the real decrease in fund balance occurred in 2015 when expenditures increased \$4,327,639 over the prior year and revenues only increased \$251,500 and transfers in decreased \$117,241.

The capital fund is the only non-major governmental fund subject to legal appropriation during the annual budget process.

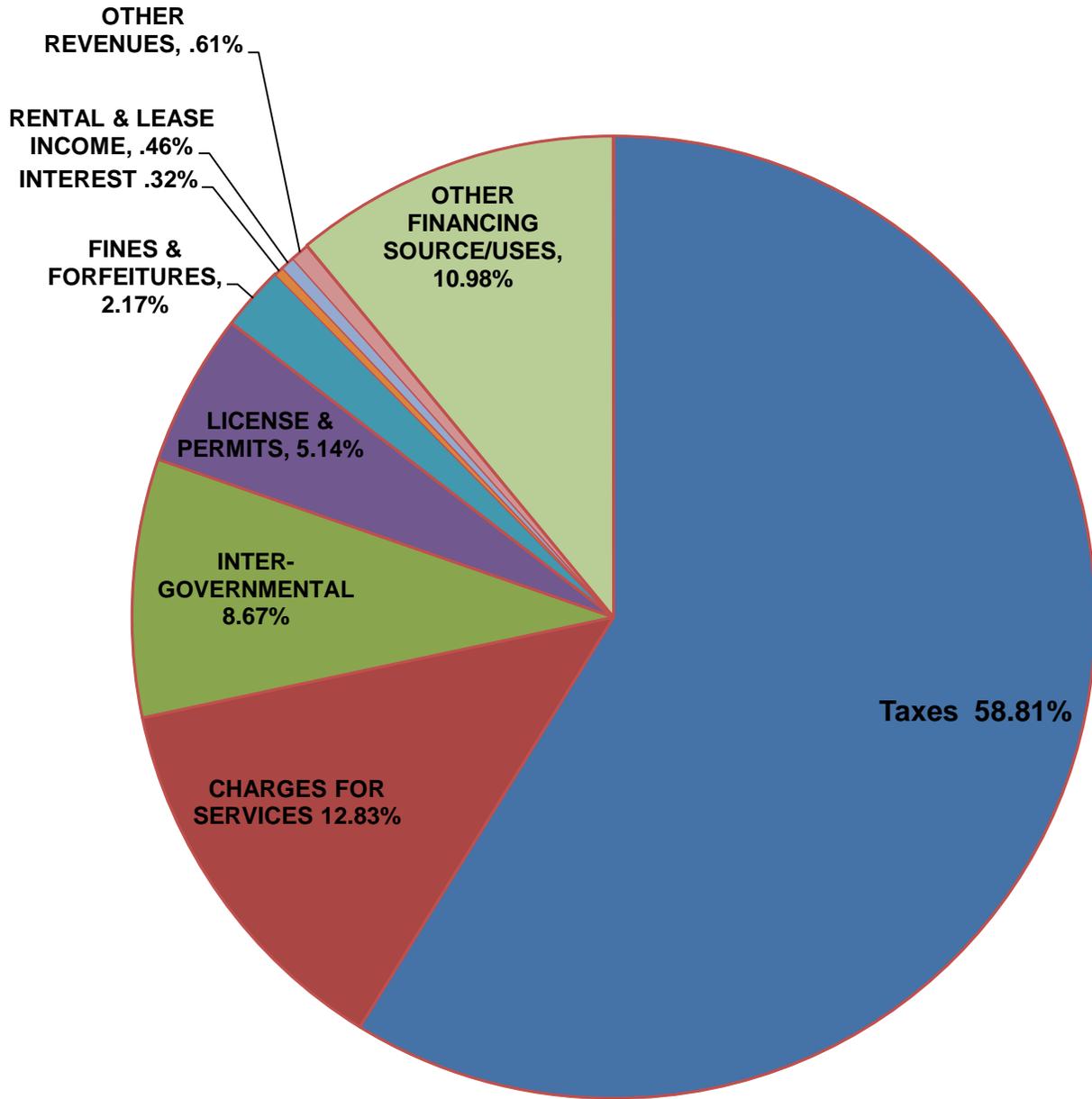
# GENERAL FUND REVENUE

## General Fund Actual & Budgeted Revenue



In the 2007 and 2008 the State of Alaska changed the way the Public Employees Retirement system operated. This resulted in recognizing additional \$4,548,127 in revenue and expense not previously budgeted.

# GENERAL FUND REVENUE



## **General Fund Revenues**

### **Taxes**

The City collects property taxes and four sales taxes: Hotel/Motel, Alcohol, Tobacco and Marijuana (summer of 2016). As shown on the General Fund Revenue chart taxes make up 59% of general fund revenue. This budget expectation grew from 57% in 2015 due primarily to new construction.

Property tax assessments are limited to 4.9 mills of the property valuation after the application of the tax cap constraints and calculation documented in the Revenue Policies section of this document. The Fairbanks North Star Borough (FNSB) collects all property taxes for the City. The CFO coordinates with the FNSB assessor to determine property valuations and uses the amount to calculate the property tax revenue estimate for the new budget year. This method is somewhat hampered by timing differences between FNSB and the City. The City's budget is approved in December while the property valuations for the budget year are not certified until the following June. Actual differences are included in an amended budget ordinance.

A two percent Hotel/Motel sales tax was adopted by Ordinance 3793 in August 1979. The rate was increased to eight percent by Ordinance 4438 in June 1985. City code defines Hotel/Motel to mean any building, trailer or other facility in which the public may, for consideration obtain lodging, dwelling, or sleeping accommodations. The tax is on the daily rental of Hotel/Motel rooms and is primarily used for funding services for the promotion of the tourist industry and other economic development.

While the total Hotel/Motel collection of revenue is included in the general fund budget, only 22.5 percent is retained by the City. Another \$400,000 is distributed to multiple agencies. The Fairbanks Economic Development Corporation (FEDCO) receives \$100,000, Golden Heart Plaza and Barnette Landing Maintenance receive \$30,000 and \$270,000 is given out as discretionary grants by the Fairbanks City Council. The remaining funds are distributed to the Fairbanks Convention and Visitors Bureau for promotion of tourism and economic development. Account object 7201 on page 118 shows the revised 2015 budget amount of \$2,210,981 and the approved distribution in 2016 is \$2,170,000. Currently there are 32 active Hotel/Motel sales tax accounts operating within the City of Fairbanks, an increase of 4 accounts during the year.

A five percent Alcohol sales tax is levied on the sales price of all retail sales of alcoholic beverages within City limits. The tax was enacted by Ordinance 4470 effective September 28, 1985. Alcoholic beverage includes, but is not limited to, whisky, brandy, rum, gin, wine, ale, porter, beer, and all spirituous, vinous, malt and other fermented or distilled liquors intended for human consumption. In 2016 there are 82 active Alcohol sales tax accounts operating within the City of Fairbanks. There were 78 active accounts in the prior budget year. The 2016 budget is estimated based on the actual 2015 and 2014 revenue.

An eight percent Tobacco sales tax, levied against the wholesale price of tobacco products, was enacted by Ordinance 5074 with an effective date of February 1, 1993. The tax is levied against the (wholesale) distributors, or persons who ship or transport tobacco products to a retailer in the City for sale (or re-sale). Currently there are 7 active Tobacco sales tax accounts operating within the City of Fairbanks. The 2016 budget is estimated based on the actual 2015 and 2014 revenue.

Beginning in the summer of 2016 a 5% Marijuana sales tax will be levied upon the sales price of all retail sales of marijuana made within the corporate limits of the City. All sellers of marijuana must possess a current certificate of registration, City business license, and a State of Alaska marijuana license as required by AS 17.38.

property taxes. To spread the cost of responding to emergency services from property owners to those who receive the service, the City Council enacted fees to be collected from individuals involved. The largest recovery relates to amounts billed for ambulance services. Over the last three years the fee revenue has been between \$1,100,000 and \$1,210,600. The 2016 estimate is based on the prior years' amounts and slightly increased for growth in our economy.

Other public safety charges include those contracted for dispatch services. The Dispatch department dispatches police and fire calls for the Fairbanks North Star Borough (FNSB), including the City of North Pole. A multi-year dispatch contract is signed with the FNSB, the multiple fire departments within the FNSB, and the City of North Pole police and fire. The amount budgeted in this line item is determined by the conditions outlined in the contracts with the agencies served.

The Public Works department is responsible for garbage pickup within the City of Fairbanks. All single family homes, duplexes, and tri-plex units are required to pay for garbage service. Four-plex units can opt out after showing proof of pickup by a commercial contractor. Each April the rate charged for garbage collection is changed based on the estimated Anchorage Consumer Price Index and possible increases charged by the FNSB for "tipping fees" at the local dump. The City Council must approve these changes prior to enactment.

Other public works related charges are those for engineering services. The State of Alaska Department of Transportation (ADOT) issues an indirect recovery rate after auditing the Engineering Department. Amounts budgeted in account object 3183 reflect the estimated overhead recovery we expect from ADOT projects in the coming year.

### **Intergovernmental Revenues**

The City receives payments from the State of Alaska (State) in the form of Revenue Sharing. Amounts received for municipal assistance are determined during the State Legislative process that occurs after the adoption of the City's budget. Distributions from the State for Electric/Phone COOP shares and liquor license fees are calculated at the State and sent directly to the City. Prior year collections from the State of Alaska are used to determine the amounts budgeted in account objects 3301, 3302, and 3303.

The City of Fairbanks entered into a *Payment in Lieu of Taxes* (PILT) agreement with North Haven Communities (NHC) on December 18, 2010. This privately owned community is located on Fort Wainwright Army Base which is located within City limits. Under the terms of this agreement NHC will pay the City \$475,000 each year. This amount will be adjusted every five years, beginning July 15, 2015, for the percentage change, if any, in the Basic Allowance for Housing for the previous five-year period.

### **License and Permits**

Beginning January 1, 2008, businesses in the City of Fairbanks are required to obtain a City business license. The City Council sets the fees based on the annual revenue generated by each business. The fees were increased effective January of 2011. Below is a chart showing the number of licenses and revenue generated in the years 2013, 2014, and 2015 (estimated). The 2015 budget is estimated from the 2013 and 2014 revenue levels and associated licenses.

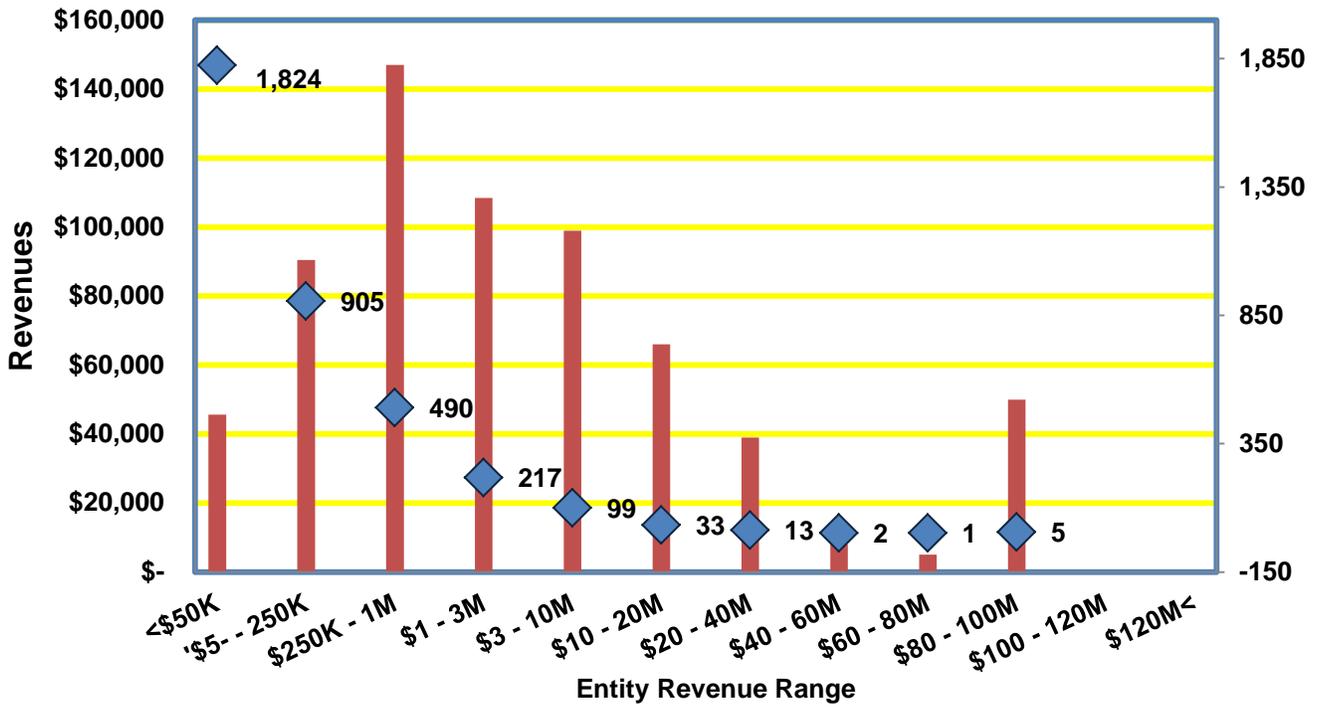
| City of Fairbanks<br>Business License<br>2011 Through 2015 Revenues |                     |                   |                     |                   |                     |                   |                     |                   |                     |                   |
|---|---------------------|-------------------|---------------------|-------------------|---------------------|-------------------|---------------------|-------------------|---------------------|-------------------|
| Business Revenue Range  | 2011                |                   | 2012                |                   | 2013                |                   | 2014                |                   | 2015                |                   |
|   | # of License Issued | Revenue           |
| <\$50K  | 1,677               | \$ 41,925         | 1859                | \$ 46,475         | 1896                | \$ 47,400         | 1931                | \$ 48,275         | 2061                | \$ 51,525         |
| \$50 - 250K   | 843                 | 91,044            | 875                 | 94,500            | 844                 | 91,152            | 832                 | 89,856            | 845                 | 91,260            |
| \$250K - 1M   | 472                 | 152,928           | 487                 | 157,788           | 476                 | 154,224           | 480                 | 155,520           | 500                 | 162,000           |
| \$1 - 3M  | 249                 | 134,460           | 260                 | 140,400           | 261                 | 140,940           | 291                 | 157,140           | 280                 | 151,200           |
| \$3 - 10M   | 150                 | 162,000           | 147                 | 158,760           | 153                 | 165,240           | 140                 | 151,200           | 148                 | 159,840           |
| \$10 - 20M  | 36                  | 77,760            | 34                  | 73,440            | 27                  | 58,320            | 36                  | 77,760            | 39                  | 84,240            |
| \$20 - 40M  | 13                  | 42,120            | 19                  | 61,560            | 24                  | 77,760            | 15                  | 48,600            | 15                  | 48,600            |
| \$40 - 60M  | 5                   | 21,600            | 5                   | 21,600            | 7                   | 30,240            | 6                   | 25,920            | 5                   | 21,600            |
| \$60 - 80M  | 1                   | 5,400             | 1                   | 5,400             | 1                   | 5,400             | 1                   | 5,400             | 1                   | 5,400             |
| \$80 - 100M   | 5                   | 54,000            | 1                   | 10,800            | 0                   | -                 | 1                   | 10,800            | 1                   | 10,800            |
| \$100 - 120M  |                     | -                 | 1                   | 15,000            | 2                   | 30,000            | 2                   | 30,000            | 2                   | 30,000            |
| \$120M<   |                     | -                 | 3                   | 60,000            | 3                   | 60,000            | 3                   | 60,000            | 3                   | 60,000            |
| Adjust to Actual  |                     | (24,195)          |                     | 3,250             |                     | 1,238             |                     | 806               |                     | 33                |
| <b>Totals</b>   | <b>3,451</b>        | <b>\$ 759,042</b> | <b>3,692</b>        | <b>\$ 848,973</b> | <b>3,694</b>        | <b>\$ 861,914</b> | <b>3,738</b>        | <b>\$ 861,277</b> | <b>3,900</b>        | <b>\$ 876,498</b> |

\* Effective January 1, 2011 two new Entity Revenue Ranges were added and fees were increased for every category at or above the \$50,000 Entity Revenue Range

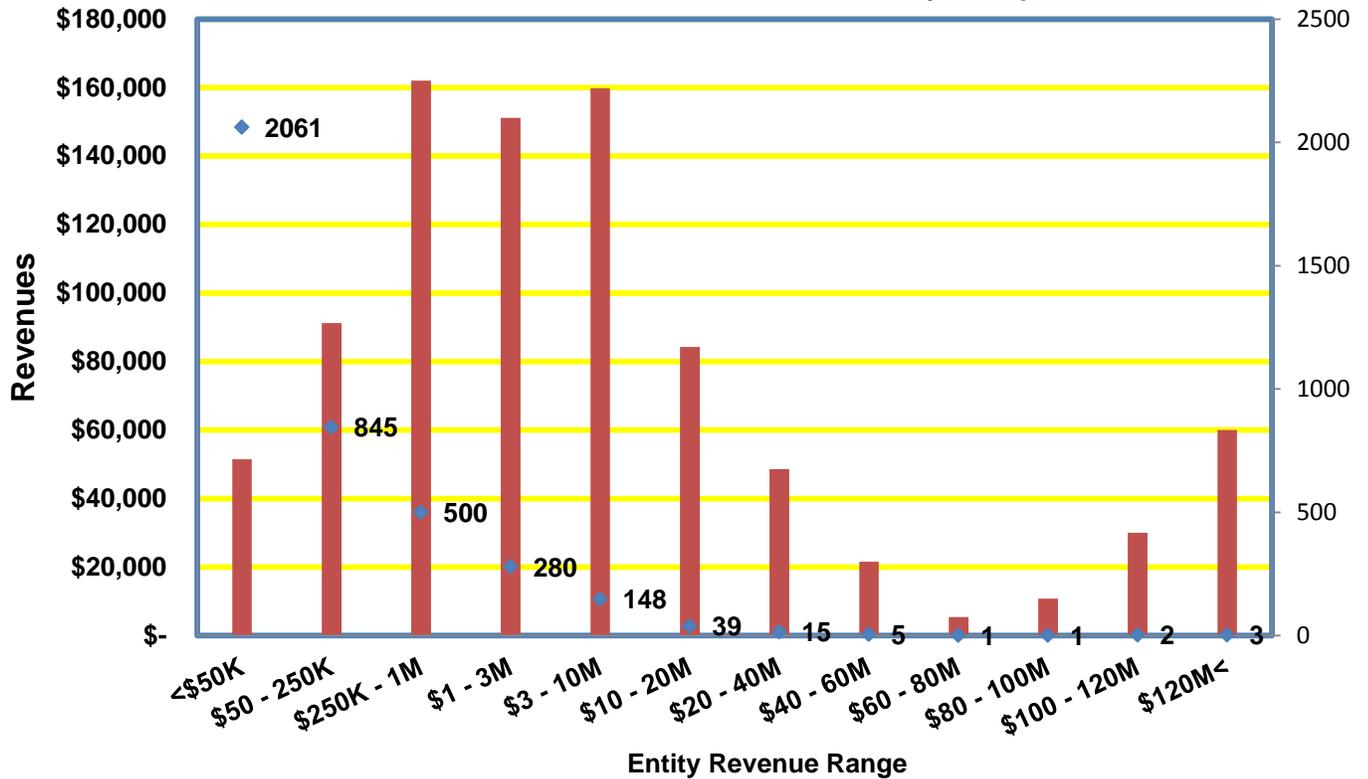
The charts on the next page show the Number of Licenses and Revenue by Receipt *Level* for the years 2008 and 2015. Notice that the number of licenses issued based on the entities' revenue range has increased for the almost every level. This shows that businesses are willing to invest in our community and our economy is growing. Revenue from Business License has grown from \$658,600 in 2008 to \$876,498 in 2015. Effective January 1, 2016 fees increased for every category as follows:

| Business Revenue              | New Fee  |
|-------------------------------|----------|
| \$0.00 - \$49,999             | \$40     |
| \$50,000 - \$249,999          | \$120    |
| \$250,000 - \$ 999,999        | \$350    |
| \$1,000,000 - \$2,999,999     | \$580    |
| \$3,000,000 - \$9,999,999     | \$1,125  |
| \$10,000,000 - \$19,999,999   | \$2,200  |
| \$20,000,000 - \$39,999,999   | \$3,350  |
| \$40,000,000 - \$59,999,999   | \$4,500  |
| \$60,000,000 - \$79,999,999   | \$5,900  |
| \$80,000,000 - \$99,999,999   | \$11,500 |
| \$100,000,000 - \$119,999,999 | \$16,000 |
| \$120,000,000 and above       | \$25,000 |

2008 Business License: Number of Licenses & Revenue by Receipt Level



2015 Business License: Number of Licenses & Revenue by Receipt Level



The City's Building Department issues building permits for all commercial and residential building construction and improvements within the City limits (account objects 3408, 3415-3424 on the Revenue Summary). As part of their function, the City Building Inspectors assure that all structures comply with the 2012 International Building Codes adopted by City Council. The 2016 budget was estimated based on data provided from the Building Department concerning the construction planned for the upcoming year. According to their projections, construction in the City of Fairbanks will decrease from \$92,500,000 in 2015 to \$60,000,000 in 2016, resulting in a substantial decrease of \$288,197 in permit revenue.

### **Fines and Forfeitures**

The City of Fairbanks Police Department (FPD) conducts activities that generate revenue. Fines related to moving violations and other tickets are collected. Vehicles and other property seized from individuals driving while impaired results in the collection of impound fees, storage fees, administrative processing fees, and related fines. Individuals who have judgments issued against them may have their Permanent Fund Dividend (PFD) checks seized for non-payment of fines. These PFD seizures account for more than 50 percent of the revenue included in object account 3603.

FPD participates in a state-wide drug enforcement unit and property is seized by federal officers. Upon completion of the federal case the drug asset forfeitures are sold and the proceeds divided among the agencies participating in the case. Revenue for this activity is budgeted based on historical results and known future actions that could affect the amounts collected (i.e. the addition or reduction in traffic enforcement staffing).

### **Other Revenue**

Other revenue includes amounts expected to be received from interest, rentals and leases, and other miscellaneous transactions. Most of the interest revenue is generated from delinquent taxes and garbage fees. The delinquent balances are reviewed to determine if the budget should be changed from the prior year.

Rental and lease revenue is derived from nine different contracts, three of which are for space located within City Hall. The 2016 revenue budget is derived from contractual specifications.

Other revenues include immaterial transactions coded to miscellaneous revenues and final principal amounts due for old assessments. Also included is a \$200,000 payment from the 2003 Techite Settlement. These payments will be received annually through 2031.

### **Other Financing (Sources) Uses**

Other Financing (Sources) Uses includes amounts transferred (to) and from other funds. The \$4,473,094 budgeted under object account 4928 (Transfer from Perm Fund) is four percent of the five-year average market value of the permanent fund investment account. The \$200,000 budgeted under object account 7604 (Transfer to Cap Fund) is the amount Council feels they can afford to transfer from the general fund to support the capital fund. The \$227,509 in object account 7610 (Transfer to Cap Fund-Garbage Reserve) budget is derived from City code section 66-42(b) which requires 12 percent of garbage collection revenue to be used to replace City equipment. The \$65,000 in object account 7614 (Transfer to Cap Fund-Ambulance Mileage) budget is also derived from City code. Section 26-11 documents the amount of revenue collected for mileage shall be placed in the capital appropriations fund.

**GENERAL FUND REVENUE SUMMARY**

| <b>GENERAL FUND</b>               |  | <b>2014 AUDITED</b> | <b>2015 REVISED</b> | <b>2016 MAYOR<br/>REQUEST</b> | <b>2016 COUNCIL<br/>APPROVED</b> |
|-----------------------------------|--|---------------------|---------------------|-------------------------------|----------------------------------|
| <b>TAXES</b>                      |  |                     |                     |                               |                                  |
| 3001                              | REAL PROPERTY TAXES                    | \$ 14,270,470       | \$ 14,878,279       | \$ 15,289,723                 | \$ 15,289,723                    |
| 3002                              | HOTEL MOTEL TAXES                      | 2,720,456           | 2,800,000           | 2,800,000                     | 2,800,000                        |
| 3003                              | ALCOHOL BEVERAGES TAXES                | 2,247,925           | 2,282,700           | 2,280,000                     | 2,280,000                        |
| 3004                              | TOBACCO DISTRIBUTION TAXES             | 911,185             | 940,000             | 940,000                       | 940,000                          |
|                                   | MARIJUANA TAXES                        |                     |                     | 10,000                        | 10,000                           |
|                                   | <b>SUBTOTAL</b>                        | <b>20,150,036</b>   | <b>20,900,979</b>   | <b>21,319,723</b>             | <b>21,319,723</b>                |
| <b>CHARGES FOR SERVICES</b>       |  |                     |                     |                               |                                  |
| 3101                              | RESERVE FOR LOSSES                     | (3,764)             | (50,000)            | (50,000)                      | (50,000)                         |
| 3102                              | AMBULANCES                             | 1,130,627           | 1,210,000           | 1,275,000                     | 1,275,000                        |
| 3103                              | FIRE BUREAU - FIRE PROTECTION SERVICES | 66,815              | 74,033              | 75,000                        | 75,000                           |
| 3104                              | MOTOR VEHICLE ACCIDENT REVENUE         | 4,507               | 6,000               | 6,000                         | 6,000                            |
| 3108                              | ALARM SYSTEM BILLINGS                  | 148,097             | 147,648             | 122,850                       | 122,850                          |
| 3110                              | FECC DISPATCH SERVICES                 | 588,749             | 684,942             | 750,858                       | 813,299                          |
| 3112                              | GARBAGE COLLECTION                     | 1,636,453           | 1,650,250           | 1,668,403                     | 1,668,403                        |
| 3113                              | GARBAGE EQUIP REPLACEMENT RESERVE      | 224,848             | 225,034             | 227,509                       | 227,509                          |
| 3115                              | PW WARRANTY REIMBURSEMENT              | 2,432               | 8,745               | -                             | -                                |
| 3124                              | ENGINEERING MISCELLANEOUS CHARGES      | 3,012               | 3,000               | 3,000                         | 3,000                            |
| 3125                              | ATTORNEY FEES/COURT COSTS              | 103                 | -                   | -                             | -                                |
| 3126                              | ELECTION PROCEEDS                      | 100                 | 50                  | 100                           | 100                              |
| 3134                              | POLICE RECOVERY NON GRANTS             | 56,949              | 120,906             | -                             | -                                |
| 3140                              | COPY CHARGES                           | 4,660               | 2,000               | 2,500                         | 2,500                            |
| 3180                              | ADMIN RECOVERY FROM GRANTS             | 43,864              | 25,000              | 15,000                        | 15,000                           |
| 3183                              | ENG LABOR RECOVERY FROM GRANTS         | 697,028             | 644,544             | 450,000                       | 450,000                          |
| 3184                              | ENG RECOVERY NON GRANTS                | -                   | -                   | 25,000                        | 25,000                           |
| 3185                              | PW RECOVERY GRANTS                     | 15,523              | 25,000              | -                             | -                                |
| 3186                              | PW RECOVERY NON GRANTS                 | 5,518               | 2,008               | -                             | -                                |
| 3187                              | FIRE RECOVERY GRANTS                   | 5,455               | 6,870               | 12,500                        | 12,500                           |
| 3460                              | STORMWATER PPP PLAN REVIEW             | -                   | 960                 | 600                           | 600                              |
| 3461                              | STORMWATER SITE REVIEW 1-5 ACRES       | -                   | 480                 | 300                           | 300                              |
| 3130                              | BUILDING DEPARTMENT MISC. SERVICES     | 1,485               | 3,000               | 3,000                         | 3,000                            |
|                                   | <b>SUBTOTAL</b>                        | <b>4,632,461</b>    | <b>4,790,470</b>    | <b>4,587,620</b>              | <b>4,650,061</b>                 |
| <b>INTERGOVERNMENTAL REVENUES</b> |  |                     |                     |                               |                                  |
| 3301                              | SOA MUNICIPAL ASSISTANCE               | 1,630,844           | 1,525,467           | 1,009,504                     | 1,009,504                        |
| 3302                              | SOA - ELECTRIC / PHONE COOP SHARE      | 117,212             | 113,966             | 113,000                       | 113,000                          |
| 3303                              | LIQUOR LICENSE FEES                    | 81,300              | 75,500              | 78,200                        | 78,200                           |
| 3304                              | PAYMENT IN LIEU OF TAXES - OTHER       | 8,368               | 10,493              | 10,000                        | 10,000                           |
| 3305                              | SOA-FIRE STATION BOND REIMBURSEMENT    | 869,108             | -                   | -                             | -                                |
| 3306                              | PERS - ON BEHALF PAYMENT               | 2,716,160           | 1,366,777           | 1,366,777                     | 1,366,777                        |
| 3314                              | SART EXAM REIMBURSEMENTS               | 33,152              | 36,627              | 35,000                        | 35,000                           |
| 3315                              | FT WW NORTH HAVEN PILT                 | 475,000             | 504,392             | 504,392                       | 504,392                          |
| 3316                              | REST EASY PILT                         | 26,458              | 26,458              | 26,227                        | 26,227                           |
|                                   | <b>SUBTOTAL</b>                        | <b>5,957,602</b>    | <b>3,659,680</b>    | <b>3,143,100</b>              | <b>3,143,100</b>                 |
| <b>LICENSES AND PERMITS</b>       |  |                     |                     |                               |                                  |
| 3105                              | FIRE CODE INSPECTIONS                  | 41,621              | 150,602             | 100,000                       | 100,000                          |
| 3117/3118                         | ENG-PLAT SVS- REPLAT 4 OR LESS         | 600                 | 200                 | -                             | -                                |
| 3119                              | ENG-PLAT SVS-QUICK PLATS               | 300                 | 750                 | -                             | -                                |
| 3401                              | BUSINESS LICENSES                      | 861,277             | 869,713             | 950,000                       | 950,000                          |
| 3403                              | TRANSIENT VENDOR LICENSE               | 5,200               | 4,450               | 4,000                         | 4,000                            |
| 3404                              | SPECIAL EVENTS FEES                    | 39,282              | 5,500               | 5,000                         | 5,000                            |
| 3405                              | PRIVATE DETECTIVE LICENSE              | 2,800               | 6,650               | 2,800                         | 2,800                            |
| 3407                              | MASSAGE PRACTITIONER LICENSE           | 11,775              | 1,524               | -                             | -                                |
| 3408                              | MASTER PLUMBER EXAM FEES               | 6,200               | 4,000               | 4,000                         | 4,000                            |

**GENERAL FUND REVENUE SUMMARY**

| <b>GENERAL FUND</b>                     |                                     | <b>2014 AUDITED</b> | <b>2015 REVISED</b> | <b>2016 MAYOR<br/>REQUEST</b> | <b>2016 COUNCIL<br/>APPROVED</b> |
|---|-------------------------------------|---------------------|---------------------|-------------------------------|----------------------------------|
| 3409                                    | COMMERCIAL REFUSE LICENSE           | 2,000               | -                   | -                             | -                                |
| 3410                                    | TOWING VEHICLE LICENSE              | 1,250               | 500                 | 1,250                         | 1,250                            |
| 3411                                    | CHAUFFEUR LICENSES AND FEES         | 39,970              | 35,000              | 35,000                        | 35,000                           |
| 3413                                    | COMMERCIAL VEH FOR HIRE PERMITS     | 16,500              | 11,700              | 16,000                        | 16,000                           |
| 3414                                    | BICYCLE LICENSE                     | -                   | -                   | -                             | -                                |
| 3415                                    | COMMERCIAL BUILDING PERMITS         | 277,089             | 763,214             | 469,697                       | 469,697                          |
| 3418                                    | RESIDENTIAL BUILDING PERMITS        | 54,635              | 56,180              | 89,467                        | 89,467                           |
| 3420                                    | MECHANICAL BUILDING PERMITS         | 43,857              | 48,097              | 35,209                        | 35,209                           |
| 3421                                    | PLUMBING BUILDING PERMITS           | 23,145              | 50,547              | 35,209                        | 35,209                           |
| 3422                                    | SIGN PERMITS                        | 8,140               | 3,465               | 3,500                         | 3,500                            |
| 3423                                    | ALARM PERMITS                       | -                   | 200                 | -                             | -                                |
| 3424                                    | ELECTRICAL BUILDING PERMITS         | 90,514              | 95,403              | 70,418                        | 70,418                           |
| 3425                                    | ENG-DRIVEWAY CONST PERMIT           | 1,250               | 1,500               | 1,250                         | 1,250                            |
| 3426                                    | ENG-SIDEWALK/ST OBSTRUCTION         | 1,650               | 1,500               | 1,000                         | 1,000                            |
| 3428                                    | RIGHT OF WAY PERMITS                | 68,841              | 48,172              | 30,000                        | 30,000                           |
| 3431                                    | ENG ST EXCAVATION PERMITS           | 5,600               | 2,000               | 1,500                         | 1,500                            |
| 3432                                    | TEMPORARY CATERERS APPLICATION      | 2,450               | 2,000               | 2,000                         | 2,000                            |
| 3433                                    | COMERCIAL TRANS VEH COMPANY         | 5,800               | 5,600               | 5,800                         | 5,800                            |
| 3440                                    | MISC PERMITS AND LICENSES           | 800                 | 900                 | 600                           | 600                              |
|   | <b>SUBTOTAL</b>                     | <b>1,612,546</b>    | <b>2,169,367</b>    | <b>1,863,700</b>              | <b>1,863,700</b>                 |
| <b>FINES, FORFEITURES AND PENALTIES</b> |                                     |                     |                     |                               |                                  |
| 3107                                    | CORRECTIONAL FACILITY SURCHARGE     | 2,494               | 560                 | 500                           | 500                              |
| 3109                                    | TRAFFIC TICKET COLLECTION FEE       | 24,619              | 37,000              | 23,000                        | 23,000                           |
| 3602                                    | PARKING VIOLATIONS                  | 140                 | -                   | -                             | -                                |
| 3603                                    | MOVING TRAFFIC VIOLATIONS           | 308,715             | 290,000             | 300,000                       | 270,000                          |
| 3605                                    | VEHICLE FORFEITURES                 | 518,643             | 460,000             | 560,000                       | 450,000                          |
| 3606                                    | VEH FORF-TOWING STORAGE AND ACCESS  | 15,705              | 15,000              | 13,575                        | 13,575                           |
| 3608                                    | CITY FORFEITURES                    | 25,378              | 3,663               | 30,000                        | 30,000                           |
| 3609                                    | EMS SEATBELT OPTION                 | 225                 | -                   | -                             | -                                |
|   | <b>SUBTOTAL</b>                     | <b>895,919</b>      | <b>806,223</b>      | <b>927,075</b>                | <b>787,075</b>                   |
| <b>INTEREST AND PENALTIES</b>           |                                     |                     |                     |                               |                                  |
| 4001                                    | INVESTMENTS                         | 3,397               | 37,539              | 19,500                        | 19,500                           |
| 4002                                    | HOTEL MOTEL                         | 4,250               | 6,689               | 500                           | 500                              |
| 4003                                    | ALCOHOL                             | 335                 | 4,899               | 500                           | 500                              |
| 4004                                    | TOBACCO                             | -                   | -                   | -                             | -                                |
| 4005                                    | PROPERTY TAX INTEREST AND PENALTIES | 62,487              | 80,000              | 48,500                        | 48,500                           |
| 4007                                    | GARBAGE COLLECTION                  | 46,044              | 45,000              | 45,000                        | 45,000                           |
| 4008                                    | SPECIAL ASSESSMENTS - REVENUE       | 6,480               | 10,036              | 1,000                         | 1,000                            |
|   | <b>SUBTOTAL</b>                     | <b>122,993</b>      | <b>184,163</b>      | <b>115,000</b>                | <b>115,000</b>                   |
| <b>RENTAL AND LEASE INCOME</b>          |                                     |                     |                     |                               |                                  |
| 4201                                    | UTILIDOR LEASES                     | 80,000              | 80,000              | 80,000                        | 80,000                           |
| 4202                                    | RENT - FIRE TRAINING CENTER         | 33,659              | 38,500              | 38,500                        | 38,500                           |
| 4205                                    | RENT - SOA ETS                      | 2,400               | 2,400               | 2,400                         | 2,400                            |
| 4207                                    | RENT - YOUTH COURT                  | -                   | -                   | -                             | -                                |
| 4208                                    | RENT - BOYS AND GIRLS CLUB          | 16,260              | 16,260              | 16,260                        | 16,260                           |
| 4209                                    | RENT - BOXING GYM                   | -                   | -                   | 3,816                         | 3,816                            |
| 4212                                    | RENT - GOLDEN HEART PLAZA           | 1                   | 1                   | 1                             | 1                                |
| 4214                                    | RENT - LOG CABIN                    | 2,010               | 6,000               | 6,000                         | 6,000                            |
| 4216                                    | LEASE - CELL TOWER                  | 21,573              | 21,573              | 21,573                        | 21,573                           |
|   | <b>SUBTOTAL</b>                     | <b>155,903</b>      | <b>164,734</b>      | <b>168,550</b>                | <b>168,550</b>                   |

**GENERAL FUND REVENUE SUMMARY**

| GENERAL FUND                                | 2014 AUDITED                | 2015 REVISED                | 2016 MAYOR<br>REQUEST       | 2016 COUNCIL<br>APPROVED    |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>OTHER REVENUES</b>                       |                             |                             |                             |                             |
| 3801 SPECIAL ASSESSMENTS - PRINCIPAL        | 16,277                      | 7,286                       | 2,600                       | 2,600                       |
| 4700 ABATEMENTS RECOVERY                    | -                           | -                           | -                           | -                           |
| 4701 BOA/TECHITE SETTLEMENT                 | 200,000                     | 200,000                     | 200,000                     | 200,000                     |
| 4702 DONATIONS/CONTRIBUTION                 | 1                           | 16                          | -                           | -                           |
| 4703 CASH OVER AND SHORT                    | (15)                        | -                           | -                           | -                           |
| 4704 MISCELLANEOUS REVENUES                 | 51,032                      | 20,000                      | 20,000                      | 20,000                      |
| <b>SUBTOTAL</b>                             | <u><b>267,295</b></u>       | <u><b>227,302</b></u>       | <u><b>222,600</b></u>       | <u><b>222,600</b></u>       |
| <b>OTHER FINANCING SOURCES (USES)</b>       |                             |                             |                             |                             |
| 4900 SALE OF ASSETS - DUE TO PERMANENT FUND | 204,750                     | 35,949                      | -                           | -                           |
| 4901 PROCEEDS FROM SALE OF ASSETS           | 18,533                      | 10,000                      | -                           | -                           |
| 4928 TRANSFER FROM PERM FUND                | 4,119,676                   | 4,344,518                   | 4,473,094                   | 4,473,094                   |
| 7602 TRANSFER TO PERMANENT FUND             | (3,035,674)                 | -                           | -                           | -                           |
| 7604 TRANSFER TO CAP FUND                   | (1,500,000)                 | (1,334,419)                 | (200,000)                   | (200,000)                   |
| 7608 TRANSFER TO TRANS CENTER               | -                           | (267,383)                   | -                           | -                           |
| 7609 TRANSFER SALE PROCEEDS TO PERM FUND    | (204,750)                   | 35,949                      | -                           | -                           |
| 7610 TRANSFER TO CAP FUND-GARBAGE RESERVE   | (222,325)                   | (225,034)                   | (227,509)                   | (227,509)                   |
| 7614 TRANSFER TO CAP FUND-AMBULANCE MILEAGE | (47,473)                    | (65,000)                    | (65,000)                    | (65,000)                    |
| <b>SUBTOTAL</b>                             | <u><b>(667,263)</b></u>     | <u><b>2,534,580</b></u>     | <u><b>3,980,585</b></u>     | <u><b>3,980,585</b></u>     |
| <b>TOTAL</b>                                | <u><b>\$ 33,127,492</b></u> | <u><b>\$ 35,437,498</b></u> | <u><b>\$ 36,327,953</b></u> | <u><b>\$ 36,250,394</b></u> |

## General Fund Actual & Budgeted Expenditures



In the 2007 and 2008 the State of Alaska changed the way the Public Employees Retirement system operated. This resulted in recognizing additional \$4,548,127 in revenue and expense not previously budgeted.

**CITY OF FAIRBANKS, ALASKA**

**General Fund Appropriation**

**GENERAL FUND EXPENDITURE SUMMARY**

| <b>DEPT #</b> | <b>DESCRIPTION</b>          | <b>2014 ACTUAL</b>   | <b>2015 REVISED</b>  | <b>2016 DEPT REQUEST</b> | <b>2016 MAYOR</b>    | <b>2016 APPROVED</b> |
|---------------|-----------------------------|----------------------|----------------------|--------------------------|----------------------|----------------------|
| 10            | MAYOR AND COUNCIL           | \$ 495,041           | \$ 604,411           | \$ 623,193               | \$ 623,193           | \$ 611,663           |
| 11            | OFFICE OF THE CITY ATTORNEY | 172,692              | 183,315              | 182,001                  | 181,184              | 182,401              |
| 12            | OFFICE OF THE CITY CLERK    | 345,157              | 357,101              | 384,301                  | 348,581              | 348,581              |
| 13            | FINANCE DEPARTMENT          | 926,799              | 953,159              | 950,407                  | 950,407              | 948,407              |
| 14            | INFORMATION TECHNOLOGY      | 1,384,759            | 1,687,271            | 2,640,643                | 2,315,143            | 1,968,288            |
| 15            | GENERAL ACCOUNT             | 6,876,170            | 5,784,583            | 5,494,977                | 5,482,342            | 5,472,342            |
| 16            | RISK MANAGEMENT             | 1,383,550            | 1,463,293            | 1,462,817                | 1,442,817            | 1,428,817            |
| 20            | POLICE DEPARTMENT           | 6,794,238            | 7,256,063            | 7,885,915                | 7,126,572            | 6,989,701            |
| 21            | DISPATCH CENTER             | 2,101,734            | 2,025,136            | 2,154,696                | 2,149,696            | 2,149,696            |
| 30            | FIRE DEPARTMENT             | 6,263,513            | 6,587,200            | 7,003,485                | 6,425,111            | 6,360,510            |
| 50            | PUBLIC WORKS DEPARTMENT     | 7,034,774            | 7,781,303            | 7,908,008                | 7,575,425            | 7,500,425            |
| 51            | ENGINEERING DEPARTMENT      | 621,976              | 745,180              | 639,307                  | 626,807              | 620,780              |
| 60            | BUILDING DEPARTMENT         | 636,884              | 683,531              | 683,304                  | 683,304              | 679,306              |
| <b>TOTALS</b> |                             | <b>\$ 35,037,287</b> | <b>\$ 36,111,546</b> | <b>\$ 38,013,054</b>     | <b>\$ 35,930,582</b> | <b>\$ 35,260,917</b> |

## CITY OF FAIRBANKS, ALASKA

## PERSONNEL SUMMARY

| DEPT #                   | DESCRIPTION                 | 2014<br>APPROVED<br>POSITIONS | 2015<br>APPROVED<br>POSITIONS | 2016<br>APPROVED<br>POSITIONS | 2016<br>INCREASE<br>(DECREASE) |
|--------------------------|-----------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|
| <b>PERSONNEL</b>         |                             |                               |                               |                               |                                |
| 10                       | MAYOR AND COUNCIL           | 5.0                           | 5.0                           | 5.0                           | -                              |
| 11                       | OFFICE OF THE CITY ATTORNEY | 2.5                           | 2.5                           | 2.5                           | -                              |
| 12                       | OFFICE OF THE CITY CLERK    | 3.0                           | 3.0                           | 3.0                           | -                              |
| 13                       | FINANCE DEPARTMENT          | 8.0                           | 8.0                           | 8.0                           | -                              |
| 14                       | INFORMATION TECHNOLOGY      | 6.0                           | 6.0                           | 6.0                           | -                              |
| 16                       | RISK/PURCHASING             | -                             | 1.0                           | 1.0                           | -                              |
| 20                       | POLICE DEPARTMENT           | 54.5                          | 54.5                          | 52.0                          | (2.5)                          |
| 21                       | DISPATCH                    | 18.5                          | 18.5                          | 19.5                          | 1.0                            |
| 30                       | FIRE DEPARTMENT             | 44.0                          | 44.0                          | 44.0                          | -                              |
| 50                       | PUBLIC WORKS DEPARTMENT     | 37.5                          | 37.5                          | 37.0                          | (0.5)                          |
| 51                       | ENGINEERING DEPARTMENT      | 14.0                          | 15.0                          | 12.5                          | (2.5)                          |
| 52                       | FMATS                       | 2.5                           | 2.5                           | 2.5                           | -                              |
| 60                       | BUILDING DEPARTMENT         | 6.0                           | 6.0                           | 6.0                           | -                              |
| <b>TOTAL PERSONNEL</b>   |                             | <b>201.5</b>                  | <b>203.5</b>                  | <b>199.0</b>                  | <b>(4.5)</b>                   |
| <b>Grant Funded</b>      |                             |                               |                               |                               |                                |
| 10                       | MAYOR AND COUNCIL           | -                             | -                             | -                             | -                              |
| 11                       | OFFICE OF THE CITY ATTORNEY | -                             | -                             | -                             | -                              |
| 13                       | FINANCE DEPARTMENT          | -                             | -                             | -                             | -                              |
| 14                       | INFORMATION TECHNOLOGY      | -                             | -                             | -                             | -                              |
| 20                       | POLICE DEPARTMENT           | (5.0)                         | (3.0)                         | (2.0)                         | 1.0                            |
| 21                       | DISPATCH                    | -                             | -                             | -                             | -                              |
| 30                       | FIRE DEPARTMENT             | -                             | -                             | -                             | -                              |
| 50                       | PUBLIC WORKS DEPARTMENT     | -                             | -                             | -                             | -                              |
| 51                       | ENGINEERING DEPARTMENT      | (10.5)                        | (11.0)                        | (9.2)                         | 1.8                            |
| 52                       | FMATS                       | (2.5)                         | (2.5)                         | (2.5)                         | -                              |
| 60                       | BUILDING DEPARTMENT         | -                             | -                             | -                             | -                              |
| <b>TOTAL GRANT FUNDS</b> |                             | <b>(18.0)</b>                 | <b>(16.5)</b>                 | <b>(13.7)</b>                 | <b>2.8</b>                     |
| <b>TOTAL</b>             |                             | <b>183.5</b>                  | <b>187.0</b>                  | <b>185.3</b>                  | <b>(1.7)</b>                   |

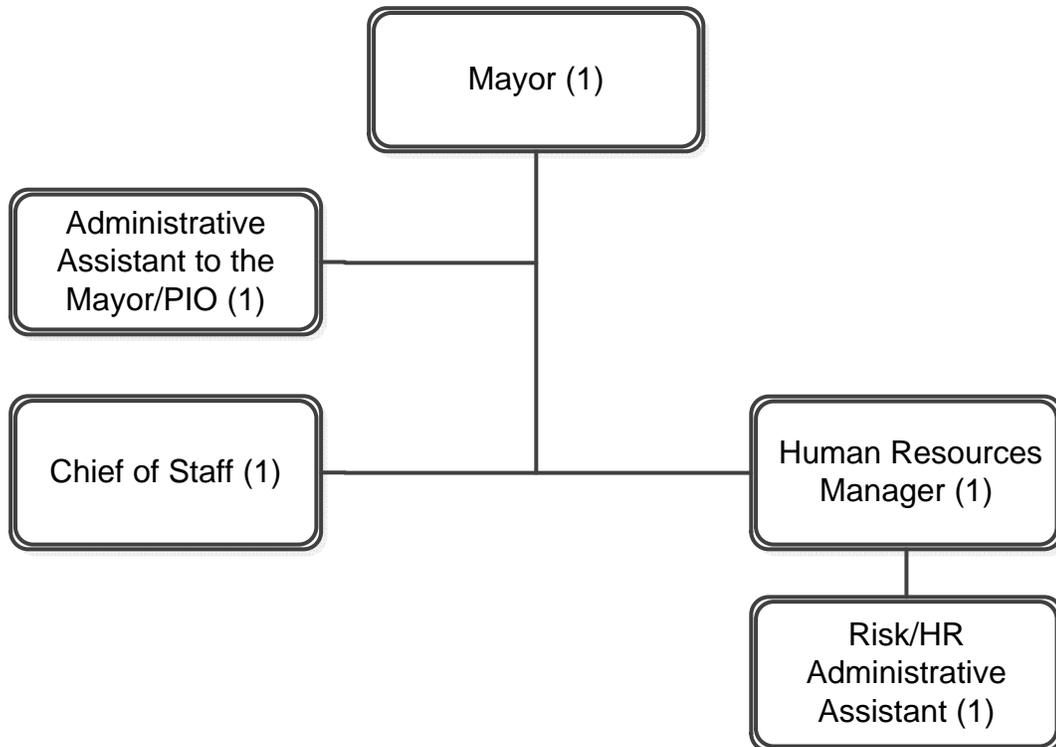
In 2015 the Police Department staff was reduced by two School Resource officers due to lack of school funding. Three part time Public Safety Assistant positions were eliminated (1.5 total) and an additional Cold-Case Detective position was added. One of the eliminated positions was grant funded.

An additional Dispatch position was added in the 2016 budget.

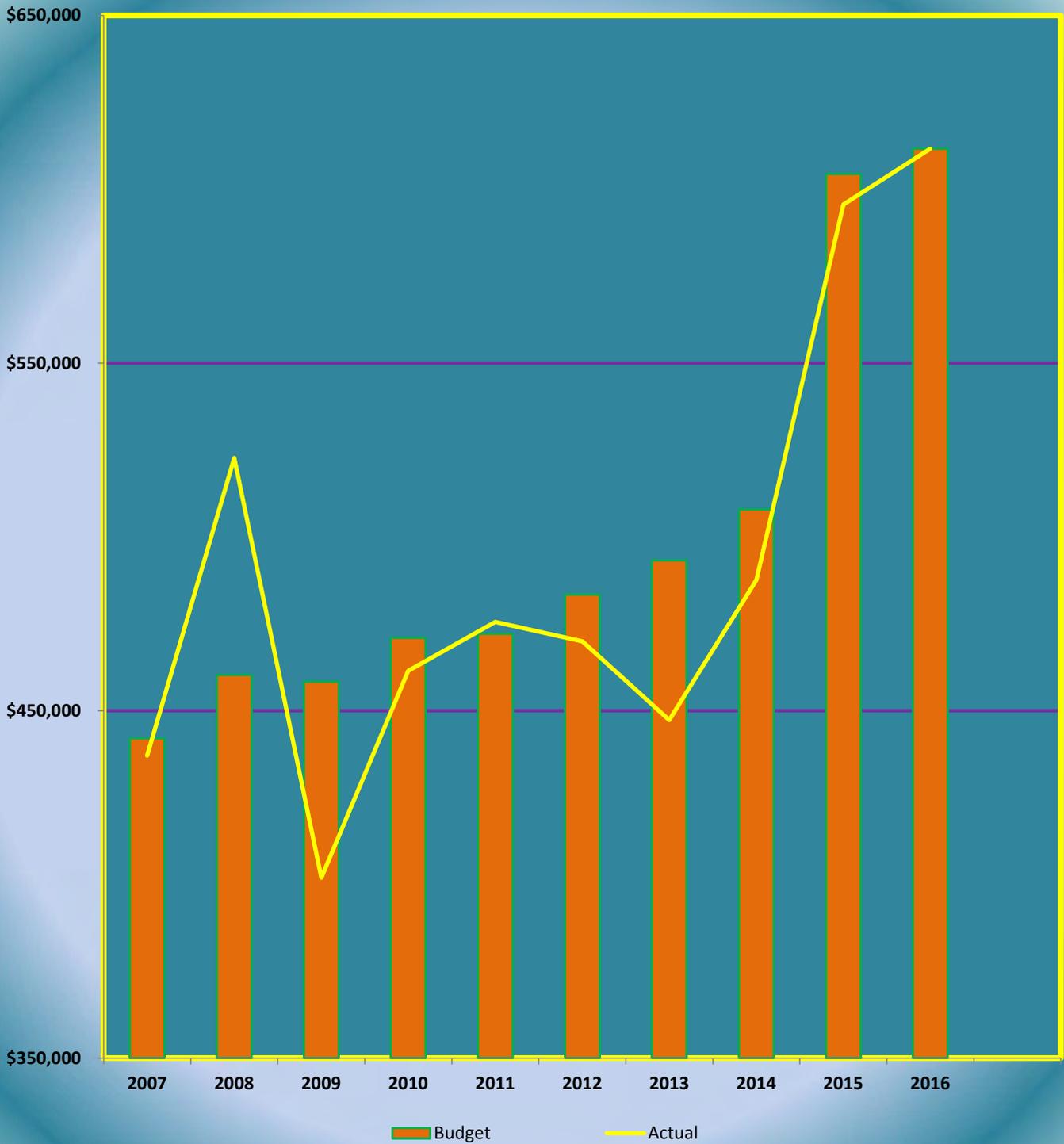
During 2015 the Public Works Director/City Engineer left employment at the City. Subsequently, the Public Works Director (.5) position was eliminated.

During 2015, 2.5 Engineer positions were eliminated after employees retired or otherwise left employment, 1.8 of which were grant funded.

# Office of the City Mayor 2016



## Mayor's Department Actual & Budgeted Expenditures



The 2007 base year budget was \$441,961 and expenditures were \$437,050. In 2013, additional HR personnel were added to the Mayor's office. For the period of 2008 through 2015 the Mayor's office budgets and expenditures have increased 19% and 36% above the 2007 level. The 2016 budget is \$611,663

**CITY OF FAIRBANKS, ALASKA**

**General Fund Appropriation**

**MAYOR AND COUNCIL NO. 10**

| <u>CODE</u>               | <u>DESCRIPTION</u>       | <u>2014<br/>ACTUAL</u> | <u>2015<br/>REVISED</u> | <u>2016 DEPT<br/>REQUEST</u> | <u>2016<br/>MAYOR</u> | <u>2016<br/>APPROVED</u> |
|---------------------------|--------------------------|------------------------|-------------------------|------------------------------|-----------------------|--------------------------|
| 5001                      | SALARIES AND WAGES       | \$ 326,505             | \$ 381,273              | \$ 402,048                   | \$ 402,048            | \$ 401,419               |
| 5002                      | OVERTIME                 | 1,034                  | 1,015                   | 1,011                        | 1,011                 | 1,011                    |
| 5004                      | COUNCIL                  | 36,000                 | 36,000                  | 36,000                       | 36,000                | 36,000                   |
| 5101                      | PERSONAL LEAVE           | 67,310                 | 23,300                  | 25,275                       | 25,275                | 20,275                   |
| 5200                      | EMPLOYEE BENEFITS        | 124,283                | 131,862                 | 135,046                      | 135,046               | 135,675                  |
| 5301                      | TRAVEL AND TRAINING      | 9,412                  | 30,000                  | 24,530                       | 24,530                | 15,000                   |
| 5401                      | OFFICE SUPPLIES          | 5,046                  | 5,000                   | 4,500                        | 4,500                 | 4,500                    |
| 5407                      | DUES AND PUBLICATIONS    | 1,455                  | 3,000                   | 2,500                        | 2,500                 | 2,500                    |
| 5599                      | OTHER OUTSIDE CONTRACTS  | 7,870                  | -                       | -                            | -                     | 5,000                    |
| 7203                      | COMMUNITY PROMOTIONS     | 2,198                  | 9,500                   | 9,000                        | 9,000                 | 7,000                    |
| 7510                      | INTER-DEPT RISK SERVICES | (86,072)               | (16,539)                | (16,717)                     | (16,717)              | (16,717)                 |
| GROSS DEPARTMENTAL OUTLAY |                          | 581,113                | 620,950                 | 639,910                      | 639,910               | 628,380                  |
| RECOVERY OF EXPENDITURES  |                          | (86,072)               | (16,539)                | (16,717)                     | (16,717)              | (16,717)                 |
| <b>TOTALS</b>             |                          | <b>\$ 495,041</b>      | <b>\$ 604,411</b>       | <b>\$ 623,193</b>            | <b>\$ 623,193</b>     | <b>\$ 611,663</b>        |

## SCHEDULE OF PERSONNEL REQUIREMENTS

| General Fund<br>Appropriation<br>POSITION | 2014<br>APPROVED |           | 2015<br>APPROVED |           | 2016 DEPT<br>REQUEST |           | 2016<br>MAYOR |           | 2016<br>APPROVED |           |
|---|------------------|-----------|------------------|-----------|----------------------|-----------|---------------|-----------|------------------|-----------|
|   | #                | SALARY    | #                | SALARY    | #                    | SALARY    | #             | SALARY    | #                | SALARY    |
| <b>PERSONNEL</b>                          |                  |           |                  |           |                      |           |               |           |                  |           |
| MAYOR                                     | 1.0              | \$ 78,000 | 1.0              | \$ 79,950 | 1.0                  | \$ 80,579 | 1.0           | \$ 80,579 |                  | \$ 79,950 |
| CHIEF OF STAFF                            | 1.0              | 106,636   | 1.0              | 108,521   | 1.0                  | 110,354   | 1.0           | 110,354   |                  | 110,354   |
| HUMAN RESOURCE DIR.                       | 1.0              | 86,943    | 1.0              | 80,459    | 1.0                  | 83,000    | 1.0           | 83,000    |                  | 83,000    |
| ADMN ASSISTANT/HR/RIS<br>COMMUNICATIONS   | 1.0              | 55,495    | 1.0              | 57,805    | 1.0                  | 58,704    | 1.0           | 58,704    |                  | 58,704    |
| DIRECTOR/PIO                              | 1.0              | 61,469    | 1.0              | 68,021    | 1.0                  | 69,411    | 1.0           | 69,411    |                  | 69,411    |
| COUNCIL PERSONS (6)                       |                  | 36,000    |                  | 36,000    |                      | 36,000    |               | 36,000    |                  | 36,000    |
| OVERTIME                                  |                  | 1,000     |                  | 1,000     |                      | 1,011     |               | 1,011     |                  | 1,011     |
| BENEFITS                                  |                  | 133,496   |                  | 136,844   |                      | 135,046   |               | 135,046   |                  | 135,675   |
| LEAVE ACCRUAL                             |                  | 15,000    |                  | 23,000    |                      | 25,275    |               | 25,275    |                  | 20,275    |

|                           |            |                   |            |                   |            |                   |            |                   |            |                   |
|---------------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|
| <b>TOTAL GENERAL FUND</b> | <b>5.0</b> | <b>\$ 574,039</b> | <b>5.0</b> | <b>\$ 591,600</b> | <b>5.0</b> | <b>\$ 599,380</b> | <b>5.0</b> | <b>\$ 599,380</b> | <b>5.0</b> | <b>\$ 594,380</b> |
|---------------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|

An eighty cent (\$.80) merit increase is included for the HR Manager.

A 1.1% pay increase for non-bargaining employees is included in the Department Request.

Approved Personnel budgets do not reflect interim budget amendments.

## PERSONNEL HOURLY WAGES AND BENEFITS

| POSITION                              | BASE WAGE  | HOURLY PENSION | HOURLY HEALTH | OTHER HOURLY BENEFITS | HOURLY PACKAGE RATE |
|---------------------------------------|------------|----------------|---------------|-----------------------|---------------------|
| <b>NON-UNION</b>                      |            |                |               |                       |                     |
| MAYOR                                 | \$ 38.4375 | 6.0000         | \$ 6.4666     | \$ 0.5915             | \$ 51.4956          |
| CHIEF OF STAFF                        | 53.0549    | 6.0660         | 6.2273        | 0.8035                | 66.1517             |
| HUMAN RESOURCE DIR.<br>COMMUNICATIONS | 39.9039    | 6.0660         | 6.2273        | 0.6128                | 52.8100             |
| DIRECTOR/PIO                          | 33.2430    | 6.0660         | 6.2273        | 0.5161                | 46.0524             |
| <b>IBEW</b>                           |            |                |               |                       |                     |
| HR/RISK ADMN ASSISTANT                | \$ 28.1151 | \$ 6.5900      | \$ 4.9000     | \$ 0.4417             | \$ 40.0468          |

Note - Other includes 1.45% for medicare and life insurance in the amount of \$71 annually displayed hourly.

**DEPARTMENT 10 - MAYOR AND COUNCIL, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**MISSION STATEMENT**

The mission of the Mayor’s Office is to ensure citizens receive essential city services at the best value, and to improve Fairbanks as a City where people can live, work, visit, build, and invest.

| Mayors Department                                   |   |                  |         |         |         |         |           |
|---|---|------------------|---------|---------|---------|---------|-----------|
| HR Performance Metrics*                             |   |                  |         |         |         |         |           |
| CITY METRICS  | MEASURE   | PERFORMANCE GOAL | 2015    |         |         |         | FREQUENCY |
|   |   |                  | 1ST QTR | 2ND QTR | 3RD QTR | 4TH QTR |           |
| Learning & Growth/Increase Employee Satisfaction    | Decrease 1-year employee turnover rate  | <7.5%            | 5.3%    | 5.9%    | 17.0%   | 8.0%    | Quarterly |
| Learning & Growth/Increase Employee Satisfaction    | Increase 1-year employee retention rate   | >95              | 85.0%   | 91.0%   | 82.0%   | 95.0%   | Quarterly |
| Learning & Growth/Increase Employee Satisfaction    | Remedy step 3 grievances without arbitration  | >99%             | 100.0%  | 25.0%   | 100.0%  | 100.0%  | Quarterly |
| Learning & Growth/Increase Employee Satisfaction    | employees in the new 457 plan   | >25%             | 0.0%    | 23.0%   | 28.0%   | 30.0%   | Quarterly |
| Learning & Growth/Improve Equity in LaborAgreements | Reduce percent of employees whose health benefit cost to wages is greater than 9.5% | <9.5%            | 68.0%   | 69.0%   | 69.0%   | 69.0%   | Quarterly |
| Learning & Growth/Improve Workforce Accountability  | employees with written discipline   | <1%              | 0.5%    | 1.0%    | 1.6%    | 1.0%    | Quarterly |
| Learning & Growth/Improve WorkforceCapacity         | Increase ratio of HR staff to employees   | >.75%            | 0.00%   | 0.75%   | 0.82%   | 0.82%   | Quarterly |
| Learning & Growth/Improve WorkforceCapacity         | employees assigned, last day of quarter (excludes Temps & elected)                  | <203.5           | 196     | 198     | 184     | 195     | Quarterly |

\* 2015 is the first full year in which metrics were measured.

**LONG-TERM GOALS**

Work with the City Council to:

1. Monitor and report strategic planning objectives.
2. Keep our capital projects on-time and on-budget.
3. Continue infrastructure build-out, including City-wide street repairs and building maintenance and restoration.
4. Keep spending within budget and remain as debt-free as practicable.

**DEPARTMENT 10 - MAYOR AND COUNCIL, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**2016 GOALS**

1. Negotiate and ratify long-term and equitable labor contracts.
2. Continue to create, implement, and improve diversity in public service.
3. Ensure fully operational and supported Emergency Service Patrol.
4. Create and implement revitalization strategies and projects.
5. Reduce barriers to solutions and projects designed to provide energy cost relief.
6. Develop Section 331 opportunities and self-generated revenues.
7. Expand the Work-Study high school student program.

**PERFORMANCE MEASURES**

1. City wide emergency response and crime rates.
2. Reduce safety incidents and risk exposure.
3. Zero discrepancies on annual financial audit.
4. Meet construction project deadlines and budgets.
5. Employee accountability, feedback and turnover.

**OPERATING ACCOUNTS**

**Account No. 5001: SALARIES AND WAGES** – includes the Mayor, Chief of Staff, Human Resources Director, Human Resources Administrative Assistant, and Executive Assistant to the Mayor/PIO. All employees are enrolled in a fixed cost health care program and a defined contribution pension plan.

The Mayor and Chief of Staff are responsible for the day-to-day operations of the City, coordination between Departments and other governments, employee corrective and disciplinary action, labor relations, and assistance to the Mayor and Departments in policy development, ordinance drafting, and long term planning.

The Human Resources Director, supported by an Administrative Assistant, is responsible for recruiting and interviewing applicants to fill vacancies. The position serves as a resource person for labor relations and contract negotiations, compliance with all applicable laws and policies.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 402,048      | \$ 402,048        | \$ 401,419      |

**Account No. 5002: OVERTIME** – There is normally limited overtime in this Department.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 1,011        | \$ 1,011          | \$ 1,011        |

**DEPARTMENT 10 - MAYOR AND COUNCIL, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5004:** COUNCIL - A \$500.00 monthly stipend for council members.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 36,000       | \$ 36,000         | \$ 36,000       |

**Account No. 5101:** *PERSONAL LEAVE ACCRUAL* - As estimated by Finance using an average of prior year's leave usage.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 25,275       | \$ 25,275         | \$ 20,275       |

**Account No. 5200:** *EMPLOYEE BENEFITS* - includes retirement contributions, health care coverage, and employer's share of life insurance, Medicare, and Social Security tax. This account also includes payroll benefits paid for City Council Members.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 135,046      | \$ 135,046        | \$ 135,675      |

**Account No. 5301:** *TRAVEL & TRAINING* - Participation in Alaska Municipal League meetings has been effective in the adoption of an equitable statewide resolution of the PERS pension crisis, restoration of revenue sharing and other issues. Travel to the Alaska State Legislature, the AML "Newly Elected Officials" training and Conference of Mayors events are crucial for the Mayor. The Chief of Staff should also participate in emergency planning training, statewide Alaska Municipal Managers Association meetings through AML, and meet with the Alaska State Legislature. The City Council should also meet with the Alaska State Legislature. The Mayor, Human Resources Director, and Administrative Assistant should participate in Society for Human Resource Management (SHRM) training. The Executive Assistant to the Mayor/PIO should attend at least one emergency management or communications training per year.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 24,530       | \$ 24,530         | \$ 15,000       |

**Account No. 5401:** *OFFICE SUPPLIES* - includes the purchase of routine supplies, stationery, forms, gold pans for retiring employees, business cards, toner cartridges, chairs, filing cabinets, and water and coffee for City Council.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 4,500        | \$ 4,500          | \$ 4,500        |

**DEPARTMENT 10 - MAYOR AND COUNCIL, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5407: DUES AND PUBLICATIONS** - includes dues for the Association of Defense Communities, Alaska Conference of Mayors, Alaska Conference of Municipal Managers, SHRM, Alaska Bar Association, Public Relations Society of Alaska (PRSA), National Information Officers Association, and other materials.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$2,500         | \$ 2,500          | \$ 2,500        |

**Account No. 5599: OTHER OUTSIDE CONTRACTS** – These funds will be used by the Mayor’s office to fund service contracts beyond staff capability.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ -            | \$ -              | \$ 5,000        |

**Account No. 7203: COMMUNITY PROMOTIONS** - funds the costs of City presence and participation at public events. Previously funds used for Alaska Federation of Natives convention, Tanana Chiefs Conference events, military events, Fairbanks Arts Association Awards, City of Fairbanks lapel pins, small gold pans for VIPS, Fairbanks Diversity Council events, hosting of public events, etc.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 9,000        | \$ 9,000          | \$ 7,000        |

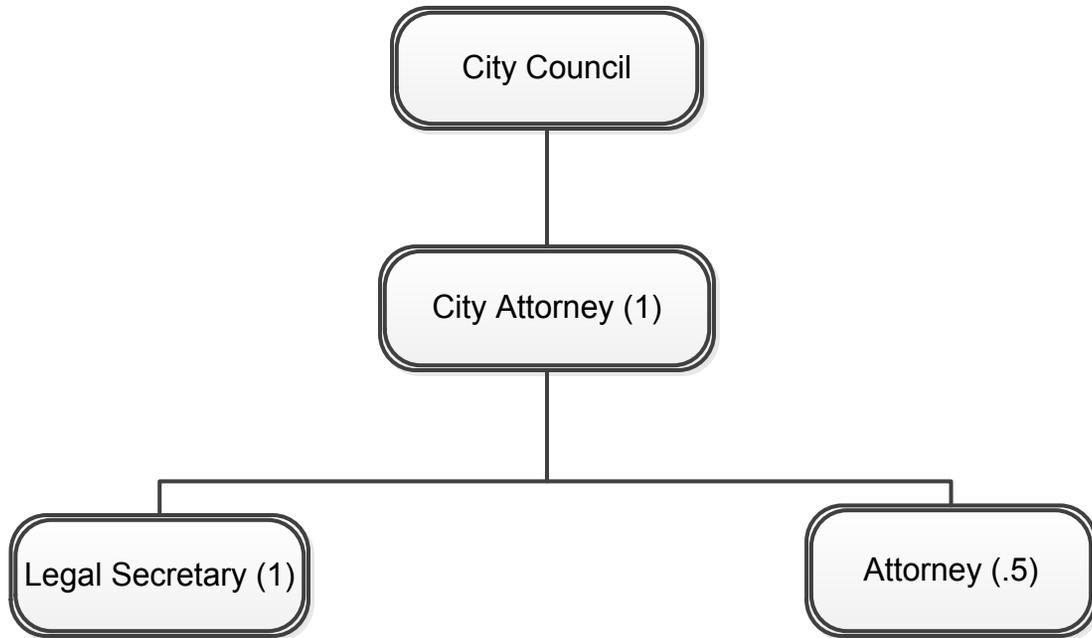
**Account 7510: INTERDEPARTMENTAL RISK SERVICES**-Personnel costs recovered.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ (16,717)     | \$ (16,717)       | \$ (16,717)     |

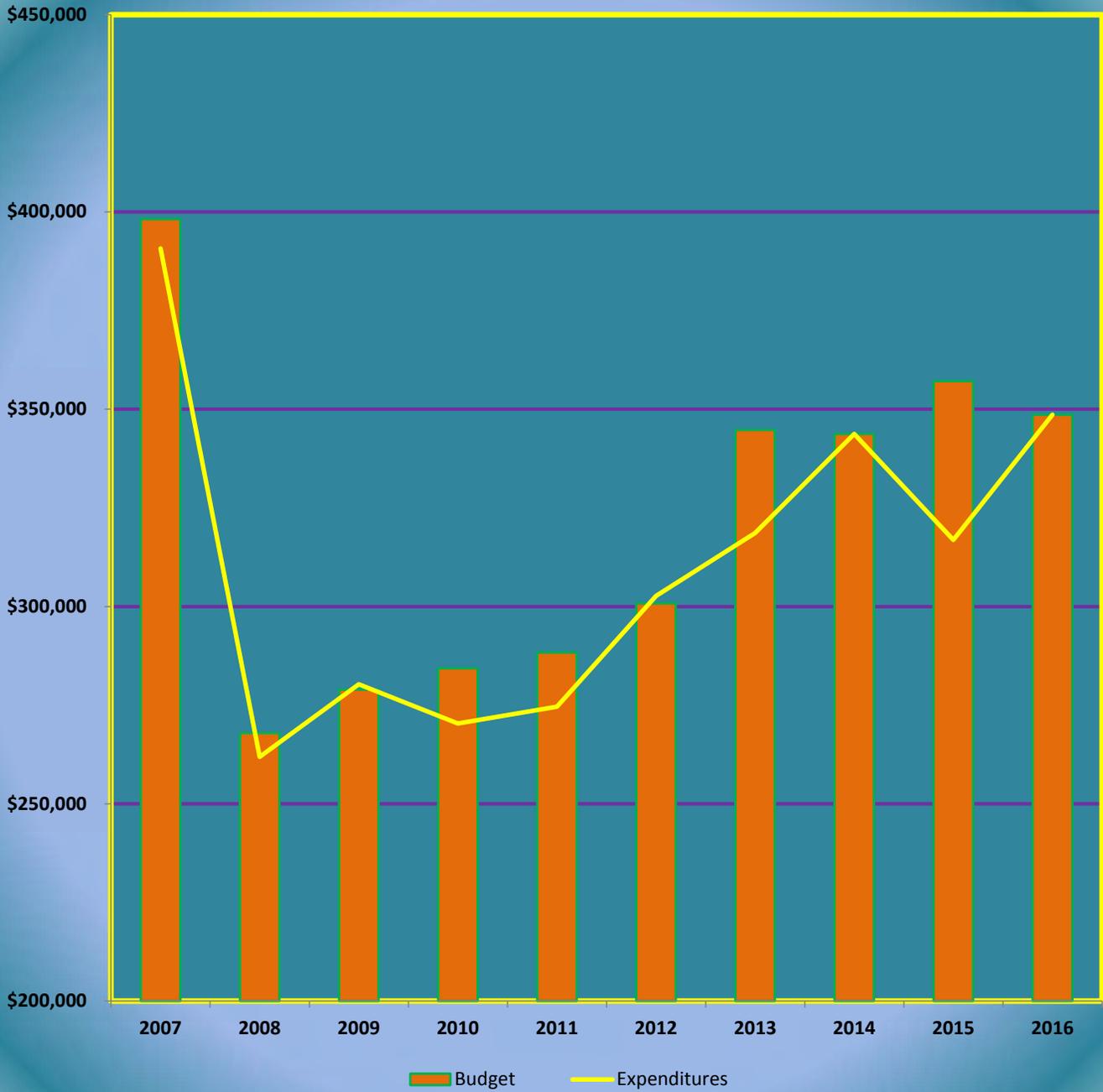
**Total Department**

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 623,193      | \$ 623,193        | \$ 611,663      |

# Office of the City Attorney 2016



## Clerk's Office Actual & Budgeted Expenditures



The 2007 base year budget was \$398,151 and expenditures were \$390,721. The 2007 spike in expenditures is due to a run-off election.

**CITY OF FAIRBANKS, ALASKA**

**General Fund Appropriation**

**OFFICE OF THE CITY ATTORNEY NO. 11**

| <b>CODE</b>                      | <b>DESCRIPTION</b>       | <b>2014<br/>ACTUAL</b>   | <b>2015<br/>REVISED</b>  | <b>2016 DEPT<br/>REQUEST</b> | <b>2016<br/>MAYOR</b>    | <b>2016<br/>APPROVED</b> |
|----------------------------------|--------------------------|--------------------------|--------------------------|------------------------------|--------------------------|--------------------------|
| 5001                             | SALARIES AND WAGES       | \$ 213,420               | \$ 221,102               | \$ 224,269                   | \$ 223,069               | \$ 224,269               |
| 5101                             | PERSONAL LEAVE           | 21,267                   | 22,335                   | 22,242                       | 22,242                   | 22,242                   |
| 5200                             | EMPLOYEE BENEFITS        | 72,831                   | 71,838                   | 71,753                       | 71,736                   | 71,753                   |
| 5302                             | TRAINING                 | 1,761                    | 2,000                    | 2,000                        | 2,000                    | 2,000                    |
| 5401                             | OFFICE SUPPLIES          | 1,329                    | 1,700                    | 1,700                        | 1,700                    | 1,700                    |
| 5407                             | DUES AND PUBLICATIONS    | 4,162                    | 5,000                    | 5,000                        | 5,000                    | 5,000                    |
| 5599                             | OTHER OUTSIDE CONTRACTS  | 2,484                    | 3,200                    | 3,200                        | 3,200                    | 3,200                    |
| 7003                             | COURT COSTS              | 17,015                   | 20,000                   | 18,000                       | 18,000                   | 18,000                   |
| 7510                             | INTER-DEPT RISK SERVICES | (161,577)                | (163,860)                | (166,163)                    | (165,763)                | (165,763)                |
| <b>GROSS DEPARTMENTAL OUTLAY</b> |                          | <u>334,269</u>           | <u>347,175</u>           | <u>348,164</u>               | <u>346,947</u>           | <u>348,164</u>           |
| <b>RECOVERY OF EXPENDITURES</b>  |                          | <u>(161,577)</u>         | <u>(163,860)</u>         | <u>(166,163)</u>             | <u>(165,763)</u>         | <u>(165,763)</u>         |
| <b>TOTALS</b>                    |                          | <u><b>\$ 172,692</b></u> | <u><b>\$ 183,315</b></u> | <u><b>\$ 182,001</b></u>     | <u><b>\$ 181,184</b></u> | <u><b>\$ 182,401</b></u> |

**SCHEDULE OF PERSONNEL REQUIREMENTS**

| General Fund<br>Appropriation<br>POSITION | 2014<br>APPROVED |            | 2015<br>APPROVED |            | 2016 DEPT<br>REQUEST |            | 2016<br>MAYOR |            | 2016<br>APPROVED |            |
|---|------------------|------------|------------------|------------|----------------------|------------|---------------|------------|------------------|------------|
|   | #                | SALARY     | #                | SALARY     | #                    | SALARY     | #             | SALARY     | #                | SALARY     |
| <b>PERSONNEL</b>                          |                  |            |                  |            |                      |            |               |            |                  |            |
| CITY ATTORNEY                             | 1.0              | \$ 101,783 | 1.0              | \$ 103,159 | 1.0                  | \$ 104,933 | 1.0           | \$ 104,933 | 1.0              | \$ 104,933 |
| DEPUTY CITY ATTORNEY                      | 0.5              | 49,494     | 0.5              | 50,334     | 0.5                  | 50,823     | 0.5           | 50,823     | 0.5              | 50,823     |
| LEGAL SECRETARY                           | 1.0              | 63,770     | 1.0              | 65,964     | 1.0                  | 68,513     | 1.0           | 67,313     | 1.0              | 68,513     |
| BENEFITS                                  |                  | 71,691     |                  | 71,819     |                      | 71,753     |               | 71,736     |                  | 71,753     |
| LEAVE ACCRUAL                             |                  | 18,000     |                  | 22,000     |                      | 22,242     |               | 22,242     |                  | 22,242     |

**TOTAL GENERAL FUND**    2.5    \$ 304,738    2.5    \$ 313,276    2.5    \$ 318,264    2.5    \$ 317,047    2.5    \$ 318,264

Department is asking for a \$1,200 raise for the Legal Secretary to help with the cost of employee paid insurance.

A 1.1% pay increase for non-bargaining employees is included in the Department Request.

Approved Personnel budgets do not reflect interim budget amendments.

## PERSONNEL HOURLY WAGES AND BENEFITS

| POSITION             | BASE WAGE  | HOURLY PENSION | HOURLY HEALTH | OTHER HOURLY BENEFITS | HOURLY PACKAGE RATE |
|----------------------|------------|----------------|---------------|-----------------------|---------------------|
| <b>NON-UNION</b>     |            |                |               |                       |                     |
| CITY ATTORNEY        | \$ 50.4484 | \$ 6.0660      | \$ 6.2273     | \$ 0.7657             | \$ 63.5074          |
| DEPUTY CITY ATTORNEY | 48.6812    | 5.5819         | 12.4547       | 0.7769                | 67.4947             |
| <b>IBEW</b>          |            |                |               |                       |                     |
| LEGAL SECRETARY      | \$ 32.2380 | \$ 6.5900      | \$ 4.9000     | \$ 0.5015             | \$ 44.2295          |

Note - Other includes 1.45% for medicare and life insurance in the amount of \$71 annually displayed hourly.

## DEPARTMENT 11 - CITY ATTORNEY, BUDGET NARRATIVE - CITY OF FAIRBANKS

### MISSION STATEMENT

The City Attorney is charged with the performance of all legal services for the city. The City Attorney is the head of the Legal Department and is the legal advisor to the City Council, the Mayor, and to all city departments and city offices. The Legal Department's mission is to provide effective, efficient legal service to all of its clients.

### LONG-TERM GOALS

1. Continue close cooperation with the Risk Manager and AMLJIA on claims prevention and resolution.
2. Continue work with the City Clerk's Office to review and propose updates to various sections of the Fairbanks General Code.
3. Work with the City Clerk's Office on the legislative history of the Fairbanks Code.

### 2016 GOALS

1. Bring to resolution numerous pending union disputes.
2. Continue work on implementation of Prop 2 (legalization of marijuana).
3. Assist in resolution of issues involving the Polaris Building.

### PERFORMANCE MEASURES

1. Low number of legal entanglements.
2. Successful outcomes in court proceedings and labor arbitrations.
3. Prompt resolution of claims.

### OPERATING ACCOUNTS

**Account No. 5001: SALARIES AND WAGES** – Staffing for 2016 is unchanged from the past several years – the City Attorney, a half-time Deputy City Attorney, and a full-time Legal Secretary.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 224,269      | \$ 223,069        | \$ 224,269      |

**Account No. 5101: PERSONAL LEAVE ACCRUAL** – reflects the cost of new leave earned. These figures are estimated using an average of prior year's leave usage and leave cashed out.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 22,242       | \$ 22,242         | \$ 22,242       |

**DEPARTMENT 11 - CITY ATTORNEY, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5200: EMPLOYEE BENEFITS** – includes retirement contributions, health care coverage, and employer’s share of life insurance, Medicare, and Social Security tax. Request includes an additional \$1,200 in wages to help toward healthcare premium for the Legal Secretary.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 71,753       | \$ 71,736         | \$ 71,753       |

**Account No. 5302: TRAINING** – provides funding for staff training and for both attorneys to attend the Alaska Municipal Attorneys Association’s annual conference in Anchorage.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 2,000        | \$ 2,000          | \$ 2,000        |

**Account No. 5401: OFFICE SUPPLIES** – provides funding for routine office supplies.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 1,700        | \$ 1,700          | \$ 1,700        |

**Account No. 5407: DUES AND PUBLICATIONS** – This account reflects all the legal dues and the costs of legal publications. The office continues to use less costly computer research services resulting in significant savings to the City.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 5,000        | \$ 5,000          | \$ 5,000        |

**Account No. 5599: OTHER OUTSIDE CONTRACTS** – This account funds our contract with Court Courier Services and provides for support and maintenance of the office copier.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 3,200        | \$ 3,200          | \$ 3,200        |

**Account No. 7003: COURT COSTS** – This account pays the filing fees for all cases filed on behalf of the City. This account also pays other costs associated with City litigation. This year’s request is \$2,000 less than last year. The number of DUI impound/forfeiture cases has fallen over the past few years. Some of this savings was offset by an increase in small claims cases filed on behalf of the Finance Department for delinquent garbage accounts. We now have enough data so we feel comfortable reducing our projected court costs for 2016.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 18,000       | \$ 18,000         | \$ 18,000       |

DEPARTMENT 11 - CITY ATTORNEY, BUDGET NARRATIVE - CITY OF FAIRBANKS

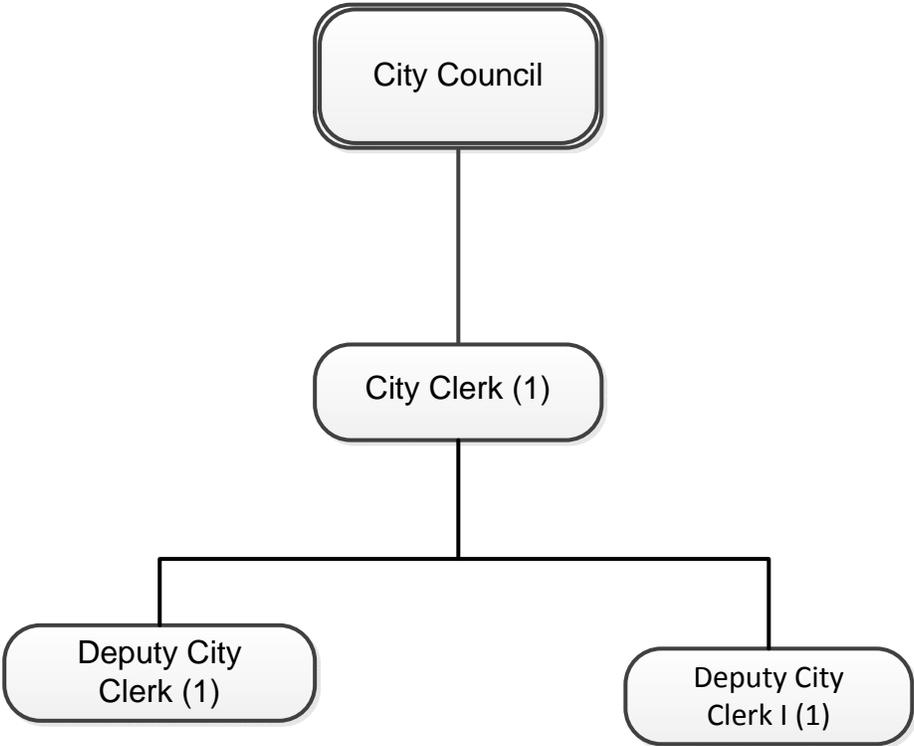
**RISK MANAGEMENT PORTION**

**Account No. 7510:** INTER-DEPARTMENTAL RISK SERVICES – reflects the allocation of personnel wages and benefits associated with the in-house management of claims adjustment costs.

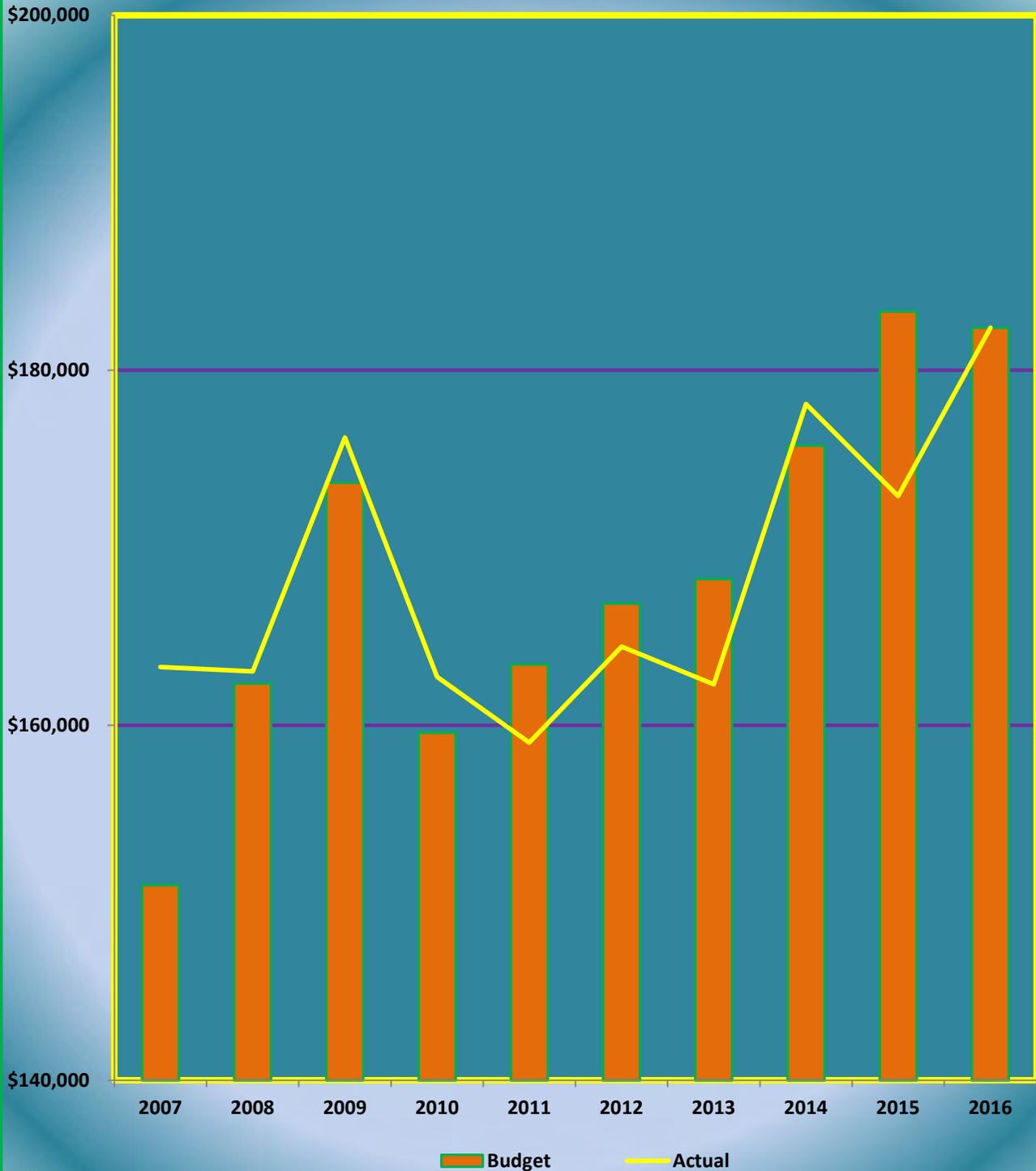
|                              |                 | <u>REQUESTS</u>     | <u>RECOMMENDS</u>   | <u>APPROVED</u>     |
|------------------------------|-----------------|---------------------|---------------------|---------------------|
| City Attorney                | \$132,095 x 2/3 | (\$ 88,064)         | (\$ 88,064 )        | (\$ 88,064)         |
| Deputy Attorney              | \$ 70,389 x 2/3 | ( 46,926)           | ( 46,926)           | ( 46,926)           |
| Clerical Support             | \$ 93,320 x 1/3 | ( 31,173)           | ( 30,773)           | ( 30,773)           |
| <b>Total Risk Management</b> |                 | <b>(\$ 166,163)</b> | <b>(\$ 165,763)</b> | <b>(\$ 165,763)</b> |

|                         | <u>REQUESTS</u>   | <u>RECOMMENDS</u> | <u>APPROVED</u>   |
|-------------------------|-------------------|-------------------|-------------------|
| <b>Total Department</b> | <b>\$ 182,001</b> | <b>\$ 181,184</b> | <b>\$ 182,401</b> |

# Office of the City Clerk 2016



## City Attorney Actual & Budgeted Expenditures



The 2007 base year budget was \$150,989 and expenditures were \$163,276.. For the period of 2008 through 2015 the City Attorney's office budgets and expenditures have fluctuated between 99% and 106% of the 2007 level. The 2016 budget is \$182,401.

**CITY OF FAIRBANKS, ALASKA**

**General Fund Appropriation**

**OFFICE OF THE CITY CLERK NO. 12**

| <b>CODE</b>   | <b>DESCRIPTION</b>      | <b>2014<br/>ACTUAL</b> | <b>2015<br/>REVISED</b> | <b>2016 DEPT<br/>REQUEST</b> | <b>2016<br/>MAYOR</b> | <b>2016<br/>APPROVED</b> |
|---------------|-------------------------|------------------------|-------------------------|------------------------------|-----------------------|--------------------------|
| 5001          | SALARIES AND WAGES      | \$ 203,962             | \$ 209,912              | \$ 202,395                   | \$ 202,395            | \$ 202,395               |
| 5002          | OVERTIME                | 725                    | 1,015                   | 1,000                        | 1,000                 | 1,000                    |
| 5101          | PERSONAL LEAVE          | 19,647                 | 16,157                  | 16,000                       | 16,000                | 16,000                   |
| 5200          | EMPLOYEE BENEFITS       | 77,588                 | 77,315                  | 76,804                       | 76,804                | 76,804                   |
| 5302          | TRAINING                | 5,257                  | 5,957                   | 6,577                        | 6,577                 | 6,577                    |
| 5401          | OFFICE SUPPLIES         | 3,256                  | 3,500                   | 3,500                        | 3,500                 | 3,500                    |
| 5407          | DUES AND PUBLICATIONS   | 1,035                  | 1,095                   | 1,105                        | 1,105                 | 1,105                    |
| 5599          | OTHER OUTSIDE CONTRACTS | 15,983                 | 20,150                  | 19,200                       | 19,200                | 19,200                   |
| 5701          | REPAIRS AND MAINTENANCE | 349                    | 500                     | 500                          | 500                   | 500                      |
| 7004          | ELECTION EXPENSES       | 17,355                 | 21,500                  | 57,220                       | 21,500                | 21,500                   |
| <b>TOTALS</b> |                         | <b>\$ 345,157</b>      | <b>\$ 357,101</b>       | <b>\$ 384,301</b>            | <b>\$ 348,581</b>     | <b>\$ 348,581</b>        |

**SCHEDULE OF PERSONNEL REQUIREMENTS**

| General Fund<br>Appropriation | 2014<br>APPROVED |           | 2015<br>APPROVED |           | 2016 DEPT<br>REQUEST |           | 2016<br>MAYOR |           | 2016<br>APPROVED |           |
|-------------------------------|------------------|-----------|------------------|-----------|----------------------|-----------|---------------|-----------|------------------|-----------|
|                               | #                | SALARY    | #                | SALARY    | #                    | SALARY    | #             | SALARY    | #                | SALARY    |
| <b>PERSONNEL</b>              |                  |           |                  |           |                      |           |               |           |                  |           |
| CITY CLERK                    | 1.0              | \$ 82,530 | 1.0              | \$ 83,425 | 1.0                  | \$ 80,877 | 1.0           | \$ 80,877 | 1.0              | \$ 80,877 |
| DEPUTY CITY CLERK             | 1.0              | 61,419    | 1.0              | 65,845    | 1.0                  | 62,215    | 1.0           | 62,215    | 1.0              | 62,215    |
| DEPUTY CITY CLERK I           | 1.0              | 55,495    | 1.0              | 57,482    | 1.0                  | 59,303    | 1.0           | 59,303    | 1.0              | 59,303    |
| OVERTIME                      |                  | 1,000     |                  | 1,000     |                      | 1,000     |               | 1,000     |                  | 1,000     |
| BENEFITS                      |                  | 76,560    |                  | 77,278    |                      | 76,804    |               | 76,804    |                  | 76,804    |
| LEAVE ACCRUAL                 |                  | 15,000    |                  | 16,000    |                      | 16,000    |               | 16,000    |                  | 16,000    |

|                           |            |                   |            |                   |            |                   |            |                   |            |                   |
|---------------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|
| <b>TOTAL GENERAL FUND</b> | <b>3.0</b> | <b>\$ 292,004</b> | <b>3.0</b> | <b>\$ 301,030</b> | <b>3.0</b> | <b>\$ 296,199</b> | <b>3.0</b> | <b>\$ 296,199</b> | <b>3.0</b> | <b>\$ 296,199</b> |
|---------------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|

A 1.1% pay increase for non-bargaining employees is included in the Department Request.  
 Approved Personnel budgets do not reflect interim budget amendments.

PERSONNEL HOURLY WAGES AND BENEFITS

| POSITION            | BASE WAGE  | HOURLY PENSION | HOURLY HEALTH | OTHER HOURLY BENEFITS | HOURLY PACKAGE RATE |
|---------------------|------------|----------------|---------------|-----------------------|---------------------|
| <b>NON-UNION</b>    |            |                |               |                       |                     |
| CITY CLERK          | \$ 38.8831 | \$ 6.0660      | \$ 6.2273     | \$ 0.5980             | \$ 51.7744          |
| <b>IBEW</b>         |            |                |               |                       |                     |
| DEPUTY CITY CLERK   | \$ 29.7965 | \$ 6.5900      | \$ 4.9000     | \$ 0.4661             | \$ 41.7526          |
| DEPUTY CITY CLERK I | 28.4017    | 6.5900         | 4.9000        | 0.4423                | 40.3340             |

Note - Other includes 1.45% for medicare and life insurance in the amount of \$71 annually displayed hourly.

**DEPARTMENT 12 - OFFICE OF THE CITY CLERK, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**MISSION STATEMENT**

The mission of the City Clerk’s Office is to be a vital part of local government and to be committed to serving as the link between residents, local governing bodies, and agencies of government at all levels. The Office pledges to be ever mindful of its neutrality and impartiality with respect to local government matters and to place service to the public as its first priority. The Office is dedicated to innovative processes and continued preservation of the City’s history.

| CITY METRICS   |  | PERFORMANCE GOAL | 2015    |         |         |         | FREQUENCY |
|--|--|------------------|---------|---------|---------|---------|-----------|
| PERSPECTIVE/OBJECTIVE  | MEASURE                                      |                  | 1ST QTR | 2ND QTR | 3RD QTR | 4TH QTR |           |
| Stakeholder/ Improve Customer Service  | Complete records request in 5 business days  | < 5 Days         | 4.9     | 9.7     | 10.1    | 4.0     | Quarterly |
| Stakeholder/ Grow City Generated Revenue   | Increase % of tickets paid to tickets issued | 50%**            | 45.56%  | 45.56%  | 45.56%  | 45.56%  | Quarterly |
| Stakeholder/ Approve Technology  | Increase % of tickets paid online            | 20%              | 18.95%  | 23.63%  | 14.29%  | 21.38%  | Quarterly |
| * 2015 is the first full year in which metrics were measured.  |  |                  |         |         |         |         |           |
| ** Fall & winter metrics skewed due to State of Alaska payments of Permanent Fund Dividend attachments |  |                  |         |         |         |         |           |

**LONG-TERM GOALS**

1. Continue to develop the electronic records program, maintaining official and historical City government documents in a manner that promotes security and ease of retrieval.
2. Continue Laserfiche training in areas of security, administration, and template development; streamline document retrieval and eliminate the need to retain and store hard copies of non-essential records.
3. Pursue educational opportunities to obtain the necessary credentials for the City Clerk staff; enhance employees’ knowledge base as technology grows.
4. Preserve the City’s past to enhance the present and enrich the future history of Fairbanks by housing, preserving, and making available to the public the rich collection of our founding documents.

**2016 GOALS**

1. Deputy Clerk I to obtain Certified Municipal Clerk (CMC) designation by completing International Institute of Municipal Clerks (IIMC) Ed-2-Go online courses.
2. Deputy Clerk II to attend Professional Development I at the Northwest Clerks Institute in Tacoma, Washington to continue working towards CMC designation.
3. City Clerk to attend IIMC Annual Conference in Omaha, Nebraska to continue working towards Master Municipal Clerk (MMC) designation.
4. City Clerk and one Deputy Clerk to attend 2016 Alaska Association of Municipal Clerks (AAMC) conference in pursuit of certifications and to increase participation in the AAMC organization.
5. Lead in City records management by actively coordinating with each department to organize and consolidate all City records to a single location.

**DEPARTMENT 12 - OFFICE OF THE CITY CLERK, BUDGET NARRATIVE - CITY OF FAIRBANKS**

6. Create an updated directory board for the City Hall main entrance to help guide visitors to the appropriate City department or outside agency and provide a fresh, clean look to the City Hall foyer.
7. Ensure that a full disaster recovery exercise is performed and executed on the Laserfiche backup data files.
8. Update the election compilation results for the years 2006 to present.
9. Improve service to the public by sending business license renewal notices via email and by implementing online business license renewal system and search capability.
10. Continue ordinance and resolution digitization and cataloguing project.
11. Review and suggest updates to clean up various City Code sections.
12. Write procedures for regular duties of the City Clerk's Office.
13. Draft a City policy for and review code pertaining to public information requests; update existing public records request form.
14. Re-examine the Office of the City Clerk's role in Boards and Commissions.

**PERFORMANCE MEASURES**

1. Feedback from the public, internal departments, council members, and other governmental agencies.
2. Ability to retrieve, review, and reproduce essential records with efficiency and ease.
3. Improved service to the public, other departments, Mayor and City Council due to the efficiencies recognized by successful accomplishment of goals.
4. Staff time to focus on core responsibilities of the Clerks Office.
5. Ease in training new employees by having set procedures in place for each task.
6. Increased storage space in City Hall and a single, central location for all City records.

**OPERATING ACCOUNTS**

**Account No. 5001: SALARIES AND WAGES** – Provides for one (1) full-time City Clerk, one (1) full time Deputy City Clerk II and one (1) full-time Deputy City Clerk I.

|              | <u>REQUESTS</u>   | <u>RECOMMENDS</u> | <u>APPROVED</u>   |
|--------------|-------------------|-------------------|-------------------|
| <b>Total</b> | <b>\$ 202,395</b> | <b>\$ 202,395</b> | <b>\$ 202,395</b> |

**Account No. 5002: OVERTIME**

|              | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|--------------|-----------------|-------------------|-----------------|
| <b>Total</b> | <b>\$ 1,000</b> | <b>\$ 1,000</b>   | <b>\$ 1,000</b> |

**Account No. 5101: PERSONAL LEAVE ACCRUAL** – Reflects the cost of new leave earned. These figures are estimated using an average of prior year's leave usage and leave cashed out.

|              | <u>REQUESTS</u>  | <u>RECOMMENDS</u> | <u>APPROVED</u>  |
|--------------|------------------|-------------------|------------------|
| <b>Total</b> | <b>\$ 16,000</b> | <b>\$ 16,000</b>  | <b>\$ 16,000</b> |

**DEPARTMENT 12 - OFFICE OF THE CITY CLERK, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5200:** *EMPLOYEE BENEFITS* – Includes retirement contributions, health care coverage, and employer’s share of life insurance, Medicare, and Social Security tax.

|              | <u>REQUESTS</u>  | <u>RECOMMENDS</u> | <u>APPROVED</u>  |
|--------------|------------------|-------------------|------------------|
| <b>Total</b> | <b>\$ 76,804</b> | <b>\$ 76,804</b>  | <b>\$ 76,804</b> |

**Account No. 5302:** *TRAINING* – Provides for the required education at the Northwest Clerks Institute in Tacoma, Washington for the Deputy Clerk II in pursuit of CMC designation. Provides for travel and registration costs for the City Clerk and one Deputy Clerk to attend the 2016 AAMC Conference in Anchorage. Provides for the travel and registration costs for the City Clerk to attend the 2016 IIMC Conference in Omaha, Nebraska. Provides for IIMC Ed-2-Go online classes for the Deputy Clerks in pursuit of CMC designations.

|                                    | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|------------------------------------|-----------------|-------------------|-----------------|
| Northwest Clerk’s Institute (PD I) | 1,795           | 1,795             | 1,795           |
| AAMC Conference – Anchorage        | 2,282           | 2,282             | 2,282           |
| IIMC Conference – Omaha, NE        | 2,100           | 2,100             | 2,100           |
| IIMC Online Ed-2-Go Classes        | 400             | 400               | 400             |
| <b>Total</b>                       | <b>\$ 6,577</b> | <b>\$ 6,577</b>   | <b>\$ 6,577</b> |

**Account No. 5401:** *OFFICE SUPPLIES* – Provides funding for routine office supplies, in addition to audio SD cards, archival supplies, specialty paper, copy paper, receipt paper, and general operating supplies.

|              | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|--------------|-----------------|-------------------|-----------------|
| <b>Total</b> | <b>\$ 3,500</b> | <b>\$ 3,500</b>   | <b>\$ 3,500</b> |

**Account No. 5407:** *DUES AND PUBLICATIONS* – Provides funding for annual Clerk membership dues, newspaper subscription and publications from government organizations:

|                                     | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-------------------------------------|-----------------|-------------------|-----------------|
| Alaska Assn. of Municipal Clerks    | \$ 350          | \$ 350            | \$ 350          |
| Int’l Institute of Municipal Clerks | 385             | 385               | 385             |
| Books and Publications              | 150             | 150               | 150             |
| Daily News Miner Subscription       | 220             | 220               | 220             |
| <b>Total</b>                        | <b>\$ 1,105</b> | <b>\$ 1,105</b>   | <b>\$ 1,105</b> |

**DEPARTMENT 12 - OFFICE OF THE CITY CLERK, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5599: OTHER OUTSIDE CONTRACTS** – Provides for payment of codification of all approved City of Fairbanks ordinances, supplements for the Fairbanks General Code of Ordinances, and live radio broadcasts of regular City Council meetings. The online FGC is updated once per year with un-codified ordinances available for viewing as they are adopted (OrdBank). All criminal background checks for occupational licensing are conducted in-house. With the de-regulation of Massage Practitioners in mid-2015, we propose a decrease to the 2016 budget request for this line item. Miscellaneous costs will cover any unforeseen expenses that may be incurred.

|                               | <u>REQUESTS</u>  | <u>RECOMMENDS</u> | <u>APPROVED</u>  |
|-------------------------------|------------------|-------------------|------------------|
| Code of Ordinance Supplements | \$ 6,000         | \$ 6,000          | \$ 6,000         |
| Online Municipal Code Fee     | 750              | 750               | 750              |
| Online OrdBank                | 650              | 650               | 650              |
| Clear Channel Radio Contract  | 4,800            | 4,800             | 4,800            |
| Criminal Background Check     | 6,500            | 6,500             | 6,500            |
| Miscellaneous costs           | 500              | 500               | 500              |
| <b>Total</b>                  | <b>\$ 19,200</b> | <b>\$ 19,200</b>  | <b>\$ 19,200</b> |

**Account No. 5701: REPAIRS AND MAINTENANCE** – Provides funding for repairs of miscellaneous office equipment such as transcription, laminating and audio recording tools.

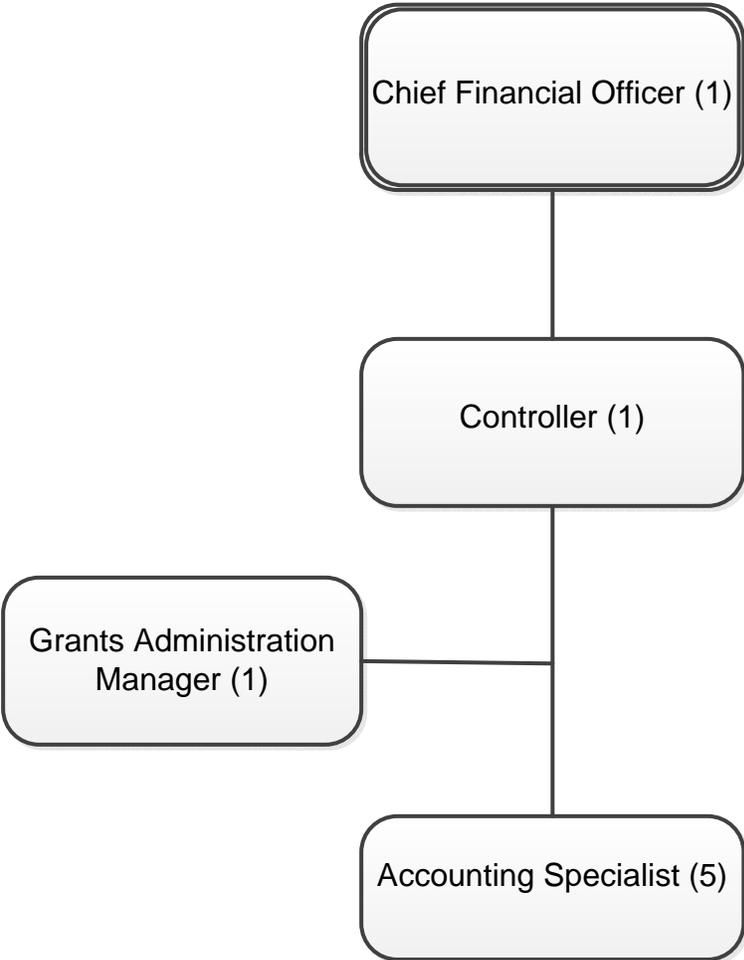
|              | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|--------------|-----------------|-------------------|-----------------|
| <b>Total</b> | <b>\$ 500</b>   | <b>\$ 500</b>     | <b>\$ 500</b>   |

**Account No. 7004: ELECTION EXPENSES** – Provides funding for the regular election to be held in October of each year. All regular elections are conducted by the City Clerk in conjunction with the Fairbanks North Star Borough. If the Clerk’s Office is directed to conduct a special election for any reason, it must do so independently. The expenses of a special election cost more than a regular election because regular election expenses are shared with the Fairbanks North Star Borough. In 2015, the Borough increased the City’s cost for the general election by \$4,400 and the Council approved a budget amendment to cover that increase. In 2016, the City will hold a mayoral election and, if more than two candidates run, it is highly likely that a mayoral runoff will be required. The last mayoral runoff election in 2007 cost the City \$29,500.00; based on the Anchorage CPI each year since that time, the estimated cost of a 2016 mayoral runoff would be \$35,720.00.

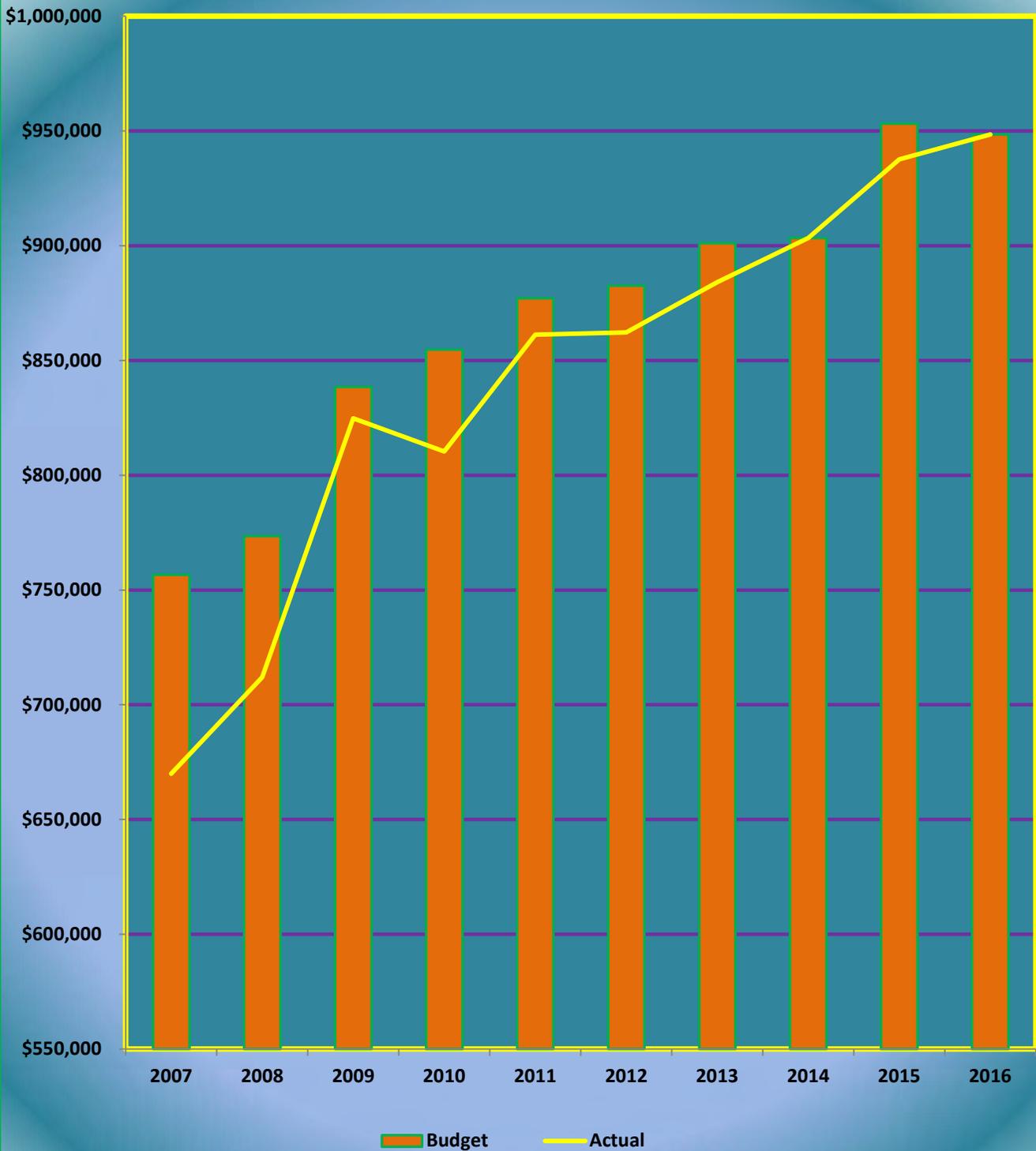
|                         | <u>REQUESTS</u>  | <u>RECOMMENDS</u> | <u>APPROVED</u>  |
|-------------------------|------------------|-------------------|------------------|
| Regular Election        | \$ 21,500        | \$ 21,500         | \$ 21,500        |
| Mayoral Runoff Election | 35,720           |                   |                  |
| <b>Total</b>            | <b>\$ 57,220</b> | <b>\$ 21,500</b>  | <b>\$ 21,500</b> |

|                         | <u>REQUESTS</u>   | <u>RECOMMENDS</u> | <u>APPROVED</u>   |
|-------------------------|-------------------|-------------------|-------------------|
| <b>Total Department</b> | <b>\$ 384,301</b> | <b>\$ 348,581</b> | <b>\$ 348,581</b> |

# Finance Department 2016



## Finance Actual & Budgeted Expenditures



The 2007 base year budget was \$756,638 and expenditures were \$669,977. In 2008 an additional personnel position was budgeted. Department not fully staffed until 2009.

**CITY OF FAIRBANKS, ALASKA**

**General Fund Appropriation**

**FINANCE DEPARTMENT NO. 13**

| <u>CODE</u> | <u>DESCRIPTION</u>      | <u>2014<br/>ACTUAL</u> | <u>2015<br/>REVISED</u> | <u>2016 DEPT<br/>REQUEST</u> | <u>2016<br/>MAYOR</u> | <u>2016<br/>APPROVED</u> |
|-------------|-------------------------|------------------------|-------------------------|------------------------------|-----------------------|--------------------------|
| 5001        | SALARIES AND WAGES      | \$ 579,120             | \$ 601,344              | \$ 598,982                   | \$ 598,982            | \$ 598,982               |
| 5002        | OVERTIME                | -                      | 2,538                   | 2,500                        | 2,500                 | 2,500                    |
| 5101        | PERSONAL LEAVE          | 40,448                 | 42,360                  | 40,000                       | 40,000                | 40,000                   |
| 5200        | EMPLOYEE BENEFITS       | 203,849                | 201,167                 | 201,175                      | 201,175               | 201,175                  |
| 5302        | TRAINING                | 13,167                 | 15,500                  | 15,500                       | 15,500                | 15,500                   |
| 5401        | OFFICE SUPPLIES         | 4,457                  | 5,500                   | 5,500                        | 5,500                 | 5,500                    |
| 5407        | DUES AND PUBLICATIONS   | 3,270                  | 3,250                   | 3,250                        | 3,250                 | 3,250                    |
| 5599        | OTHER OUTSIDE CONTRACTS | 82,488                 | 81,500                  | 83,500                       | 83,500                | 81,500                   |

|               |                   |                   |                   |                   |                   |
|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>TOTALS</b> | <b>\$ 926,799</b> | <b>\$ 953,159</b> | <b>\$ 950,407</b> | <b>\$ 950,407</b> | <b>\$ 948,407</b> |
|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|

## SCHEDULE OF PERSONNEL REQUIREMENTS

| General Fund Appropriation | 2014<br>APPROVED |            | 2015<br>APPROVED |            | 2016 DEPT<br>REQUEST |            | 2016<br>MAYOR |            | 2016<br>APPROVED |            |
|----------------------------|------------------|------------|------------------|------------|----------------------|------------|---------------|------------|------------------|------------|
|                            | #                | SALARY     | #                | SALARY     | #                    | SALARY     | #             | SALARY     | #                | SALARY     |
| <b>PERSONNEL</b>           |                  |            |                  |            |                      |            |               |            |                  |            |
| CHIEF FINANCIAL OFFICER    | 1.0              | \$ 104,001 | 1.0              | \$ 107,198 | 1.0                  | \$ 109,165 | 1.0           | \$ 109,165 | 1.0              | \$ 109,165 |
| CONTROLLER                 | 1.0              | 90,943     | 1.0              | 93,814     | 1.0                  | 95,579     | 1.0           | 95,579     | 1.0              | 95,579     |
| ACTING PAY                 |                  | 502        |                  | 1,030      |                      | 1,045      |               | 1,045      |                  | 1,045      |
| GRANTS ADMIN MANAGER       | 1.0              | 85,477     | 1.0              | 88,211     | 1.0                  | 89,893     | 1.0           | 89,893     | 1.0              | 89,893     |
| ACCOUNTING SPECIALIST      | 5.0              | 282,962    | 5.0              | 297,046    | 5.0                  | 303,300    | 5.0           | 303,300    | 5.0              | 303,300    |
| OVERTIME                   |                  | 2,500      |                  | 2,500      |                      | 2,500      |               | 2,500      |                  | 2,500      |
| BENEFITS                   |                  | 201,186    |                  | 200,998    |                      | 201,175    |               | 201,175    |                  | 201,175    |
| LEAVE ACCRUAL              |                  | 30,000     |                  | 40,000     |                      | 40,000     |               | 40,000     |                  | 40,000     |

|                           |            |                   |            |                   |            |                   |            |                   |            |                   |
|---------------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|
| <b>TOTAL GENERAL FUND</b> | <b>8.0</b> | <b>\$ 797,571</b> | <b>8.0</b> | <b>\$ 830,797</b> | <b>8.0</b> | <b>\$ 842,657</b> | <b>8.0</b> | <b>\$ 842,657</b> | <b>8.0</b> | <b>\$ 842,657</b> |
|---------------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|

Approved Personnel budgets do not reflect interim budget amendments.

## PERSONNEL HOURLY WAGES AND BENEFITS

| POSITION                | BASE WAGE  | HOURLY PENSION | HOURLY HEALTH | OTHER HOURLY BENEFITS | HOURLY PACKAGE RATE |
|-------------------------|------------|----------------|---------------|-----------------------|---------------------|
| <b>IBEW</b>             |            |                |               |                       |                     |
| CHIEF FINANCIAL OFFICER | \$ 52.4811 | \$ 6.5900      | \$ 4.9000     | \$ 0.7952             | \$ 64.7663          |
| CONTROLLER              | 45.9498    | 6.5900         | 4.9000        | 0.7005                | 58.1403             |
| GRANTS ADMIN MANAGER    | 43.2160    | 6.5900         | 4.9000        | 0.6608                | 55.3668             |
| ACCOUNTING SPECIALIST   | 30.2214    | 6.5900         | 4.9000        | 0.4723                | 42.1837             |
| ACCOUNTING SPECIALIST   | 28.2720    | 6.5900         | 4.9000        | 0.4440                | 40.2060             |

Note - Other includes 1.45% for medicare and life insurance in the amount of \$71 annually displayed hourly.

## DEPARTMENT 13 FINANCE, BUDGET NARRATIVE - CITY OF FAIRBANKS

### MISSION STATEMENT

Finance provides fiscally responsible guidance over all financial matters of the City, including the budget, the current financial position, and internal controls that preserve the financial integrity of the City.

| Fairbanks Finance Department                          |   |                         |           |           |           |           |           |
|---|---|-------------------------|-----------|-----------|-----------|-----------|-----------|
| Performance Metrics*                                  |   |                         |           |           |           |           |           |
| CITY METRICS  |   |                         | 2015      |           |           |           |           |
| PERSPECTIVE/OBJECTIVE                                 | MEASURE   | PERFORMANCE GOAL        | 1ST QTR   | 2ND QTR   | 3RD QTR   | 4TH QTR   | FREQUENCY |
| Stakeholders / Improve Public Perception              | No Findings in Annual Audit   | < 1                     | 2012=0    | 2013=0    | 2014=0    | 2015 N/A  | Annual    |
| Finance & Stewardship/<br>Grow City Generated Revenue | Reduce delinquent accounts per revenue                                      | < 2                     | 2.2%      | 2.2%      | 2.3%      | 2.5%      | Quarterly |
| Finance & Stewardship/<br>Grow City Generated Revenue | GF expenditure budget vs actual (postive = budget greater than expenditure) | +5%                     |           |           |           | 3.3%      | Annual    |
| Finance & Stewardship/<br>Grow City Generated Revenue | GF revenue budget vs actual (negative = revenue greater than budget)        | -5%                     |           |           |           | -3.6%     | Annual    |
| Finance & Stewardship/<br>Grow City Generated Revenue | Unassigned Fund Balance   | >20%                    |           |           |           | 34.5%     | Annual    |
| Finance & Stewardship/<br>Grow City Generated Revenue | Permanent fund annual yield   | >6%                     | 7.7%      | 2.8%      | 40.0%     | 0.2%      | Annual    |
| Finance & Stewardship/<br>Grow City Generated Revenue | Increase # of days operating cash on-hand                                   | 90 days                 | 135       | 79        | 41        | 184       | Quarterly |
| Finance & Stewardship/<br>Grow City Generated Revenue | Increase revenue per FTE  | >\$125,000 / year       | \$178,710 | \$185,951 | \$185,216 | \$202,035 | Quarterly |
| Finance & Stewardship/<br>Grow City Generated Revenue | Decrease expense per FTE  | <\$125,000 / year       | \$176,471 | \$190,499 | \$190,929 | \$192,075 | Quarterly |
| Finance & Stewardship/<br>Grow City Generated Revenue | Decrease percent revenue in the tax cap-within-the-cap to property taxes    | <2.5% of property taxes |           |           |           | 2.6%      | Annual    |

\* 2015 is the first full year in which metrics were measured.

## DEPARTMENT 13 FINANCE, BUDGET NARRATIVE - CITY OF FAIRBANKS

### GOALS

1. Complete annual audit within first 180 days of the year.
2. Receive the Certificate of Achievement for Excellence in Financial Reporting issued by GFOA.
3. Receive the Distinguished Budget Presentation Award issued by GFOA.
4. Keep Mayor, Council, and Department Heads informed as to budget status, balance sheet position, cash flow, reporting, and portfolio position.
5. Monitor the Permanent Fund and money manager as guided by the Permanent Fund Review Board.
6. Continue training and job cross training to ensure efficient and timely operation of the Finance function at all times.
7. Continue to implement new financial software.

### PERFORMANCE MEASURES

1. The date on the Independent Auditor's Report.
2. Unqualified opinion on the CAFR without a Management Letter being issued.
3. Zero Single Audit findings.
4. Receipt of the GFOA awards.
5. Earning of Continuing Professional Education credits.
6. Accounts payable and payroll checks issued timely without late fees or fines being generated.
7. Quarterly reports of performance and compliance of the permanent fund issued by the investment managers.

### OPERATING ACCOUNTS

**Account No. 5001:** *SALARIES AND WAGES* - provides for salaries and wages for all employees within the Department.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 598,982      | \$ 598,982        | \$ 598,982      |

**Account No. 5002:** *OVERTIME* - provides for payment of work performed to meet critical deadlines during the year.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 2,500        | \$ 2,500          | \$ 2,500        |

**DEPARTMENT 13 FINANCE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5101:** *PERSONAL LEAVE ACCRUAL* - reflects the cost of new leave earned. These figures are estimated using an average of prior year's leave usage and leave cashed out.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 40,000       | \$ 40,000         | \$ 40,000       |

**Account No. 5200:** *EMPLOYEE BENEFITS* - includes retirement contributions, health care coverage, and employer's share of life insurance, Medicare, and Social Security tax.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 201,175      | \$ 201,175        | \$ 201,175      |

**Account No. 5302:** *TRAINING* - provides for two employees to participate in the spring and fall Alaska Government Finance Officers' Association Conferences and to provide required training for three staff to maintain their CPA licenses. Funds are also budgeted for professional training required to keep the City's Finance Department in compliance with Generally Accepted Accounting Principles.

|                           |                                  |          |
|---------------------------|----------------------------------|----------|
| Two AGFOA Conferences     | CFO & Controller                 | \$ 4,660 |
| GFOA National Conference  | CFO & Controller                 | 6,000    |
| CPE                       | Grants Admin Mgr.                | 2,500    |
| Munis National Conference | CFO, Controller, or Grants Admin | 2,000    |
| Other                     | Staff Training                   | 340      |
| Total                     |                                  | \$15,500 |

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 15,500       | \$ 15,500         | \$ 15,500       |

**Account No. 5401:** *OFFICE SUPPLIES* - provides for the regular recurring purchase of supplies needed for daily operations.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 5,500        | \$ 5,500          | \$ 5,500        |

**DEPARTMENT 13 FINANCE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5407:** *DUES AND PUBLICATIONS* - provides funding for GFOA (national) and AGFOA (state) dues along with subscriptions and reference periodicals pertaining to governmental accounting, grant programs, investments, and payroll.

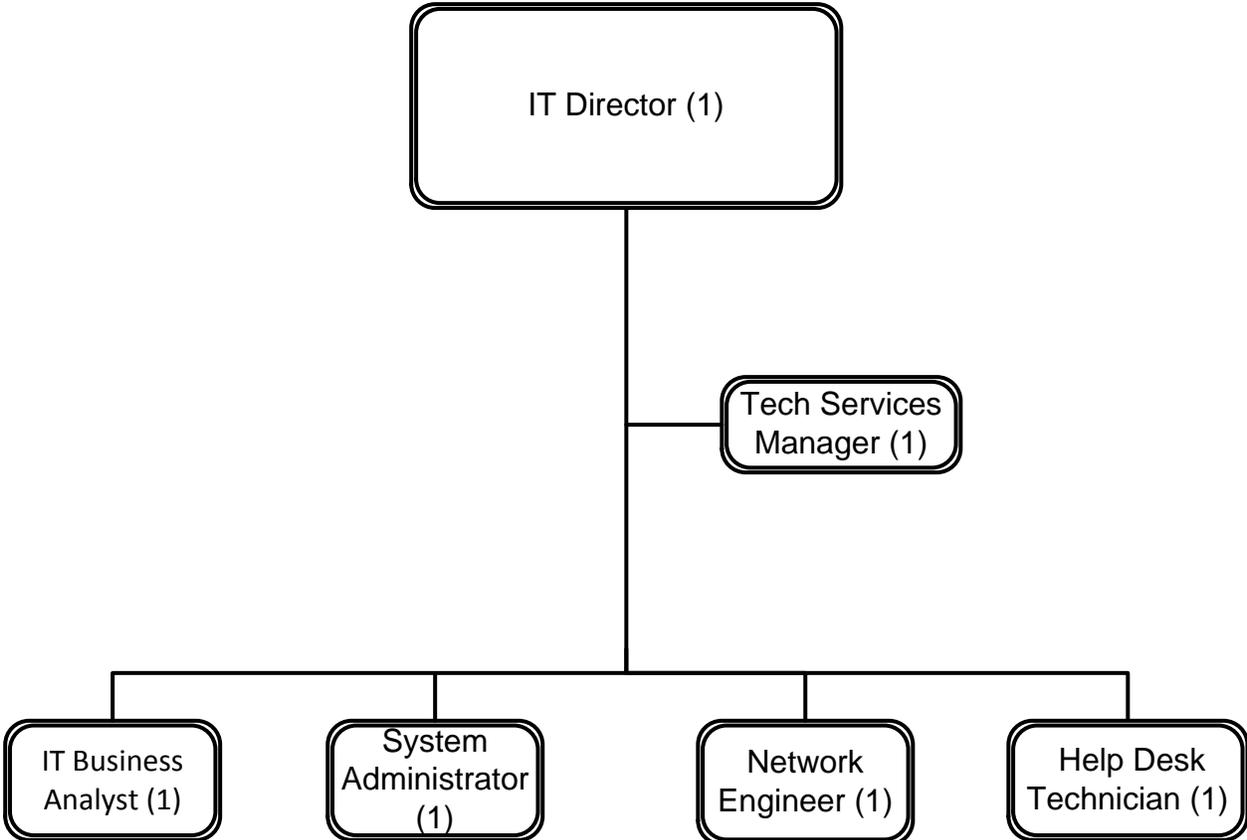
|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 3,250        | \$ 3,250          | \$ 3,250        |

**Account No. 5599:** *OTHER OUTSIDE CONTRACTS*- provides funding needed to administer and audit Alcohol, Bed, and Tobacco Taxes and City Business License holders.

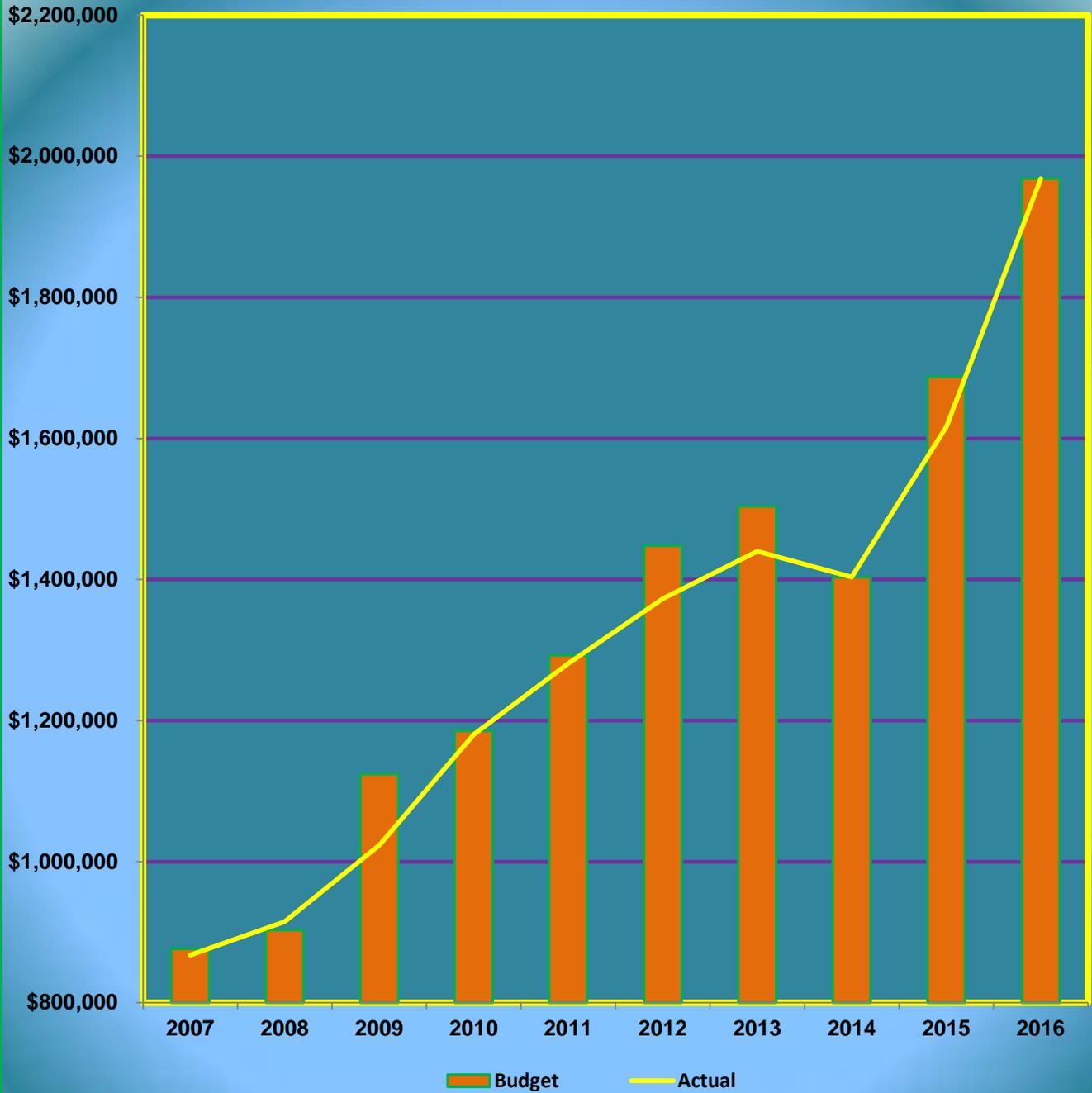
|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 83,500       | \$ 83,500         | \$ 81,500       |

|                         |                 |                   |                 |
|-------------------------|-----------------|-------------------|-----------------|
| <b>TOTAL DEPARTMENT</b> | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|                         | \$ 950,407      | \$ 950,407        | \$ 948,407      |

# Information Technology 2016



## Information Technology Actual & Budgeted Expenditures



The 2007 base year budget was \$876,612 and expenditures were \$867,748. The upward trend in costs is due to increasing technology and personnel costs.

**CITY OF FAIRBANKS, ALASKA**

**General Fund Appropriation**

**INFORMATION TECHNOLOGY NO. 14**

| <u>CODE</u> | <u>DESCRIPTION</u>        | <u>2014<br/>ACTUAL</u> | <u>2015<br/>REVISED</u> | <u>2016 DEPT<br/>REQUEST</u> | <u>2016<br/>MAYOR</u> | <u>2016<br/>APPROVED</u> |
|-------------|---------------------------|------------------------|-------------------------|------------------------------|-----------------------|--------------------------|
| 5001        | SALARIES AND WAGES        | \$ 431,182             | \$ 472,978              | \$ 471,198                   | \$ 471,198            | \$ 471,198               |
| 5002        | OVERTIME                  | 13,680                 | 10,150                  | 10,000                       | 10,000                | 10,000                   |
| 5101        | PERSONAL/ANNUAL LEAVE     | 34,617                 | 35,974                  | 35,000                       | 35,000                | 35,000                   |
| 5200        | EMPLOYEE BENEFITS         | 157,986                | 152,518                 | 152,351                      | 152,351               | 152,351                  |
| 5302        | TRAINING                  | 30,538                 | 60,987                  | 75,490                       | 75,490                | 67,990                   |
| 5401        | OFFICE SUPPLIES           | 974                    | 1,000                   | 1,000                        | 1,000                 | 1,000                    |
| 5402        | OPERATING SUPPLIES        | 33,525                 | 45,000                  | 45,000                       | 45,000                | 45,000                   |
| 5407        | DUES AND PUBLICATIONS     | 858                    | 1,000                   | 1,000                        | 1,000                 | 1,000                    |
| 5501        | PROFESSIONAL SERVICES     | 4,574                  | 30,588                  | 20,000                       | 13,500                | 13,500                   |
| 5599        | OTHER OUTSIDE CONTRACTS   | 393,832                | 480,576                 | 1,065,120                    | 943,620               | 708,620                  |
| 5901        | PHONE-MOBILE DATA & VOICE | 89,503                 | 90,000                  | 110,000                      | 70,000                | 70,000                   |
| 5903        | COMPUTER SERVICE-FIBER    | 72,125                 | 96,500                  | 123,200                      | 104,700               | 104,700                  |
| 7501        | EQUIP REPLACEMENT         | 110,000                | 100,000                 | 399,441                      | 260,441               | 156,086                  |
| 9001        | EQUIPMENT                 | 11,365                 | 110,000                 | 131,843                      | 131,843               | 131,843                  |

|               |                            |                            |                            |                            |                            |
|---------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>TOTALS</b> | <u><u>\$ 1,384,759</u></u> | <u><u>\$ 1,687,271</u></u> | <u><u>\$ 2,640,643</u></u> | <u><u>\$ 2,315,143</u></u> | <u><u>\$ 1,968,288</u></u> |
|---------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|

## SCHEDULE OF PERSONNEL REQUIREMENTS

| General Fund<br>Appropriation | 2014<br>APPROVED |           | 2015<br>APPROVED |           | 2016 DEPT<br>REQUEST |           | 2016<br>MAYOR |           | 2016<br>APPROVED |           |
|-------------------------------|------------------|-----------|------------------|-----------|----------------------|-----------|---------------|-----------|------------------|-----------|
|                               | #                | SALARY    | #                | SALARY    | #                    | SALARY    | #             | SALARY    | #                | SALARY    |
| <b>PERSONNEL</b>              |                  |           |                  |           |                      |           |               |           |                  |           |
| IT DIRECTOR                   | 1.0              | \$ 93,522 | 1.0              | \$ 96,457 | 1.0                  | \$ 98,262 | 1.0           | \$ 98,262 | 1.0              | \$ 98,262 |
| TECH SERVICES MGR             | 1.0              | 84,357    | 1.0              | 87,063    | 1.0                  | 88,728    | 1.0           | 88,728    | 1.0              | 88,728    |
| IT BUSINESS ANALYST           | 1.0              | 79,959    | 1.0              | 82,558    | 1.0                  | 84,156    | 1.0           | 84,156    | 1.0              | 84,156    |
| NETWORK ENGINEER              | 1.0              | 66,857    | 1.0              | 75,393    | 1.0                  | 76,883    | 1.0           | 76,883    | 1.0              | 76,883    |
| SYSTEM ADMIN                  | 1.0              | 63,702    | 1.0              | 65,895    | 1.0                  | 67,243    | 1.0           | 67,243    | 1.0              | 67,243    |
| HELP DESK TECH                | 1.0              | 52,825    | 1.0              | 54,745    | 1.0                  | 55,926    | 1.0           | 55,926    | 1.0              | 55,926    |
| OVERTIME                      |                  | 10,000    |                  | 10,000    |                      | 10,000    |               | 10,000    |                  | 10,000    |
| BENEFITS                      |                  | 152,145   |                  | 152,387   |                      | 152,351   |               | 152,351   |                  | 152,351   |
| LEAVE ACCRUAL                 |                  | 35,000    |                  | 35,000    |                      | 35,000    |               | 35,000    |                  | 35,000    |

|             |            |                   |            |                   |            |                   |            |                   |            |                   |
|-------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|
| <b>FUND</b> | <b>6.0</b> | <b>\$ 638,367</b> | <b>6.0</b> | <b>\$ 659,498</b> | <b>6.0</b> | <b>\$ 668,549</b> | <b>6.0</b> | <b>\$ 668,549</b> | <b>6.0</b> | <b>\$ 668,549</b> |
|-------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|

Approved Personnel budgets do not reflect interim budget amendments.

## PERSONNEL HOURLY WAGES AND BENEFITS

| POSITION              | BASE WAGE  | HOURLY PENSION | HOURLY HEALTH | OTHER HOURLY BENEFITS | HOURLY PACKAGE RATE |
|-----------------------|------------|----------------|---------------|-----------------------|---------------------|
| <b>IBEW</b>           |            |                |               |                       |                     |
| IT DIRECTOR           | \$ 47.2399 | \$ 6.5900      | 4.9000        | \$ 0.7192             | \$ 59.4491          |
| TECH SERVICES MANAGER | 42.6561    | 6.5900         | 4.9000        | 0.6527                | 54.7988             |
| IT BUSINESS ANALYST   | 40.3048    | 6.5900         | 4.9000        | 0.6185                | 52.4133             |
| NETWORK ENGINEER      | 36.8215    | 6.5900         | 4.9000        | 0.5680                | 48.8795             |
| SYSTEM ADMINISTRATOR  | 32.2045    | 6.5900         | 4.9000        | 0.5010                | 44.1955             |
| HELP DESK TECHNICIAN  | 26.7847    | 6.5900         | 4.9000        | 0.4225                | 38.6972             |

Note - Other includes 1.45% for medicare and life insurance in the amount of \$71 annually displayed hourly.

## DEPARTMENT 14 - INFORMATION TECHNOLOGY, BUDGET NARRATIVE - CITY OF FAIRBANKS

### Executive Overview

The Information Technology (IT) Department is responsible for the management and support of the city-wide network infrastructure, telecommunications, audio and video systems. The department consists of 6 permanent personnel supporting an end user base of 225 and \$1.5M in city owned Information Systems assets. There are four distinct operating locations throughout the Fairbanks city limits; City Hall, Public Works, Fairbanks PD, and 3 Fairbanks FD locations.

### MISSION STATEMENT

The IT Department will work toward successfully integrating emerging technologies which promote efficiency and effectiveness for internal and external customers.

| Information Technology Department<br>Performance Metrics*            |   |                     |         |         |         |         |           |
|--|---|---------------------|---------|---------|---------|---------|-----------|
| CITY METRICS   |   |                     | 2015    |         |         |         |           |
| PERSPECTIVE/OBJECTIVE  | MEASURE   | PERFORMANCE<br>GOAL |         |         |         |         | FREQUENCY |
|  |   |                     | 1ST QTR | 2ND QTR | 3RD QTR | 4TH QTR |           |
| Internal Process / Improve<br>Use of Technology                      | Ratio IT service tickets to<br>employees  | < 1.75%             | 82.5%   | 100.5%  | 129.5%  | 112.0%  | Quarterly |
| Internal Process / Improve<br>Use of Technology                      | Increase percent of<br>employees entering their own<br>timcard in Munis           | > 50%               | 0.0%    | 0.0%    | 0.0%    | 0.0%    | Annual    |
| Internal Process / Improve<br>Use of Technology                      | Increase percent online<br>payment options  | > 30%               | 20.0%   | 20.0%   | 20.0%   | 20.0%   | Quarterly |
| Internal Process / Improve<br>Use of Technology                      | Increase percent of invoices<br>that are paid using online<br>payment application | > 50%               | 21.0%   | 25.0%   | 26.0%   | 25.0%   | Quarterly |
| <b>* 2015 is the first full year in which metrics were measured.</b> |   |                     |         |         |         |         |           |

### 2015 ACCOMPLISHMENTS

- Incorporated edge security devices; mitigated vulnerabilities/negated >2,000 probes daily
- Deployed City Wi-Fi network; "free" service available at all six (6) operating locations
- Integrated WatchGuard body worn cameras; 33 police officer's personnel safety enhanced
- Upgraded City Enterprise Resource Planning (ERP) system; 4 new modules implemented
- Completed ImageTrend deployment & integration; Fairbanks Fire operations moving forward
- Upgraded email systems to Exchange 2010; improved mobile device capabilities & support
- Completed enterprise storage solution; doubled available file space/backup capabilities
- Upgraded EnerGov inspections/permitting system; new mobile solution for City Inspectors
- Id'd/renewed software licensing; 40+ business/operational applications now EULA compliant
- Unified City-wide door security systems/software; six (6) sites centrally managed & audited

**DEPARTMENT 14 - INFORMATION TECHNOLOGY, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**2016 PROJECTS**

- Execute DHS grant for FPD Laptop replacement; FPD vehicles to be updated to new systems
- Upgrade end-of-life Computer Aided Dispatch system; migrate to 100% virtual environment
- Retire all Windows 2003/XP assets from network; mitigate very high security vulnerabilities
- Implement Information Assurance program; adopt benchmarked end user training program
- Complete "Private" network install; connect FPD, FFD, and Cityhall with private Fiber Optics
- Upgrade network communications devices to 10GB core; 3 phase approach over next 3 years
- Migrate City architecture to Windows 2012 Server, Windows 10, and Office 2013 platforms

**IT DEPARTMENT OBJECTIVES (Prioritized)**

- Build IT infrastructure for future scalability/recovery; deploy robust backup assets & devices
- Reduce Total Cost of Ownership through information systems virtualization; capitalize on distance learning training events and multi-agency/on-site training through cost sharing
- Implement an Information Security and Awareness program compliant with industry standards
- Develop an IT-Disaster Recovery Plan; define contingency operation & recovery strategies
- Conduct a Network Security Assessment/Audit annually; ID vulnerabilities and remediation

**OPERATING ACCOUNTS**

**Account No. 5001:** *SALARIES AND WAGES* - provides for the salaries and wages for all employees within the department.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 471,198      | \$ 471,198        | \$ 471,198      |

**Account No. 5002:** *OVERTIME* - provides for the payment of work performed to meet critical deadlines throughout the year.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 10,000       | \$ 10,000         | \$ 10,000       |

**Account No. 5101:** *PERSONAL/ANNUAL LEAVE ACCRUAL* - reflects the costs of new leave earned. These figures are estimated using an average of the prior year's leave usage and leave cashed out.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 35,000       | \$ 35,000         | \$ 35,000       |

**35,000**

**Account No. 5200:** *EMPLOYEE BENEFITS* - includes retirement contributions, healthcare coverage, and employer's share of life insurance, Medicare, and Social Security Tax.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 152,351      | \$ 152,351        | \$ 152,351      |

**DEPARTMENT 14 - INFORMATION TECHNOLOGY, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5302:** *TRAINING* - provides funds necessary to keep staff skills current with new and existing technologies adopted by the City.

| Course  | Ind. Cost | Qty | Ext. Cost |
|---|-----------|-----|-----------|
| VMware (VCP6)                                   | \$6,500   | 1   | \$6,500   |
| VMware Foundational                             | \$4,125   | 2   | \$8,250   |
| Cisco Certified Network Associate               | \$3,695   | 2   | \$7,390   |
| Windows 10 (M20697-2A) Deploying Windows Ent    | \$2,995   | 2   | \$5,990   |
| Exchange 2013 (M20342) Advanced Solutions       | \$2,995   | 2   | \$5,990   |
| Windows Server 2012 (M20411) Administration     | \$2,995   | 2   | \$5,990   |
| Windows Server 2012 (M20410) Install and Config | \$2,995   | 2   | \$5,990   |
| Windows Server 2012 (M10969) Active Directory   | \$2,995   | 2   | \$5,990   |
| Munis (Fairbanks on-site)                       | \$3,000   | 2   | \$6,000   |
| ImageTrend                                      | \$3,900   | 1   | \$3,900   |
| Conferences (IACP/LaserFiche)                   | \$2,500   | 4   | \$10,000  |
| SANS Institute - Information Assurance CBTs     | \$3,500   | 1   | \$3,500   |

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 75,490       | \$ 75,490         | \$ 67,990       |

**Account No. 5401:** *OFFICE SUPPLIES* - provides for the regular recurring purchase of office supplies needed for daily operations.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 1,000        | \$ 1,000          | \$ 1,000        |

**Account No. 5402:** *OPERATING SUPPLIES* - provides for the recurring purchases of supplies needed to maintain and replace the diverse range of technology-based equipment.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 45,000       | \$ 45,000         | \$ 45,000       |

**Account No. 5407:** *DUES AND PUBLICATIONS* - provides for subscription costs for publications pertaining to information technology.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 1,000        | \$ 1,000          | \$ 1,000        |

**DEPARTMENT 14 - INFORMATION TECHNOLOGY, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5501:** *PROFESSIONAL SERVICES* - provides funds for consulting services necessary to maintain and operate specialized equipment and services outside existing service and support contracts.

| Item   | Occurrence | Cost     |
|--|------------|----------|
| Network Security Assessment/Audit/PCI Compliance | Annual     | \$10,500 |
| Kristellar Consulting                            | Annual     | \$6,500  |
| Miscellaneous Prof Services                      | As needed  | \$3,000  |

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 20,000       | \$ 13,500         | \$ 13,500       |

**Account No. 5599:** *OTHER OUTSIDE CONTRACTS* - provides funds required to maintain ongoing licensing and support contracts for deployed software and hardware solutions.

| Application/Service            | Vendor                 | Supported Dept.  | Cost/year |
|--------------------------------|------------------------|------------------|-----------|
| Software Licensing             | Various                | ALL              | \$402,584 |
| OSSI Applications              | Sunguard Public Sector | Dispatch, PD, FD | \$166,896 |
| DR Services                    | AlasConnect            | All              | \$110,000 |
| MUNIS System                   | Tyler Technologies     | All              | \$88,320  |
| Warranty Support               | Dell/Cisco             | IT               | \$48,900  |
| Copier/Printer Mgt Service     | Xerox Solutions        | All              | \$35,000  |
| ImageTrend                     | ImageTrend             | FD               | \$28,235  |
| Pro QA                         | Priority Dispatch      | Dispatch, PD, FD | \$27,000  |
| LaserFiche                     | eDocs Alaska           | All              | \$23,110  |
| Insight                        | Siemens                | PW               | \$18,845  |
| EnerGov                        | EnerGov Solutions      | Buildings        | \$18,600  |
| Telestaff                      | Kronos                 | PD, FD           | \$15,183  |
| Communications Rm Rewire       | Contractor             | City Hall        | \$11,500  |
| MDM Solution                   | MaaS360                | IT               | \$11,275  |
| Autodesk Auto CAD              | DLT Solutions          | Engineering      | \$10,189  |
| VPN Server                     | NetMotion              | All              | \$8,550   |
| FireHouse                      | Xerox/ACS              | FD               | \$8,030   |
| HelpDesk Solution              | SolarWinds             | IT               | \$6,423   |
| APC UPS Warranty               | Schneider Electric     | IT               | \$6,400   |
| Envelope stuffer + Postage     | Pitney Bowes           | All              | \$ 5,000  |
| Door Security Maintenance      | CCI                    | All              | \$5,000   |
| Boards & Commissions Scheduler | Ganicus                | Clerks           | \$4,800   |
| Ingen - Impound Lookup         | Ingen                  | PW               | \$3,360   |
| Alarm Center                   | SIS Software           | FECC             | \$1,500   |
| FMATS Web Hosting              | Network Solutions      | FMATS            | \$420     |

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 1,065,120    | \$ 943,620        | \$ 708,620      |

**DEPARTMENT 14 - INFORMATION TECHNOLOGY, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5901:** *PHONE–MOBILE VOICE/DATA* - funds cellular phones and mobile data air-cards.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 110,000      | \$ 70,000         | \$ 70,000       |

**Account No. 5903:** *COMPUTER SERVICE-FIBER* - funds wire-line data connections between City facilities.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 123,200      | \$ 104,700        | \$ 104,700      |

**Account No. 7501:** *EQUIPMENT REPLACEMENT*- These funds are transferred to the Capital Fund to pay for the costs of initial purchase/replacing capital Information technology equipment. See the Major Equipment Replacement Plan at the end of this section for specific project information.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 399,441      | \$ 260,441        | \$ 156,086      |

**Account No. 9001:** *EQUIPMENT*- provides for non-capital equipment upgrades and purchases necessary to keep the information technology, used by all departments, operational and secure.

| Item                                    | Occurrence  | Costs    |
|---|-------------|----------|
| General Non-Capital Equipment Purchases | Replacement | \$80,000 |
| Havis Docking Stations (FPD)            | Replacement | \$2,890  |
| Dell Office Docking Station             | Replacement | \$1,375  |
| GETAC Docking Stations                  | Initial     | \$9,770  |
| FPD In-car Printer                      | Replacement | \$17,578 |
| Document Scanners - Munis System        | Initial     | \$7,230  |
| Cradlepoint Mobile WiFi                 | Initial     | \$13,000 |

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 131,843      | \$ 131,843        | \$ 131,843      |

|                         |                 |                   |                 |
|-------------------------|-----------------|-------------------|-----------------|
| <b>TOTAL DEPARTMENT</b> | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|                         | \$ 2,640,643    | \$ 2,315,143      | \$ 1,968,288    |

**DEPARTMENT 14 - INFORMATION TECHNOLOGY, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**MAJOR EQUIPMENT REPLACEMENT PLAN**

| <b>Year</b> | <b>Item</b>                                       | <b>Occurrence</b> | <b>Costs</b> |
|-------------|---|-------------------|--------------|
| <b>2016</b> | Fire Training Center Rewire - (City COOP/SoA EOC) | Initial           | \$18,770     |
|             | Virtual Machine Environment upgrades              | Replacement       | \$151,086    |
|             | FPD Laptop Upgrades (DHS Grant Match)             | Replacement       | \$5,000      |
|             | Off-site Mini D/R Equipment                       | Initial           | \$85,585     |
|             | Fiber Install - CH/FPD/FFD                        | Initial           | \$100,000    |
| <b>2017</b> | Network Switches - Core                           | Replacement       | \$218,750    |
|             | Enterprise Servers                                | Replacement       | \$68,692     |
| <b>2018</b> | Network Switches-Distribution                     | Replacement       | \$105,625    |
|             | Exchange Servers                                  | Replacement       | \$21,615     |
| <b>2019</b> | No major purchases needed                         |                   |              |
| <b>2020</b> | Network Switches - Access                         | Replacement       | \$65,937     |
|             | Virtual Machine Environment                       | Replacement       | \$188,857    |

## General Department Actual & Budgeted Expenditures



The 2007 base year budget was \$5,789,151 and expenditures were \$8,410,295. In 2007 and 2008 the City began recognizing PERS relief expenditures (and payments) from the State of Alaska. The PERS relief payments are reflected in this department.

**CITY OF FAIRBANKS, ALASKA**

**General Fund Appropriation**

**GENERAL ACCOUNT NO. 15**

| <u>CODE</u>   | <u>DESCRIPTION</u>        | <u>2014 ACTUAL</u>  | <u>2015 REVISED</u> | <u>2016 DEPT<br/>REQUEST</u> | <u>2016 MAYOR</u>   | <u>2016 APPROVED</u> |
|---------------|---------------------------|---------------------|---------------------|------------------------------|---------------------|----------------------|
| 5352          | NEW EMPLOYEE TRAINING     | \$ 3,817            | \$ 36,917           | \$ 20,000                    | \$ 10,000           | \$ 10,000            |
| 5401          | OFFICE SUPPLIES           | 7,510               | 8,500               | 7,500                        | 6,500               | 6,500                |
| 5501          | PROFESSIONAL SERVICES     | 112,652             | 142,365             | 144,000                      | 142,365             | 142,365              |
| 5510          | BANK CHARGES              | 281                 | 750                 | 500                          | 500                 | 500                  |
| 5511          | CREDIT CARD FEES          | 38,200              | 42,000              | 36,000                       | 36,000              | 36,000               |
| 5599          | OTHER OUTSIDE CONTRACTS   | 11,945              | 15,000              | 15,000                       | 15,000              | 15,000               |
| 5602          | ELECTRIC                  | 488,745             | 478,000             | 440,000                      | 440,000             | 440,000              |
| 5603          | WATER & SEWER             | 60,362              | 70,000              | 70,000                       | 70,000              | 70,000               |
| 5604          | STREET LIGHTING           | 340,876             | 400,000             | 300,000                      | 300,000             | 300,000              |
| 5605          | TRAFFIC SIGNALS           | 28,643              | 30,000              | 30,000                       | 30,000              | 30,000               |
| 5606          | STEAM                     | 213,311             | 255,188             | 260,000                      | 260,000             | 260,000              |
| 5607          | HEATING FUEL              | 188,077             | 210,000             | 150,000                      | 150,000             | 150,000              |
| 5901          | TELEPHONE                 | 167,258             | 185,000             | 195,000                      | 195,000             | 185,000              |
| 7001          | ADVERTISING               | 26,510              | 31,100              | 30,000                       | 30,000              | 30,000               |
| 7002          | CONTINGENCY               | 17,672              | 28,000              | 18,000                       | 18,000              | 18,000               |
| 7008          | POSTAGE                   | 14,036              | 18,852              | 17,000                       | 17,000              | 17,000               |
| 7200          | CLAY ST CEMETARY          | 1,960               | 7,583               | -                            | -                   | -                    |
| 7201          | CONTRIBUTIONS TO AGENCIES | 2,153,302           | 2,210,981           | 2,170,000                    | 2,170,000           | 2,170,000            |
| 7202          | COMMUNITY SERVICE PATROL  | 50,000              | -                   | -                            | -                   | -                    |
| 7203          | COMMUNITY PROMOTIONS      | -                   | 70,000              | -                            | -                   | -                    |
| 7215          | EMERGENCY SERVICE PATROL  | 50,000              | -                   | -                            | -                   | -                    |
| 7213          | ABATEMENTS                | 14,961              | 7,370               | 55,000                       | 55,000              | 55,000               |
| 7214          | PERS EMPLOYER RELIEF      | 2,716,160           | 1,366,777           | 1,366,777                    | 1,366,777           | 1,366,777            |
| 7306          | FIRE TRAINING CENTER      | 24,892              | 25,200              | 25,200                       | 25,200              | 25,200               |
| 7502          | PROPERTY REPAIR           | 145,000             | 145,000             | 145,000                      | 145,000             | 145,000              |
| <b>TOTALS</b> |                           | <b>\$ 6,876,170</b> | <b>\$ 5,784,583</b> | <b>\$ 5,494,977</b>          | <b>\$ 5,482,342</b> | <b>\$ 5,472,342</b>  |

**DEPARTMENT 15 - GENERAL ACCOUNT, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**OPERATING ACCOUNT**

This department is a cost center for expenditures that are not directly associated with a single department of the City.

**Account No. 5352:** *NEW EMPLOYEE TRAINING* - provides for unplanned training costs due to employee turnover and for overlap of incoming and outgoing employees. Expenditures are expected to increase in 2015.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 20,000       | \$ 10,000         | \$ 10,000       |

**Account No. 5401:** *OFFICE SUPPLIES* - provides for machine repair, paper, and supplies City Hall copiers

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 7,500        | \$ 6,500          | \$ 6,500        |

**Account No. 5501:** *PROFESSIONAL SERVICES* - provides funding for:

|                             | <u>REQUESTS</u>   | <u>RECOMMENDS</u> | <u>APPROVED</u>   |
|-----------------------------|-------------------|-------------------|-------------------|
| Annual audit and reports    | \$ 80,000         | \$ 80,000         | \$ 80,000         |
| Lobbyist                    | 40,000            | 40,000            | 40,000            |
| Deferred comp consultants   | 20,000            | 20,000            | 20,000            |
| Other professional services | 4,000             | 2,365             | 2,365             |
| <b>Subtotal</b>             | <b>\$ 144,000</b> | <b>\$ 142,365</b> | <b>\$ 142,365</b> |

**Account No. 5510:** *BANK CHARGES* – provides funding for banking service fees

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 500          | \$ 500            | \$ 500          |

**Account No. 5511:** *CREDIT CARD FEES* - Fees incurred for the collection of City revenues.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 36,000       | \$ 36,000         | \$ 36,000       |

**DEPARTMENT 15 - GENERAL ACCOUNT, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5599:** *OTHER OUTSIDE CONTRACTS* – Indigent criminal defense.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 15,000       | \$ 15,000         | \$ 15,000       |

**Account No. 5602:** *ELECTRIC* - provides funds for electric utility charges.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 440,000      | \$ 440,000        | \$ 440,000      |

**Account No. 5603:** *WATER & SEWER* - provides funds for sewer and water utility charges.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 70,000       | \$ 70,000         | \$ 70,000       |

**Account No. 5604:** *STREET LIGHTING* - provides funds for electric charges and maintenance costs for City street lights.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 300,000      | \$ 300,000        | \$ 300,000      |

**Account No. 5605:** *TRAFFIC SIGNALS* - provides funds for traffic signal maintenance.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 30,000       | \$ 30,000         | \$ 30,000       |

**Account No. 5606:** *STEAM* - provides funds for steam costs and hot water heat utility charges.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 260,000      | \$ 260,000        | \$ 260,000      |

**Account No. 5607:** *HEATING FUEL* - provides funds for the heating fuel for City buildings.

|                     | <u>REQUESTS</u>   | <u>RECOMMENDS</u> | <u>APPROVED</u>   |
|---------------------|-------------------|-------------------|-------------------|
| Diesel Heating Fuel | \$ 125,374        | \$ 125,374        | \$ 125,374        |
| Natural Gas         | 24,626            | 24,626            | 24,626            |
| <b>Subtotal</b>     | <b>\$ 150,000</b> | <b>\$ 150,000</b> | <b>\$ 150,000</b> |

**DEPARTMENT 15 - GENERAL ACCOUNT, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5901:** *TELEPHONE* - provides funds to pay monthly telephone, long distance, cellular, and FAX lines for all City departments.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 195,000      | \$ 195,000        | \$ 185,000      |

**Account No. 7001:** *ADVERTISING* – legal and display. Advising the public of the activities in City government, whether a meeting, a change in code, upcoming ordinances and resolutions and disposition of same, increases in fees, position vacancies, and other events that are the legal responsibility of the City.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 30,000       | \$ 30,000         | \$ 30,000       |

**Account No. 7002:** *CONTINGENCY* - provides a small amount of funding for unforeseen costs that may occur during the year deemed necessary at the Mayor's discretion.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 18,000       | \$ 18,000         | \$ 18,000       |

**Account No. 7008:** *POSTAGE* - used by all departments for City mailings managed by IT Department.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 17,000       | \$ 17,000         | \$ 17,000       |

**Account No. 7201:** *CONTRIBUTIONS TO OTHER AGENCIES*

|   | <u>REQUESTS</u>     | <u>RECOMMENDS</u>   | <u>APPROVED</u>     |
|---|---------------------|---------------------|---------------------|
| Explore Fairbanks   | \$ 1,770,000        | \$ 1,770,000        | \$ 1,770,000        |
| Fairbanks Economic Dev Company                                    | 100,000             | 100,000             | 100,000             |
| Discretionary Grants for Nonprofits                               | 270,000             | 270,000             | 270,000             |
| Festival Fairbanks Golden Heart<br>Plaza & Barnette Landing Maint | 30,000              | 30,000              | 30,000              |
| <b>Total for appropriation</b>                                    | <b>\$ 2,170,000</b> | <b>\$ 2,170,000</b> | <b>\$ 2,170,000</b> |

**DEPARTMENT 15 - GENERAL ACCOUNT, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 7215:** *EMERGENCY SERVICE PATROL* – Funding for a grant to support the operation of an emergency service patrol (ESP), established pursuant to AS 47.37.230, in the City of Fairbanks. This grant cannot be the only source of funding for the ESP and is conditioned on the receipt by the ESP organization of funding from another governmental organization. Funding is also subject to terms and conditions to be negotiated by the Mayor.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ -            | \$ -              | \$ -            |

**Account No. 7213:** *ABATEMENTS* – An expense used to clean up properties that are deemed to be unsafe and/or a nuisance to the community.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 55,000       | \$ 55,000         | \$ 55,000       |

**Account No. 7214:** *PERS EMPLOYER RELIEF*- This expense is 100% off set by the PERS on-behalf payment included in intergovernmental revenue section of the Revenue Summary sheet.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 1,366,777    | \$ 1,366,777      | \$ 1,366,777    |

**Account No. 7306:** *FIRE TRAINING CENTER* – provides funding for utilities, maintenance, snow removal, and miscellaneous costs associated with the Fire Training Center building. It was directed during 1999 by the Council that this property be pursued as a self-sufficient center and be utilized more fully through more rentals. A revenue line has been established to account for rental revenue.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 25,200       | \$ 25,200         | \$ 25,200       |

**Account No. 7502:** *PROPERTY REPAIR AND REPLACEMENT* – This expense is to pay the cost of maintaining City buildings and property. Funds are being accrued in the Capital Appropriations fund to pay for major repairs.

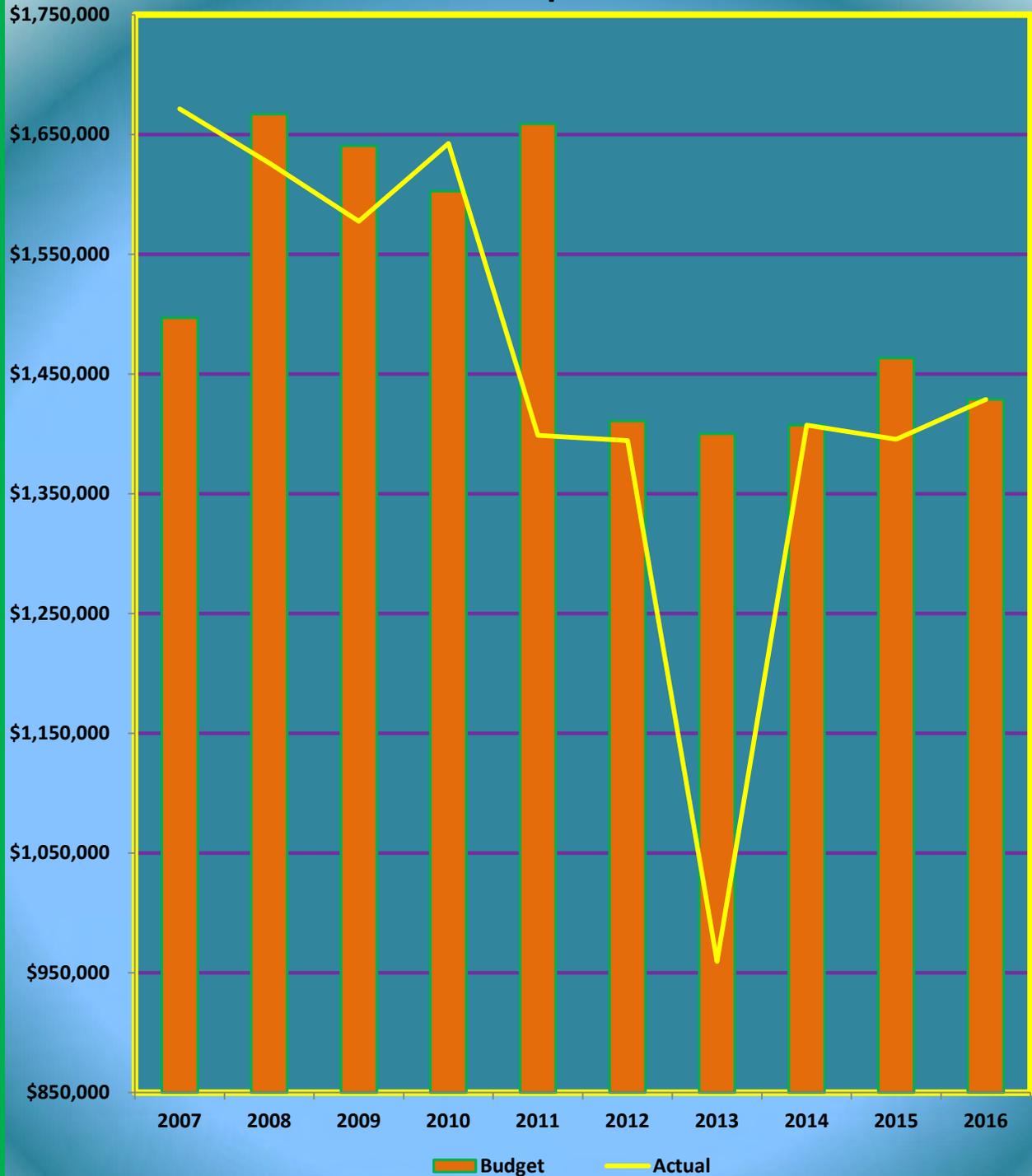
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 145,000      | \$ 145,000        | \$ 145,000      |

|                         | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-------------------------|-----------------|-------------------|-----------------|
| <b>TOTAL DEPARTMENT</b> | \$ 5,494,977    | \$ 5,482,342      | \$ 5,472,342    |

# Purchasing/Risk Management 2016

Purchasing/Risk Agent (1)

## Purchasing/Risk Management Actual & Budgeted Expenditures



The 2007 base year budget was \$1,497,042 and expenditures were \$1,671,478. Risk actual expenditures vary due to claims and fluctuating insurance costs. Personnel expenditures were included in the 2015 budget for the first time.

**CITY OF FAIRBANKS, ALASKA**

**General Fund Appropriation**

**RISK MANAGEMENT NO. 16**

| <u>CODE</u>   | <u>DESCRIPTION</u>       | <u>2014<br/>ACTUAL</u> | <u>2015<br/>REVISED</u> | <u>2016 DEPT<br/>REQUEST</u> | <u>2016<br/>MAYOR</u> | <u>2016<br/>APPROVED</u> |
|---------------|--------------------------|------------------------|-------------------------|------------------------------|-----------------------|--------------------------|
| 5001          | SALARIES AND WAGES       | \$ -                   | \$ 75,000               | \$ 75,822                    | \$ 75,822             | \$ 75,822                |
| 5101          | PERSONAL/ANNUAL LEAVE    | -                      | 8,000                   | 8,845                        | 8,845                 | 8,845                    |
| 5200          | EMPLOYEE BENEFITS        | -                      | 26,469                  | 26,741                       | 26,741                | 26,741                   |
| 5302          | TRAINING                 | -                      | -                       | 5,000                        | 5,000                 | 5,000                    |
| 5350          | OSHA COMPLIANCE          | -                      | -                       | 3,000                        | 3,000                 | 3,000                    |
| 5351          | MEDICAL                  | 15,698                 | 26,256                  | 55,000                       | 35,000                | 35,000                   |
| 5402          | OPERATING SUPPLIES       | 1,080                  | 2,200                   | 2,200                        | 2,200                 | 2,200                    |
| 5407          | DUES AND PUBLICATIONS    | 429                    | 800                     | 800                          | 800                   | 800                      |
| 5501          | PROFESSIONAL SERVICES    | -                      | -                       | 9,000                        | 9,000                 | -                        |
| 5599          | OTHER OUTSIDE CONTRACTS  | 1,978                  | 7,744                   | 9,500                        | 9,500                 | 4,500                    |
| 6001          | GENERAL INSURANCE        | 31,733                 | 35,078                  | 37,600                       | 37,600                | 37,600                   |
| 6002          | WORKERS' COMPENSATION    | 671,935                | 725,855                 | 716,395                      | 716,395               | 716,395                  |
| 6003          | POLICE PROFESSIONAL INS  | 125,986                | 123,932                 | 122,421                      | 122,421               | 122,421                  |
| 6004/         | GENERAL & AUTOMOBILE     |                        |                         |                              |                       |                          |
| 6005          | LIABILITY INS            | 89,528                 | 84,560                  | 83,462                       | 83,462                | 83,462                   |
| 7401          | WORKERS' COMP CLAIMS     | 36,734                 | 58,750                  | 58,750                       | 58,750                | 58,750                   |
| 7402          | GENL LIABILITY CLAIMS    | 118,858                | 71,250                  | 71,250                       | 71,250                | 71,250                   |
| 7405          | WORKERS COMP REIMB.      | -                      | -                       | (40,368)                     | (40,368)              | (40,368)                 |
| 406           | AUTOMOBILE LIABILITY     | 41,942                 | 37,000                  | 37,000                       | 37,000                | 37,000                   |
| 7510          | INTER-DEPT RISK SERVICES | 247,649                | 180,399                 | 180,399                      | 180,399               | 180,399                  |
| <b>TOTALS</b> |                          | <u>\$ 1,383,550</u>    | <u>\$ 1,463,293</u>     | <u>\$ 1,462,817</u>          | <u>\$ 1,442,817</u>   | <u>\$ 1,428,817</u>      |

50% OF THE SALARIES AND BENEFITS AND 100% OF THE INTER-DEPT RISK SERVICES, CLAIMS, AND INSURANCE ARE RECOVERED UNDER THE TAX CAP

**SCHEDULE OF PERSONNEL REQUIREMENTS**

| General Fund<br>Appropriation | 2014<br>APPROVED |        | 2015<br>APPROVED |           | 2016 DEPT<br>REQUEST |           | 2016<br>MAYOR |           | 2016<br>APPROVED |           |
|-------------------------------|------------------|--------|------------------|-----------|----------------------|-----------|---------------|-----------|------------------|-----------|
| POSITION                      | #                | SALARY | #                | SALARY    | #                    | SALARY    | #             | SALARY    | #                | SALARY    |
| <b>PERSONNEL</b>              |                  |        |                  |           |                      |           |               |           |                  |           |
| PURCHASING/RISK AGENT         | -                | \$ -   | 1.0              | \$ 75,000 | 1.0                  | \$ 75,822 | 1.0           | \$ 75,822 | 1.0              | \$ 75,822 |
| BENEFITS                      |                  | -      |                  | 26,469    |                      | 26,741    |               | 26,741    |                  | 26,741    |
| LEAVE ACCRUAL                 |                  | -      |                  | 8,000     |                      | 8,845     |               | 8,845     |                  | 8,845     |

|                           |            |             |            |                   |            |                   |            |                   |            |                   |
|---------------------------|------------|-------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|
| <b>TOTAL GENERAL FUND</b> | <b>0.0</b> | <b>\$ -</b> | <b>1.0</b> | <b>\$ 109,469</b> | <b>1.0</b> | <b>\$ 111,408</b> | <b>1.0</b> | <b>\$ 111,408</b> | <b>1.0</b> | <b>\$ 111,408</b> |
|---------------------------|------------|-------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|

A 1.1% pay increase for non-bargaining employees is included in the Department Request.  
 Approved Personnel budgets do not reflect interim budget amendments.

**CITY OF FAIRBANKS, ALASKA  
PERSONNEL HOURLY WAGES AND BENEFITS**

**PURCHASING/RISK MANAGEMENT NO. 16**

| <b>POSITION</b>                           | <b>BASE WAGE</b> | <b>HOURLY PENSION</b> | <b>HOURLY HEALTH</b> | <b>OTHER HOURLY BENEFITS</b> | <b>HOURLY PACKAGE RATE</b> |
|---|------------------|-----------------------|----------------------|------------------------------|----------------------------|
| <b>NON-UNION</b><br>Purchasing/Risk Agent | \$ 36.4529       | \$ 6.0660             | \$ 6.2273            | \$ 0.5628                    | \$ 49.3090                 |

**Note - Other includes 1.45% for medicare and life insurance in the amount of \$71.16 annually displayed hourly.**

**DEPARTMENT 16 – PURCHASING/RISK MANAGEMENT, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**MISSION STATEMENT**

**Our mission is to create a culture of compliance and accountability, and protect the City of Fairbanks’ workforce, citizens and assets from the negative effects of unpredictable claims and losses.**

The Purchasing and Risk Management Section ensures moral and legal duties to the citizens of Fairbanks are met through effective and efficient governance of procurement as well as identification, evaluation and mitigation of risks of potential loss to the City of Fairbanks.

In coordination with external partners and vendors, the Purchasing and Risk Management section manages the City’s property, general liability, automobile liability and workers’ compensation insurance; procures appropriate insurance coverage for professional liability, accident coverage and commercial property; maintains databases for claims, injuries, facility incidents and for contractor insurance certificates; provides occupational health and safety services to City employees, drug testing monitoring and employment-related medical exams; acts as the City’s chief procurement officer; trains workforce members in ethics and purchasing policy; and is the City’s primary point of contact for vendor relationship management.

| Fairbanks Purchasing/Risk Department<br>Performance Metrics* |  |                  |         |         |         |      |           |
|--|--|------------------|---------|---------|---------|------|-----------|
| CITY METRICS   |  |                  | 2015    |         |         |      |           |
| PERSPECTIVE/OBJECTIVE  | MEASURE  | PERFORMANCE GOAL |         |         |         | 4TH  | FREQUENCY |
|  |  |                  | 1ST QTR | 2ND QTR | 3RD QTR | QTR  |           |
| Internal Operations/<br>Improve Safety & Security            | Reduce safety & WC incidents                     | < 8 per quarter  | 21.0    | 18.0    | 19.0    | 19.0 | Quarterly |
| Internal Operations/<br>Improve Safety & Security            | WC Experience Modifier                           | < 1              |         |         |         | 1.5  | Annual    |
| Internal Operations/<br>Improve Safety & Security            | Reduce lost days work                            | < 10             | 89.0    | 92.0    | 49.0    | 37.0 | Quarterly |
| Internal Operations/<br>Improve Safety & Security            | Increase # of days between safety & WC incidents | > 45             | 5       | 8       | 6       | 21   | Quarterly |
| Internal Operations/<br>Improve Safety & Security            | Reduce recordable accident frequency             | < 6.5%           | 10.3%   | 8.7%    | 9.9%    | 9.1% | Quarterly |

\* 2015 is the first full year in which metrics were measured.

**DEPARTMENT 16 – PURCHASING/RISK MANAGEMENT, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**LONG-TERM GOALS**

1. Stabilize and reduce rising cost of liability and workers compensation insurance premiums by reducing or eliminating preventable mishaps. The key measure indicating City-wide risk performance success, on-par with other Alaska municipalities, will be an Experience Modifier (E.M.) score equal to or less than 1.00. The City’s 2015 E.M. score is 1.51 and trending up. The City’s 2020 E.M. goal is 0.85 or less.
2. Transition tracking of claims and incidents to MUNIS ERP system. Streamline incident reporting and forms through City intranet page.
3. Implement internal compliance auditing and reporting system.
4. Ensure 100% of employees have been appropriately trained in ethics and City procurement policies. Establish recurring training as needed.

**2016 GOALS**

1. In coordination and partnership with AML/JIA, train 100% of employees in Operational Risk Management (ORM).
2. Continue 2015 work and solidify development of City-wide safety committee. Develop process to review 100% of mishaps in order to identify mishap root causes and empower committee to implement appropriate corrective actions and promote a culture of ‘Safety First’.
3. Identify employee wellness opportunities and conduct cost/benefit analysis, report to Mayor’s office for potential 2017 implementation.
4. Implement initial and recurring employee ethics training program. Ensure 100% of employees are trained by year end.
5. Implement comprehensive initial and recurring employee purchasing training program. Ensure 100% of essential employees are trained by year end.
6. Integrate new OSHA Globally Harmonized training to update Safety Data Sheets (SDS) requirements.

**OPERATING ACCOUNTS**

**Account No. 5001: SALARIES AND WAGES** – pays for the Purchasing Agent/Risk Manager. Fifty percent of the salaries and benefits are recoverable under the tax cap.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 75,822       | \$ 75,822         | \$ 75,822       |

**Account No. 5101: PERSONAL/ANNUAL LEAVE ACCRUAL** – reflects the cost of new leave earned. These figures are estimated using an average of prior year’s leave usage and leave cashed out.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 8,845        | \$ 8,845          | \$ 8,845        |

**DEPARTMENT 16 – PURCHASING/RISK MANAGEMENT, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5200:** *EMPLOYEE BENEFITS* – includes retirement contributions, health care coverage, and employer’s share of life insurance, Medicare, and Social Security tax.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 26,741       | \$ 26,741         | \$ 26,741       |

**Account No. 5302:** *TRAINING*- provides funding for training. Training is essential for both the Risk and Purchasing duties required by this department. This training budget can also be used for First Aid Training for City Hall employees.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 5,000        | \$ 5,000          | \$ 5,000        |

**Account No. 5350:** *OSHA COMPLIANCE* – for funding a Safety Data Sheet (SDS) tracking system that will be available to all City of Fairbanks employees for compliance with OSHA requirements. The City of Fairbanks has lost ground on gaining full safety and regulatory training compliance due to reduced funding in recent years as identified in our OSHA consultation inspection.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 3,000        | \$ 3,000          | \$ 3,000        |

**Account No. 5351:** *MEDICAL* – provides funding for employer paid physicals, vaccines and flu shots, and drug and alcohol testing. This account also includes a request for funding safety improvements for city staff. This could include items such as prescription safety glasses, ergonomically correct chairs and rising desktops, ice clamps, and other needs employees may have which could alleviate future workers compensation claims.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 55,000       | \$ 35,000         | \$ 35,000       |

**Account No. 5402:** *OPERATING SUPPLIES* - provides funding for non-expendable items such as office supplies, annual fees, and other needs that may arise in the department for day to day operations.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 2,200        | \$ 2,200          | \$ 2,200        |

**Account No. 5407:** *DUES AND PUBLICATIONS* - provides funding for manuals, subscriptions and periodicals. These resources are necessary to remain up to date with safety, environmental, workers’ compensation and other risk management issues.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 800          | \$ 800            | \$ 800          |

**DEPARTMENT 16 – PURCHASING/RISK MANAGEMENT, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5501:** *PROFESSIONAL SERVICES* - provides a temporary employee to assist both Risk and Purchasing departments with administrative duties for only three months.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 9,000        | \$ 9,000          | \$ -            |

**Account No. 5599:** *OTHER OUTSIDE CONTRACTS* – provides funding for the Employee Assistance Program services, implemented in 2015.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 9,500        | \$ 9,500          | \$ 4,500        |

**Account No.6001:** *GENERAL INSURANCE* - provides funding for the following:

|                              | <u>REQUESTS</u>  | <u>RECOMMENDS</u> | <u>APPROVED</u>  |
|------------------------------|------------------|-------------------|------------------|
| Treasurer’s Bond             | \$ 400           | \$ 400            | \$ 400           |
| Fire and Property Insurance  | 34,300           | 34,300            | 34,300           |
| Blanket Public Employee Bond | 1,400            | 1,400             | 1,400            |
| Notary Bonding               | 1,500            | 1,500             | 1,500            |
| <b>Total</b>                 | <b>\$ 37,600</b> | <b>\$ 37,600</b>  | <b>\$ 37,600</b> |

**Account No. 6002:** *WORKERS’ COMPENSATION INSURANCE* - provided by Alaska Municipal League Joint Insurance Association.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 716,395      | \$ 716,395        | \$ 716,395      |

**Account No. 6003:** *POLICE PROFESSIONAL INSURANCE* - provided by Alaska Municipal League Joint Insurance Association for potential liability situations.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 122,421      | \$ 122,421        | \$ 122,421      |

**Account No. 6004 and 6005:** *GENERAL LIABILITY AND AUTOMOBILE INSURANCE*—provided by Alaska Municipal League Joint Insurance Association for general liability and automobile liability.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 83,462       | \$ 83,462         | \$ 83,462       |

**DEPARTMENT 16 – PURCHASING/RISK MANAGEMENT, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 7401 and 7405:** *WORKERS' COMP CLAIMS* - provides risk management and claims administrative services, settlement and adjustment expenses for claims of workers' compensation, and legacy claims incurred while the City was self-insured.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 58,750       | \$ 58,750         | \$ 58,750       |

**Account No. 7402:** *GENERAL LIABILITY CLAIMS* - pays claims below the City's general liability insurance deductible.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 71,250       | \$ 71,250         | \$ 71,250       |

**Account No. 7403 and 7406:** *AUTOMOBILE LIABILITY CLAIMS* - pays claims below the City's automobile liability insurance deductible.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 37,000       | \$ 37,000         | \$ 37,000       |

**Account No. 7405:** *Workers Compensation Reimbursement* – a credit received from workers compensation carrier if the City participates in the Loss Control Incentive Program. This credit can range from 1% to 5% of our workers compensation insurance premium. The City has typically received 1% or 2% credit. Our 2016 goal is to increase this to the full 5%.

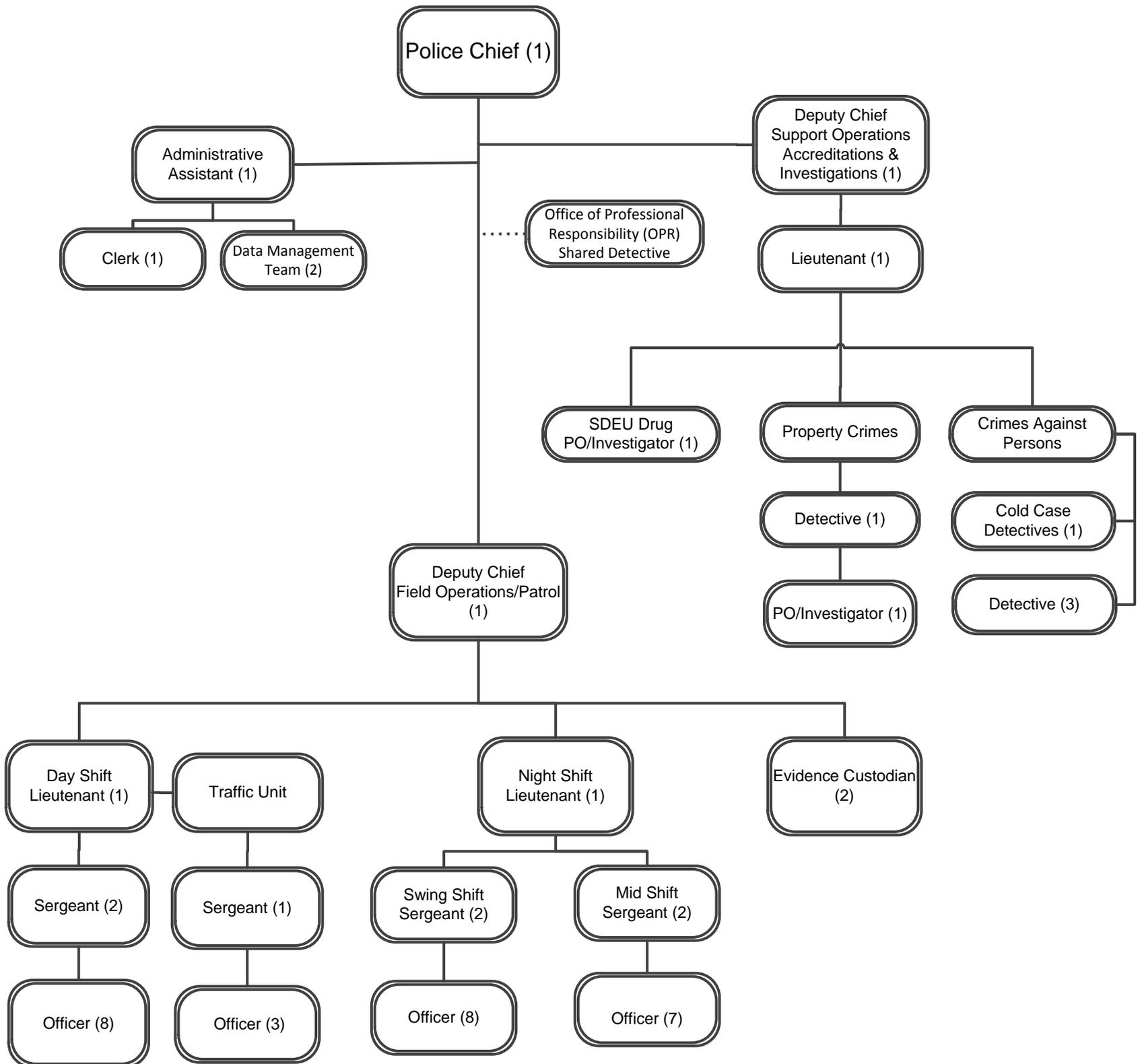
|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ (40,368)     | \$ (40,368)       | \$ (40,368)     |

**Account No. 7510:** *INTER-DEPARTMENT RISK SERVICES* - includes City Attorney and admin recovery of personnel costs appropriated to self-insurance. This cost is 100% recoverable under the tax cap.

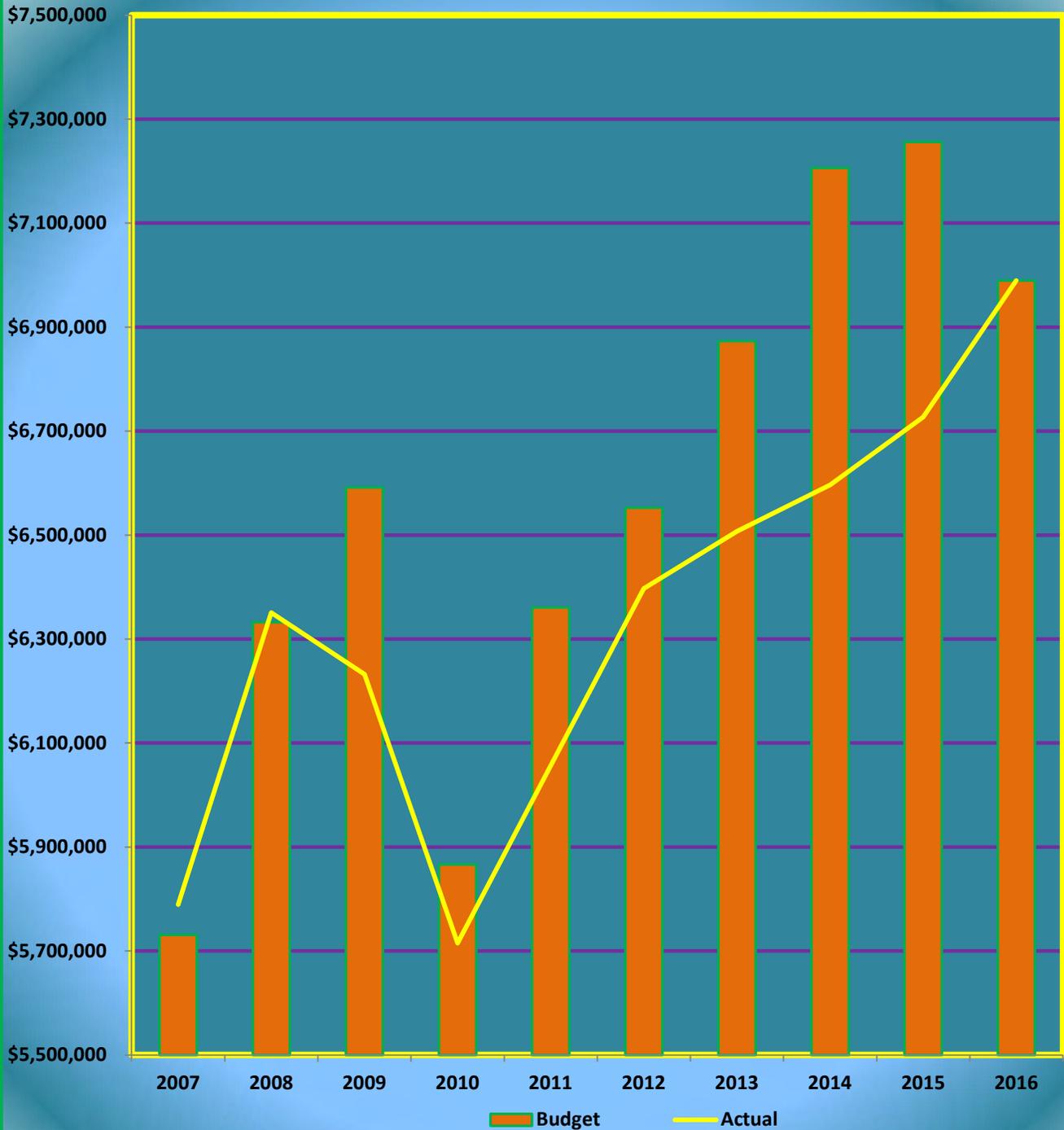
|                                    |                 |                   |                 |
|------------------------------------|-----------------|-------------------|-----------------|
| <b>Attorney and admin recovery</b> | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|                                    | \$ 180,399      | \$ 180,399        | \$ 180,399      |

|                         |                 |                   |                 |
|-------------------------|-----------------|-------------------|-----------------|
| <b>TOTAL DEPARTMENT</b> | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|                         | \$ 1,462,817    | \$ 1,442,817      | \$ 1,428,817    |

# Fairbanks Police Department 2016



## Police Department Actual & Budgeted Expenditures



The 2007 base year budget was \$5,731,180 and expenditures were \$5,789,455. In other years, staffing shortages are responsible for actual expenditures being less than amounts budgeted.

**CITY OF FAIRBANKS, ALASKA**

**General Fund Appropriation**

**POLICE DEPARTMENT NO. 20**

| <b>CODE</b> | <b>DESCRIPTION</b>      | <b>2014<br/>ACTUAL</b> | <b>2015<br/>REVISED</b> | <b>2016 DEPT<br/>REQUEST</b> | <b>2016<br/>MAYOR</b> | <b>2016<br/>APPROVED</b> |
|-------------|-------------------------|------------------------|-------------------------|------------------------------|-----------------------|--------------------------|
| 5001        | SALARIES AND WAGES      | \$ 3,897,799           | \$ 4,061,904            | \$ 4,549,666                 | \$ 4,075,834          | \$ 3,996,353             |
| 5002        | OVERTIME                | 350,597                | 360,000                 | 360,000                      | 360,000               | 360,000                  |
| 5020        | HOLIDAY OT STAFFING     | 101,333                | 100,000                 | 100,000                      | 100,000               | 100,000                  |
| 5101        | PERSONAL/ANNUAL LEAVE   | 108,254                | 90,017                  | 90,000                       | 90,000                | 90,000                   |
| 5200        | EMPLOYEE BENEFITS       | 1,672,753              | 1,789,216               | 1,952,749                    | 1,817,238             | 1,784,848                |
| 5302        | TRAINING                | 44,441                 | 50,000                  | 60,000                       | 60,000                | 50,000                   |
| 5321        | UNIFORMS & EQUIPMENT    | 40,854                 | 70,593                  | 45,000                       | 45,000                | 45,000                   |
| 5402        | OPERATING SUPPLIES      | 90,152                 | 135,813                 | 99,000                       | 99,000                | 99,000                   |
| 5406        | FUEL, OIL AND GREASE    | 133,427                | 150,000                 | 165,000                      | 100,000               | 100,000                  |
| 5407        | DUES AND PUBLICATIONS   | 1,000                  | 1,000                   | 1,000                        | 1,000                 | 1,000                    |
| 5599        | OTHER OUTSIDE CONTRACTS | 69,189                 | 112,767                 | 105,000                      | 90,000                | 90,000                   |
| 5601        | UTILITIES - APSIN       | (630)                  | 4,000                   | 4,000                        | 4,000                 | 4,000                    |
| 7001        | ADVERTISING             | 45                     | 2,000                   | 10,000                       | 10,000                | 2,000                    |
| 7008        | POSTAGE AND FREIGHT     | 2,680                  | 3,500                   | 9,500                        | 9,500                 | 4,500                    |
| 7205        | COMMUNITY POLICING      | 7,500                  | 7,500                   | 10,000                       | 10,000                | 8,000                    |
| 7206        | K-9 UNIT                | 920                    | 5,000                   | 15,000                       | 5,000                 | 5,000                    |
| 7208        | INVESTIGATIVE EXPENSES  | 11,163                 | 12,753                  | 10,000                       | 10,000                | 10,000                   |
| 7209        | MEDICAL AND EVIDENCE    | 82,761                 | 60,000                  | 60,000                       | 60,000                | 60,000                   |
| 7501        | EQUIP REPLACEMENT       | 180,000                | 240,000                 | 240,000                      | 180,000               | 180,000                  |

|               |                     |                     |                     |                     |                     |
|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>TOTALS</b> | <b>\$ 6,794,238</b> | <b>\$ 7,256,063</b> | <b>\$ 7,885,915</b> | <b>\$ 7,126,572</b> | <b>\$ 6,989,701</b> |
|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|

## SCHEDULE OF PERSONNEL REQUIREMENTS

| General Fund Appropriation<br>POSITION | 2014<br>APPROVED |                    | 2015<br>APPROVED |                     | 2016 DEPT<br>REQUEST |                     | 2016<br>MAYOR |                    | 2016<br>APPROVED |                    |
|--|------------------|--------------------|------------------|---------------------|----------------------|---------------------|---------------|--------------------|------------------|--------------------|
|  | #                | SALARY             | #                | SALARY              | #                    | SALARY              | #             | SALARY             | #                | SALARY             |
| <b>PERSONNEL</b>                       |                  |                    |                  |                     |                      |                     |               |                    |                  |                    |
| POLICE CHIEF                           | 1.0              | \$ 112,350         | 1.0              | \$ 115,414          | 1.0                  | \$ 117,298          | 1.0           | \$ 117,298         | 1.0              | \$ 117,298         |
| DEPUTY POLICE CHIEF                    | 1.0              | 104,540            | 1.0              | 104,540             | 2.0                  | 209,080             | 2.0           | 209,080            | 2.0              | 209,080            |
| ADMINISTRATIVE                         | 1.0              | 56,441             | 1.0              | 56,441              | 1.0                  | 56,441              | 1.0           | 56,441             | 1.0              | 56,441             |
| LIEUTENANT                             | 4.0              | 403,769            | 4.0              | 404,547             | 3.0                  | 304,622             | 3.0           | 304,622            | 3.0              | 304,622            |
| SERGEANT                               | 7.0              | 632,209            | 7.0              | 635,051             | 8.0                  | 717,776             | 7.0           | 631,891            | 7.0              | 631,891            |
| DETECTIVE                              | 4.0              | 335,476            | 4.0              | 336,226             | 5.0                  | 409,573             | 6.0           | 493,764            | 5.0              | 414,283            |
| POLICE OFFICER                         | 30.0             | 2,275,095          | 30.0             | 2,337,112           | 34.0                 | 2,566,008           | 28.0          | 2,188,707          | 28.0             | 2,188,707          |
| TEMPORARY (3) WAGES &<br>BENEFITS      | 1.5              | 99,497             | 1.5              | 109,314             | -                    | -                   | -             | -                  | -                | -                  |
| EVIDENCE CUSTODIAN                     | 2.0              | 114,910            | 2.0              | 115,384             | 2.0                  | 115,692             | 2.0           | 115,692            | 2.0              | 115,692            |
| CLERK                                  | 3.0              | 120,886            | 3.0              | 122,379             | 4.0                  | 158,332             | 3.0           | 121,705            | 3.0              | 121,705            |
| CLEANING / FOOTWARE<br>/EQUIP          |                  | 58,210             |                  | 58,210              |                      | 58,210              |               | 58,210             |                  | 58,210             |
| HOLIDAY OT STAFFING                    |                  | 100,000            |                  | 100,000             |                      | 100,000             |               | 100,000            |                  | 100,000            |
| OVERTIME                               |                  | 360,000            |                  | 360,000             |                      | 360,000             |               | 360,000            |                  | 360,000            |
| BENEFITS                               |                  | 1,763,788          |                  | 1,804,042           |                      | 2,021,015           |               | 1,827,294          |                  | 1,794,904          |
| LEAVE ACCRUAL                          |                  | 80,000             |                  | 90,000              |                      | 90,000              |               | 90,000             |                  | 90,000             |
| <b>TOTAL PERSONNEL</b>                 | <b>54.5</b>      | <b>6,617,171</b>   | <b>54.5</b>      | <b>6,748,660</b>    | <b>60.0</b>          | <b>7,284,047</b>    | <b>53.0</b>   | <b>6,674,704</b>   | <b>52.0</b>      | <b>6,562,833</b>   |
| <b>LESS: GRANT FUNDED*</b>             |                  |                    |                  |                     |                      |                     |               |                    |                  |                    |
| AHSO-DUI ENFORCEMENT                   | (2.0)            | (133,930)          | (2.0)            | (137,395)           | (2.0)                | (145,866)           | (2.0)         | (145,866)          | (2.0)            | (145,866)          |
| POLICE OFFICER (JAG)                   | (1.0)            | (34,594)           | (1.0)            | (34,594)            | -                    | (17,500)            | -             | (17,500)           | -                | (17,500)           |
| WAGES                                  | (2.0)            | (74,000)           | -                | -                   | -                    | -                   | -             | -                  | -                | -                  |
| BENEFITS                               |                  | (100,692)          |                  | (74,145)            |                      | (68,266)            |               | (68,266)           |                  | (68,266)           |
| <b>TOTAL GRANT FUNDS</b>               | <b>(5.0)</b>     | <b>(343,216)</b>   | <b>(3.0)</b>     | <b>(246,134)</b>    | <b>(2.0)</b>         | <b>(231,632)</b>    | <b>(2.0)</b>  | <b>(231,632)</b>   | <b>(2.0)</b>     | <b>(231,632)</b>   |
| <b>TOTAL GENERAL FUND</b>              | <b>49.5</b>      | <b>\$6,273,955</b> | <b>51.5</b>      | <b>\$ 6,502,526</b> | <b>58.0</b>          | <b>\$ 7,052,415</b> | <b>51.0</b>   | <b>\$6,443,072</b> | <b>50.0</b>      | <b>\$6,331,201</b> |

The department's request adds two Detectives, six Police Officers and one Data Clerk.

Approved Personnel budgets do not reflect interim budget amendments.

PERSONNEL HOURLY WAGES AND BENEFITS

| SEVEN YEAR STEP INCREASES    |                     |                     |                         |                          |                      |                      |                       |
|------------------------------|---------------------|---------------------|-------------------------|--------------------------|----------------------|----------------------|-----------------------|
|                              | Year 1              | Year 2              | Year 3                  | Year 4                   | Year 5               | Year 6               | Year 7                |
| <b>PSEA</b>                  |                     |                     |                         |                          |                      |                      |                       |
| <b>SERGEANT</b>              | \$ 34.2026          | \$ 35.8687          | \$ 37.6780              | \$ 38.6049               | \$ 39.5316           | \$ 39.9068           | \$ 40.2708            |
| HOURLY PSEA HEALTH           | 5.9770              | 5.9770              | 5.9770                  | 5.9770                   | 5.9770               | 5.9770               | 5.9770                |
| HOURLY PENSION @ 22%         | 8.1906              | 8.5754              | 8.9985                  | 9.2024                   | 9.4236               | 9.5062               | 9.5923                |
| OTHER                        | 2.4656              | 2.4910              | 2.5189                  | 2.8392                   | 2.5469               | 2.5523               | 2.5580                |
| <b>HOURLY PACKAGE RATE</b>   | <b>\$ 50.8358</b>   | <b>\$ 52.9121</b>   | <b>\$ 55.1724</b>       | <b>\$ 56.6235</b>        | <b>\$ 57.4791</b>    | <b>\$ 57.9423</b>    | <b>\$ 58.3981</b>     |
| <b>DETECTIVE</b>             | \$ 33.5296          | \$ 34.5336          | \$ 36.2106              | \$ 37.1374               | \$ 38.0091           | \$ 38.3622           | \$ 38.7262            |
| HOURLY HEALTH                | 5.9770              | 5.9770              | 5.9770                  | 5.9770                   | 5.9770               | 5.9770               | 5.9770                |
| HOURLY PENSION @ 22%         | 7.7218              | 7.9437              | 8.3144                  | 8.5193                   | 8.7120               | 8.7901               | 8.8707                |
| OTHER                        | 2.4348              | 2.4495              | 2.4739                  | 2.4874                   | 2.5001               | 2.5052               | 2.5098                |
| <b>HOURLY PACKAGE RATE</b>   | <b>\$ 49.6632</b>   | <b>\$ 50.9038</b>   | <b>\$ 52.9759</b>       | <b>\$ 54.1211</b>        | <b>\$ 55.1982</b>    | <b>\$ 55.6345</b>    | <b>\$ 56.0837</b>     |
| <b>POLICE OFFICER</b>        | \$ 29.2377          | \$ 30.7162          | \$ 32.2387              | \$ 34.5115               | \$ 35.8576           | \$ 36.1886           | \$ 36.5306            |
| HOURLY HEALTH                | 5.9770              | 5.9770              | 5.9770                  | 5.9770                   | 5.9770               | 5.9770               | 5.9770                |
| HOURLY PENSION @ 22%         | 7.0437              | 7.3852              | 7.7369                  | 8.2693                   | 8.5854               | 8.3577               | 8.7283                |
| OTHER                        | 2.3900              | 2.4126              | 2.4357                  | 2.4708                   | 2.4904               | 1.1597               | 2.5011                |
| <b>HOURLY PACKAGE RATE</b>   | <b>\$ 44.6484</b>   | <b>\$ 46.4910</b>   | <b>\$ 48.3883</b>       | <b>\$ 51.2286</b>        | <b>\$ 52.9104</b>    | <b>\$ 51.6830</b>    | <b>\$ 53.7370</b>     |
| <b>ADMIN ASSISTANT</b>       | \$ 21.6469          | \$ 22.7282          | \$ 23.8536              | \$ 25.5306               | \$ 26.5347           | \$ 26.7774           | \$ 27.0311            |
| HOURLY HEALTH                | 5.9770              | 5.9770              | 5.9770                  | 5.9770                   | 5.9770               | 5.9770               | 5.9770                |
| HOURLY PENSION @ 22%         | 4.7623              | 5.0002              | 5.2478                  | 5.6167                   | 5.8376               | 5.8910               | 5.9468                |
| OTHER                        | 0.9227              | 0.9384              | 0.9547                  | 0.9790                   | 0.9936               | 0.9971               | 1.0008                |
| <b>HOURLY PACKAGE RATE</b>   | <b>\$ 33.3089</b>   | <b>\$ 34.6438</b>   | <b>\$ 36.0331</b>       | <b>\$ 38.1033</b>        | <b>\$ 39.3429</b>    | <b>\$ 39.6425</b>    | <b>\$ 39.9557</b>     |
| <b>EVIDENCE CUSTODIAN</b>    | \$ 22.7393          | \$ 23.8536          | \$ 25.0672              | \$ 26.8104               | \$ 27.8696           | \$ 28.1123           | \$ 28.3771            |
| HOURLY HEALTH                | 5.9770              | 5.9770              | 5.9770                  | 5.9770                   | 5.9770               | 5.9770               | 5.9770                |
| HOURLY PENSION @ 22%         | 5.0027              | 5.2478              | 5.5148                  | 5.8983                   | 6.1313               | 6.1847               | 6.2430                |
| OTHER                        | 0.9385              | 0.9548              | 0.9723                  | 0.9976                   | 1.0129               | 1.0164               | 1.0203                |
| <b>HOURLY PACKAGE RATE</b>   | <b>\$ 34.6575</b>   | <b>\$ 36.0331</b>   | <b>\$ 37.5313</b>       | <b>\$ 39.6833</b>        | <b>\$ 40.9908</b>    | <b>\$ 41.2905</b>    | <b>\$ 41.6174</b>     |
| <b>EVIDENCE CUSTODIAN II</b> | \$ 21.6469          | \$ 22.7282          | \$ 23.8536              | \$ 25.5306               | \$ 26.5347           | \$ 26.7774           | \$ 27.0311            |
| HOURLY HEALTH                | 5.9770              | 5.9770              | 5.9770                  | 5.9770                   | 5.9770               | 5.9770               | 5.9770                |
| HOURLY PENSION @ 22%         | 4.7623              | 5.0002              | 5.2478                  | 5.6167                   | 5.8376               | 5.8910               | 5.9468                |
| OTHER                        | 0.9226              | 0.9384              | 0.9548                  | 0.9791                   | 0.9936               | 0.9970               | 1.0008                |
| <b>HOURLY PACKAGE RATE</b>   | <b>\$ 33.3089</b>   | <b>\$ 34.6438</b>   | <b>\$ 36.0331</b>       | <b>\$ 38.1034</b>        | <b>\$ 39.3429</b>    | <b>\$ 39.6425</b>    | <b>\$ 39.9557</b>     |
| <b>CLERK</b>                 | \$ 17.5426          | \$ 18.4694          | \$ 19.3852              | \$ 20.3450               | \$ 21.1505           | \$ 21.3601           | \$ 21.5587            |
| HOURLY HEALTH                | 5.9770              | 5.9770              | 5.9770                  | 5.9770                   | 5.9770               | 5.9770               | 5.9770                |
| HOURLY PENSION @ 22%         | 3.8594              | 4.0633              | 4.2647                  | 4.4759                   | 4.6531               | 4.6992               | 4.7429                |
| OTHER                        | 0.8632              | 0.8766              | 0.8900                  | 0.9038                   | 1.2224               | 0.9186               | 0.9214                |
| <b>HOURLY PACKAGE RATE</b>   | <b>\$ 28.2422</b>   | <b>\$ 29.3863</b>   | <b>\$ 30.5169</b>       | <b>\$ 31.7017</b>        | <b>\$ 33.0030</b>    | <b>\$ 32.9549</b>    | <b>\$ 33.2000</b>     |
| <b>LIEUTENANT</b>            | \$ 39.0351          | \$ 40.1054          | \$ 41.1866              | \$ 42.2788               | \$ 43.4042           | \$ 43.8125           | \$ 44.2096            |
| HOURLY HEALTH                | 5.9770              | 5.9770              | 5.9770                  | 5.9770                   | 5.9770               | 5.9770               | 5.9770                |
| HOURLY PENSION @ 22%         | 9.0346              | 9.2779              | 9.5237                  | 9.7720                   | 10.0279              | 10.1208              | 10.5285               |
| OTHER                        | 2.6410              | 2.6570              | 2.6732                  | 2.6896                   | 2.7064               | 2.7127               | 343.7054              |
| <b>HOURLY PACKAGE RATE</b>   | <b>\$ 56.6877</b>   | <b>\$ 58.0173</b>   | <b>\$ 59.3605</b>       | <b>\$ 60.7174</b>        | <b>\$ 62.1155</b>    | <b>\$ 62.6230</b>    | <b>\$ 404.4205</b>    |
|                              | <b>IBEW</b>         | <b>PSEA</b>         |                         |                          |                      |                      |                       |
| <b>NON-STEP POSITIONS</b>    | <b>POLICE CHIEF</b> | <b>DEPUTY CHIEF</b> | <b>BUREAU COMMANDER</b> | <b>K9 SAFETY OFFICER</b> | <b>P.O RECRUIT I</b> | <b>PO RECRUIT II</b> | <b>PO RECRUIT III</b> |
| BASE RATE                    | \$ 54.0145          | \$ 48.6304          | \$ 46.4202              | \$ 37.8243               | \$ 24.8577           | \$ 26.3250           | \$ 27.7813            |
| HOURLY HEALTH                | 4.9000              | 5.9770              | 5.9770                  | 5.9770                   | 5.9770               | 5.9770               | 5.9770                |
| HOURLY PENSION @ 22%         | 11.8377             | 11.0148             | 11.0392                 | 8.7375                   | 5.7421               | 6.0811               | 6.4121                |
| OTHER                        | 0.8143              | 2.7715              | 2.7732                  | 1.1847                   | 0.9873               | 1.0096               | 1.0315                |
| <b>HOURLY PACKAGE RATE</b>   | <b>\$ 71.5665</b>   | <b>\$ 68.3937</b>   | <b>\$ 66.2096</b>       | <b>\$ 53.7235</b>        | <b>\$ 37.5641</b>    | <b>\$ 39.3927</b>    | <b>\$ 41.2019</b>     |

Note-Base rates do not include shift premiums. "Other" includes 1.45% for medicare, Section 125 plan - \$1200 annually displayed hourly, and life insurance in the amount of \$71.16 annually displayed hourly. IBEW does not include the Section 125 plan. Some Police Officers have \$2,750 APSC Certificate pay and Lieutenants have \$3,000 education pay included in "Other." Part time clerks are paid 15% higher than clerks, and the only benefits they receive are Social Security and Medicare. See the Dispatch "Personnel Hourly Wages and Benefits" Call Taker position for the equivalent rate and Police account 5005 narrative for details.

## DEPARTMENT 20 – POLICE, BUDGET NARRATIVE - CITY OF FAIRBANKS

### MISSION STATEMENT

To serve the public with integrity, wisdom, courage, and compassion while working in partnership with the community to make Fairbanks a better place to live, work, and visit.

### CITY STRATEGIC PRIORITIES

1. Economic Diversity
2. Fiscal Responsibility
3. Accountability
4. Energy
5. Quality of Life
6. Unity of Purpose

| Fairbanks Police Department<br>Long-Term Performance Metrics* |   |                     |              |            |            |  |  |
|---|---|---------------------|--------------|------------|------------|--|--|
| PERSPECTIVE/OBJECT  | MEASURE   | PERFORMANCE<br>GOAL | 2015 Results |            |            |  | FREQUENCY  |
|   |   |                     | 1ST<br>QTR   | 2ND<br>QTR | 3RD<br>QTR | 4TH<br>QTR   |  |
| Stakeholder/Improve<br>Customer Service                       | Property crimes closure rate                    | > 28%               | 23%          | 29%        | 24%        | 31%  | Quarterly  |
| Stakeholder/Improve<br>Customer Service                       | Average call response time                      | < 4 Minutes         | 4.81         | 4.94       | 5.89       | 5.38   | Quarterly  |
| Stakeholder/Improve<br>Customer Service                       | Traffic stops per officer (rate)                | > 75                | 52           | 46         | 46         | 42   | Quarterly  |
| Stakeholder/Improve<br>Customer Service                       | Citations Per traffic stop (rate)               | > .33               | 40%          | 48%        | 49%        | 39%  | Quarterly  |
| Stakeholder/Improve<br>Customer Service                       | UCR: Violent Crimes Against<br>Women            |                     |              |            |            | 2011: 790<br>2012: 433<br>2013: 495<br>2014: 413<br>2015: 277<br>2011: 3,858 | Annual<br>Annual<br>Annual<br>Annual<br>Annual<br>Annual |
| Stakeholder/Improve<br>Customer Service                       | UCR: Property Crimes per Capita                 |                     |              |            |            | 2012: 4,277<br>2013: 3,944<br>2014: 3,746<br>2015: 3,681                     | Annual<br>Annual<br>Annual<br>Annual                     |
| Internal/Improve<br>Technology                                | FPD Electronic citations issued<br>from vehicle | > 98%               | 95%          | 95%        | 97%        | 99%  | Quarterly  |

\* 2015 is the first full year in which metrics were measured.

## DEPARTMENT 20 – POLICE, BUDGET NARRATIVE - CITY OF FAIRBANKS

### LONG-TERM GOALS

Insure that our department aligns with Mayor Eberhart' s three (3) goals for our city:

1. Enhancing diversity within city departments.
2. Increasing transparency within our municipal operations.
3. Fostering communications between the city and those we serve.

Attain Chief Aragon's four (4) visions/goals for our department:

1. Continuing to develop and sustain a sense of mutual trust between our agency (Police Officers) and the community.
2. Insuring that the community is clearly aware and perceives that departmental employees are held accountable for their actions.
3. Insure that a positive partnership continues to be developed and sustained between the department and the community we serve.
4. Officers engage in problem-solving to prevent and control crime and reduce citizens' fear of crime within their assigned areas of responsibility.

### 2016 OBJECTIVES

1. Continue to employ, expand, and refine as necessary the current *Community-Oriented Policing* effort for Fairbanks that includes developing *Community Watch* groups throughout the city (Supports aligning our agency with achieving all aforementioned long-term goals).
2. Continue to employ, expand, and refine as necessary, the "Seven Habits of Highly Effective People" philosophy throughout the department to enhance the overall performance capability of our agency. (Supports aligning our agency with achieving all the Mayor's goals and the Chief's goals: number 1 through 3).
3. Work toward achieving "international law enforcement accreditation" via our current matriculation into the accreditation program hosted by the *Commission on Accreditation for Law Enforcement Agencies* (CALEA) that mandates achieving 189 professional law enforcement standards that are based upon "best practices" developed by highly successful law enforcement practitioners (Supports aligning our agency with achieving all aforementioned long-term goals).
4. Implementation of the *CompStat* (Computerized Statistics) initiative that seamlessly aligns with the department's current utilization of the crime and traffic statistics generated by the *Data Driven Approach to Crime and Traffic Safety* (DDACTS) initiative. Employing *CompStat* essentially requires that selected leadership personnel (Shift Sergeants) are held responsible for crime in their designated districts. Sergeants gather, analyze, and present solutions to preventing and controlling crime and reducing fear of crime (within their assigned district) at a monthly *CompStat Briefing* that is attended by key departmental executives. Overall principles

## DEPARTMENT 20 – POLICE, BUDGET NARRATIVE - CITY OF FAIRBANKS

of CompStat include: A) accurate and timely intelligence; B) rapid Deployment; C) effective tactics; and D) relentless follow-up and assessment. (Supports aligning our agency with achieving the Chief's goal: number 4).

5. Continue to employ, expand, and refine as necessary, the department's implementation of the Total Quality Management (TQM) philosophy of work processes to foster a positive organizational culture within our agency. TQM essentially employs the emphasizing within the workplace the following three elements: A. participative management; B. continuous process improvement, and the extensive use of teams. Employees that work in an environment employing the aforementioned elements take a personal interest and responsibility in achieving organizational objectives because they know they have a say in how things get accomplished (Supports aligning our agency with achieving all aforementioned long-term goals).

### PERFORMANCE MEASURES

1. Acquire at least two (2) validations from regional "search agency" consultants that our agency is indeed executing reliable means of advertising and programs for seeking out qualified diverse applicants.
2. Successfully hire a minimum of one (1) qualified minority applicant for any position during 2016.
3. Acquire at least two (2) validations from regional diversity/cultural training consultants that our department has developed and executed a valid diversity/cultural awareness training program for all employees.
4. A limited community survey is conducted during the first quarter of 2016. This survey will compare citizen perceptions of the below listed dimensions relating to their satisfaction during calendar year 2014 versus 2015. Satisfaction with listed dimensions should indicate a reasonable improvement. Dimensions relating to police department's performance follow: diversity relations, transparency, communications with citizens, mutual trust (between citizens and police officers), accountability of police officers, development of a positive partnership between the department and the community we serve, and finally, a decrease in citizens' fear of crime. A follow-up survey will be conducted in the first quarter of 2017 to assess the satisfaction of the same dimensions for calendar year 2015 versus 2016.
5. A reduction of *violent crime rate* (per 100,000 population) of 2% in 2016 over 2015.

## DEPARTMENT 20 – POLICE, BUDGET NARRATIVE - CITY OF FAIRBANKS

### OPERATING ACCOUNTS

#### **Account No. 5001: SALARIES AND WAGES**

##### *Civilian Staffing*

The civilian staffing level requested for 2016 includes the following additional position:

One (1) Clerk: To be assigned to the Data Management Team (DMT). Given the increased duties being transferred to the DMT (which now is authorized two [2] personnel), along with the department's increasing reliance on such employees for routine, special reporting, UCR maintenance and reporting, and emerging crime analysis functions, an additional position is indeed essential for this unit to keep up with the requirements to deliver data and statistical output.

##### *Sworn Staffing*

The sworn staffing level requested for 2016 include the following additional positions:

Two (2) "Cold Case Detectives": this is necessary to bring closure to the highly publicized 14 unsolved homicides since 1983. As stipulated in the media, such cases are indeed solvable; however, investigative staffing shortages have perennially prevented solving such serious cases.

Six (6) Patrol Officers: A *Workload and Staffing Analysis* that meets the criteria of the International Association of Chiefs of Police (IACP) in statistically determining the quantity of patrol officers for our agency was conducted on February 9, 2015. This highly valid and reliable analysis determined that our agency should have six (6) additional patrol officers to adequately deliver the necessary law enforcement services to our municipality.

Upgrade one (1) Current Detective Position to Detective Sergeant: This will be a "working Detective" position to involve investigating cases along with the assigned staff; however, whenever the Investigative Lieutenant is not available (due to personal leave, training, etc.) this Detective Sergeant will also provide leadership for the investigative staff.

**DEPARTMENT 20 – POLICE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

*Grant Funded Positions:*

This includes the following positions that are fully or partially reimbursed by outside sources:

- Two traffic officer positions (impaired driver enforcement) funded by a renewed grant from the Alaska Highway Safety Office (AHSO);
- One drug investigator funded by federal direct and state pass through grant funding from the Department of Justice, Justice Assistance Grant (JAG);

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 4,549,666    | \$ 4,075,834      | \$ 3,996,353    |

**Account No. 5002: OVERTIME** - We continue to rely on overtime to compensate for shortages. This requested amount is equivalent to last year's overtime expenditures.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 360,000      | \$ 360,000        | \$ 360,000      |

**Account No. 5020: HOLIDAY OT STAFFING** - This is the only category of overtime not found specifically in the line item 5002, "Overtime."

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 100,000      | \$ 100,000        | \$ 100,000      |

**Account No. 5101: PERSONAL/ANNUAL LEAVE ACCRUAL** - This category reflects the cost of new leave earned.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 90,000       | \$ 90,000         | \$ 90,000       |

**Account No. 5200: EMPLOYEE BENEFITS** - include retirement contributions, health care coverage, and employer's share of life insurance and Medicare.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 1,952,749    | \$ 1,817,238      | \$ 1,784,848    |

**DEPARTMENT 20 – POLICE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No.5302: TRAINING** - The Alaska Police Standards Council (APSC) has a rich history of funding a significant portion of our training, but they will not do it all. This budget proposal covers the funding shortfall from APSC and other outside sources for on-going, *legally and contractually* mandated and *functionally essential* training. The requested increase would allow us to provide each officer 40 hours of in-service training on recurring and needed topics that we are otherwise unable to provide. This in-service training is essential in keeping officers updated on changes in policy, statutes, case law and also serves as a training vehicle to maintain needed certifications and refreshers in control tactics, defensive weapons, firearms training (as opposed to only qualification), etc.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 60,000       | \$ 60,000         | \$ 50,000       |

**Account No. 5321: UNIFORMS AND EQUIPMENT**

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 45,000       | \$ 45,000         | \$ 45,000       |

**Account No. 5402: OPERATING SUPPLIES** - This highly varied account pays for a wide range of expendable supplies. Many items are obvious: latex gloves, lights, batteries, road flares, and such. Others are neither obvious nor predictable: Taser and firearm repair and replacement, Unitrol fuses, and flash-bang diversion devices. The single largest expense for this line item is ammunition, which typically runs in excess of \$40,000 per year.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 99,000       | \$ 99,000         | \$ 99,000       |

**Account No. 5406: FUEL, OIL, AND GREASE** - The cost of petroleum products is never predictable, but our requested amount will start at the same level as last year.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 165,000      | \$ 100,000        | \$ 100,000      |

**Account No. 5407: DUES AND PUBLICATIONS** - There are no known changes in this year's anticipated costs.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 1,000        | \$ 1,000          | \$ 1,000        |

**DEPARTMENT 20 – POLICE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5599: OTHER OUTSIDE CONTRACTS** - This account provides funding for various (unpredictable) contractual agreements. The following list is a sample of the types of contracts FPD typically engages in:

- Department of Corrections Prisoner Housing—Averages \$20,000 per year
- Vehicle Upfitting (installation of equipment/technology)-estimate \$14,000
- ProComm Alaska-\$4,000
- Shredway-about \$2,500
- Psychological Examinations-ranges \$1,600 to \$5,100
- Copier Maintenance-Typically \$5,100
- IACNet-fixed at \$1,900
- Satellite Telephone Air Time-about \$800
- Power DMS-\$1,800 allowance
- Maintenance contracts on various investigative technologies: \$12,600
- Trakstar (computer software program for performance evaluation system)--\$1,500
- Background Investigations (new hires)--\$20,000
- Ad Hoc-incidental events throughout the year requiring contracts: Varies.

(\*NOTE: background investigation expense is the major change over 2015).

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 105,000      | \$ 90,000         | \$ 90,000       |

**Account No. 5601: UTILITIES-APSIN** - Terminal charges for access to the State Information Network and the annual fee for NCIC interface to the national database. No change is anticipated in this fee during 2016.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 4,000        | \$ 4,000          | \$ 4,000        |

**Account No. 7001: ADVERTISING**—Requested increase to allow for enhanced advertising to insure our agency is adequately seeking out qualified diverse candidates.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 10,000       | \$ 10,000         | \$ 2,000        |

**Account No. 7008: POSTAGE AND FREIGHT** – Increase over prior year due to post card mailings to communicate notices of Community Watch meetings.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 9,500        | \$ 9,500          | \$ 4,500        |

**DEPARTMENT 20 – POLICE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 7205:** *COMMUNITY POLICING* - Grant funding for our traditional community-based policing activities and events has been eroding. Weed & Seed has concluded, and we do not receive any dedicated outside funding for community events such as Operation GLOW, Shop with a Cop, and Youth Safety Day. These programs have become so popular and essential that FPD is working hard to continue their benefits. The amount needed is requested below, which constitutes a modest increase from 2015 to cover increased costs.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 10,000       | \$ 10,000         | \$ 8,000        |

**Account No. 7206:** *K-9 UNIT* - The Fairbanks Police Department has a well-established, modern canine unit that continues to satisfy its intended mission. During 2016 the Drug Enforcement Agency (DEA) has offered to provide (pro-bono) our agency with a much needed “drug sniffing” canine. (Due to the new marijuana law our canine [Stryker] is no longer qualified to sniff for drugs.) This donated canine will be managed by our Officer (Drug Investigator) that is assigned to the State Drug Enforcement Unit (SDEU). This additional canine will require an increase in operating costs to cover a kennel, food, medical expenses, etc. Additionally, our current canine (Stryker) due to age and medical issues should be retired during 2016. Though most of the cost to replace Stryker will consist of donations from the community, at least \$5,000-\$10,000 additional funding will be required to for a new “full-service” canine. Requested overall costs reflect all aforementioned expenses.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 15,000       | \$ 5,000          | \$ 5,000        |

**Account No. 7208:** *INVESTIGATIVE EXPENSES* - This account supports investigative expenses such as street drug purchases and informant expenses. All such expenditures are pre-approved by the Deputy Chief of Support Operations, and accounted for in a special ledger for audit.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 10,000       | \$ 10,000         | \$ 10,000       |

**Account No. 7209:** *MEDICAL AND EVIDENCE* - This pays for prisoner-related medical costs and for the medical examinations for investigations, most notably DUI blood-draws and Sexual Assault (SART) Examinations-a cost ascribed to the City by State law, and disallowed by insurance carriers as being forensic, not treatment. Costs in this category rise relentlessly, with a very real possibility of losing State funding.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 60,000       | \$ 60,000         | \$ 60,000       |

**DEPARTMENT 20 – POLICE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

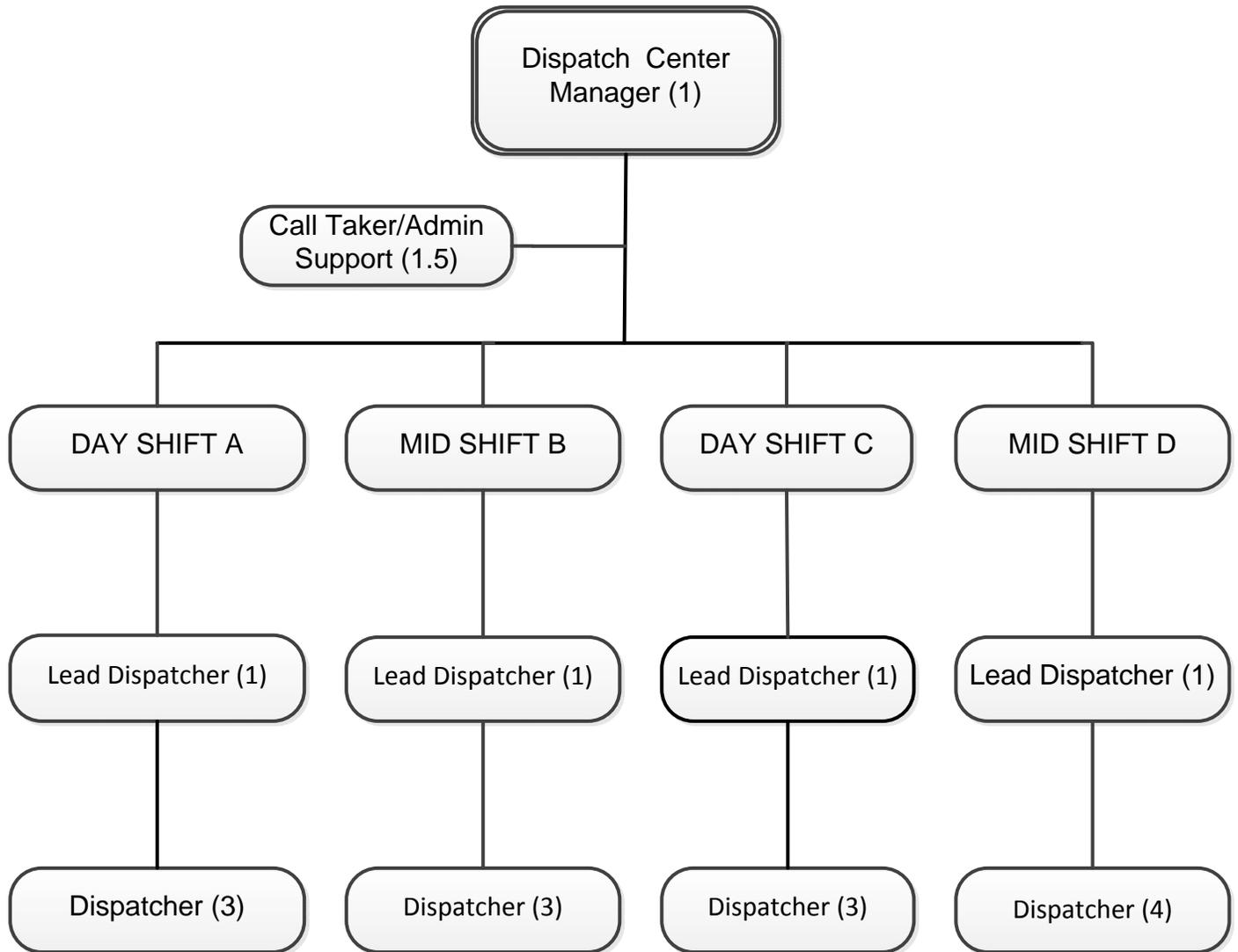
**Account No. 7501: EQUIPMENT REPLACEMENT** - This expense is transferred to the Capital Appropriation Fund for the replacement of police vehicles.

(\*NOTE: As for funding of police cars, the department desires \$240,000 for fully-equipped police vehicles to continue with our projected “10 year lifespan” for vehicles.)

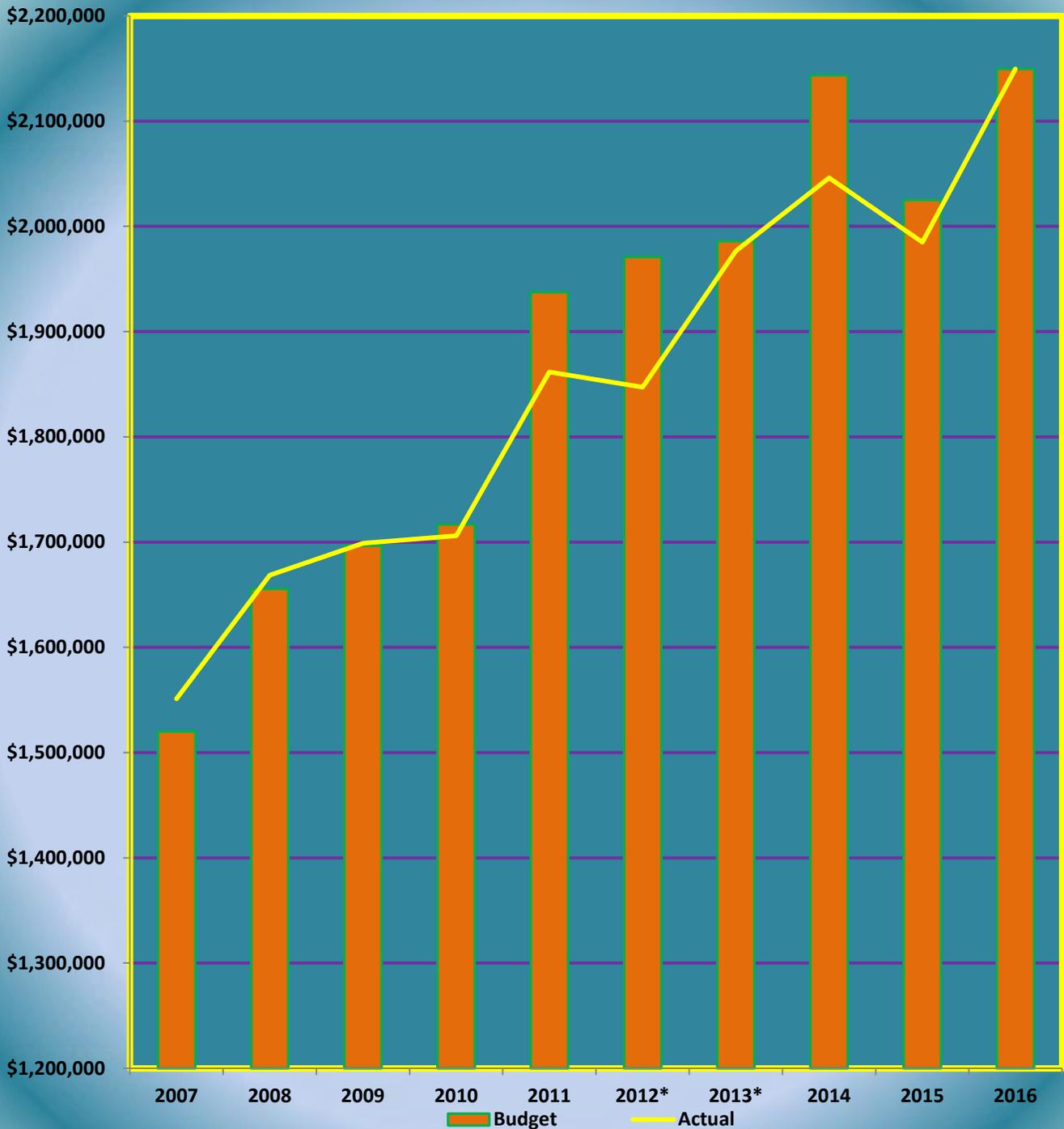
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 240,000      | \$ 180,000        | \$ 180,000      |

|                         | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-------------------------|-----------------|-------------------|-----------------|
| <b>TOTAL DEPARTMENT</b> | \$7,885,915     | \$ 7,126,572      | \$ 6,989,701    |

# Dispatch Center 2016



## Dispatch Actual & Budgeted Expenditures



The 2005 base year budget was \$1,054,327 and expenditures were \$1,244,190. Dispatch was separated from the Police Department in 2005 and has been growing every year.

**CITY OF FAIRBANKS, ALASKA**

**General Fund Appropriation**

**DISPATCH CENTER NO. 21**

| <b>CODE</b>   | <b>DESCRIPTION</b>      | <b>2014<br/>ACTUAL</b> | <b>2015<br/>REVISED</b> | <b>2016 DEPT<br/>REQUEST</b> | <b>2016<br/>MAYOR</b> | <b>2016<br/>APPROVED</b> |
|---------------|-------------------------|------------------------|-------------------------|------------------------------|-----------------------|--------------------------|
| 5001          | SALARIES AND WAGES      | \$ 985,004             | \$ 990,942              | \$ 1,127,633                 | \$ 1,127,633          | \$ 1,127,633             |
| 5002          | OVERTIME                | 340,372                | 199,606                 | 150,000                      | 150,000               | 150,000                  |
| 5020          | HOLIDAY OT STAFFING     | 25,638                 | 32,000                  | 32,000                       | 32,000                | 32,000                   |
| 5101          | PERSONAL/ANNUAL LEAVE   | 47,835                 | 40,223                  | 40,000                       | 40,000                | 40,000                   |
| 5200          | EMPLOYEE BENEFITS       | 528,675                | 518,866                 | 552,813                      | 552,813               | 552,813                  |
| 5302          | TRAINING                | 25,378                 | 30,000                  | 30,000                       | 30,000                | 30,000                   |
| 5321          | UNIFORMS                | -                      | -                       | 5,000                        | -                     | -                        |
| 5402          | OPERATING SUPPLIES      | 16,136                 | 17,149                  | 16,000                       | 16,000                | 16,000                   |
| 5407          | DUES AND PUBLICATIONS   | 342                    | 500                     | 500                          | 500                   | 500                      |
| 5599          | OTHER OUTSIDE CONTRACTS | 49,697                 | 51,352                  | 56,250                       | 56,250                | 56,250                   |
| 5601          | UTILITIES - APSIN       | 2,480                  | 3,998                   | 4,000                        | 4,000                 | 4,000                    |
| 7008          | POSTAGE AND FREIGHT     | 177                    | 500                     | 500                          | 500                   | 500                      |
| 7501          | EQUIP REPLACEMENT       | 80,000                 | 140,000                 | 140,000                      | 140,000               | 140,000                  |
| <b>TOTALS</b> |                         | <b>\$ 2,101,734</b>    | <b>\$ 2,025,136</b>     | <b>\$ 2,154,696</b>          | <b>\$ 2,149,696</b>   | <b>\$ 2,149,696</b>      |

## SCHEDULE OF PERSONNEL REQUIREMENTS

| General Fund<br>Appropriation<br>POSITION | 2014<br>APPROVED |           | 2015<br>APPROVED |           | 2016 DEPT<br>REQUEST |           | 2016<br>MAYOR |           | 2016<br>APPROVED |           |
|---|------------------|-----------|------------------|-----------|----------------------|-----------|---------------|-----------|------------------|-----------|
|   | #                | SALARY    | #                | SALARY    | #                    | SALARY    | #             | SALARY    | #                | SALARY    |
| <b>PERSONNEL</b>                          |                  |           |                  |           |                      |           |               |           |                  |           |
| DISPATCH MANAGER                          | 1.0              | \$ 87,874 | 1.0              | \$ 90,669 | 1.0                  | \$ 92,387 | 1.0           | \$ 92,387 | 1.0              | \$ 92,387 |
| LEAD DISPATCHER                           | 4.0              | 248,360   | 4.0              | 245,628   | 4.0                  | 248,521   | 4.0           | 248,521   | 4.0              | 248,521   |
| RADIO DISPATCHER                          | 12.0             | 677,129   | 12.0             | 643,413   | 13.0                 | 698,749   | 13.0          | 698,749   | 13.0             | 698,749   |
| CALL TAKER/ADMIN<br>SUPPORT               | 1.5              | 84,937    | 1.5              | 88,820    | 1.5                  | 87,976    | 1.5           | 87,976    | 1.5              | 87,976    |
| HOLIDAY OT STAFFING                       |                  | 32,000    |                  | 32,000    |                      | 32,000    |               | 32,000    |                  | 32,000    |
| OVERTIME                                  |                  | 170,000   |                  | 120,000   |                      | 150,000   |               | 150,000   |                  | 150,000   |
| BENEFITS                                  |                  | 541,501   |                  | 518,841   |                      | 552,813   |               | 552,813   |                  | 552,813   |
| LEAVE ACCRUAL                             |                  | 26,000    |                  | 40,000    |                      | 40,000    |               | 40,000    |                  | 40,000    |

|                           |             |                     |             |                     |             |                     |             |                     |             |                     |
|---------------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|
| <b>TOTAL GENERAL FUND</b> | <b>18.5</b> | <b>\$ 1,867,801</b> | <b>18.5</b> | <b>\$ 1,779,371</b> | <b>19.5</b> | <b>\$ 1,902,446</b> | <b>19.5</b> | <b>\$ 1,902,446</b> | <b>19.5</b> | <b>\$ 1,902,446</b> |
|---------------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|

The Department is requesting to add one FTE Radio Dispatcher.  
Approved Personnel budgets do not reflect interim budget amendments.

SEVEN YEAR STEP INCREASES

| PSEA                         | Year 1            | Year 2            | Year 3            | Year 4            | Year 5            | Year 6            | Year 7            |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>LEAD DISPATCHER</b>       | \$ 22.7393        | \$ 23.8536        | \$ 25.0672        | \$ 26.8104        | \$ 27.8696        | \$ 28.1123        | \$ 28.3771        |
| HOURLY PSEA HEALTH           | 6.0000            | 6.0000            | 6.0000            | 6.0000            | 6.0000            | 6.0000            | 6.0000            |
| HOURLY PENSION               | 5.0027            | 5.2478            | 5.5148            | 5.8983            | 6.1313            | 6.1847            | 6.2430            |
| OTHER                        | 0.9385            | 0.9547            | 0.9723            | 0.9976            | 1.0129            | 1.0164            | 1.0203            |
| <b>HOURLY PACKAGE RATE</b>   | <b>\$ 34.6805</b> | <b>\$ 36.0560</b> | <b>\$ 37.5543</b> | <b>\$ 39.7063</b> | <b>\$ 41.0138</b> | <b>\$ 41.3135</b> | <b>\$ 41.6404</b> |
| <b>DISPATCHER</b>            | \$ 21.6469        | \$ 22.7282        | \$ 23.8536        | \$ 25.5306        | \$ 26.5347        | \$ 26.7774        | \$ 27.0311        |
| HOURLY HEALTH                | 6.0000            | 6.0000            | 6.0000            | 6.0000            | 6.0000            | 6.0000            | 6.0000            |
| HOURLY PENSION               | 4.7623            | 5.0002            | 5.2478            | 5.6167            | 5.8376            | 5.8910            | 5.9468            |
| OTHER                        | 0.9227            | 0.9384            | 0.9547            | 0.9791            | 0.9936            | 0.9970            | 1.0008            |
| <b>HOURLY PACKAGE RATE</b>   | <b>\$ 33.3320</b> | <b>\$ 34.6668</b> | <b>\$ 36.0560</b> | <b>\$ 38.1264</b> | <b>\$ 39.3659</b> | <b>\$ 39.6655</b> | <b>\$ 39.9787</b> |
| <b>FRONT DESK CALL TAKER</b> | \$ 19.4735        | \$ 20.4554        | \$ 21.4704        | \$ 22.9821        | \$ 23.8977        | \$ 24.0963        | \$ 24.3390        |
| HOURLY HEALTH                | 6.0000            | 6.0000            | 6.0000            | 6.0000            | 6.0000            | 6.0000            | 6.0000            |
| HOURLY PENSION               | 4.2842            | 4.5002            | 4.7235            | 5.0561            | 5.2575            | 5.3012            | 5.3546            |
| OTHER                        | 0.8912            | 0.9054            | 0.9201 #          | 0.9420            | 0.9553            | 0.9582            | 0.9617            |
| <b>HOURLY PACKAGE RATE</b>   | <b>\$ 30.6489</b> | <b>\$ 31.8609</b> | <b>\$ 33.1140</b> | <b>\$ 34.9801</b> | <b>\$ 36.1105</b> | <b>\$ 36.3557</b> | <b>\$ 36.6553</b> |

IBEW

| NON-STEP POSITIONS         | Dispatch<br>Manager |
|----------------------------|---------------------|
| BASE RATE                  | \$ 44.4151          |
| HOURLY HEALTH              | 4.9000              |
| HOURLY PENSION             | 6.5900              |
| OTHER                      | 0.6782              |
| <b>HOURLY PACKAGE RATE</b> | <b>\$ 56.5833</b>   |

Base rates do not include shift differential premiums

Note - Other includes 1.45% for medicare, Section 125 plan - \$1,200 annually displayed hourly, and life insurance in the amount of \$90 annually displayed hourly. IBEW does not include Section 125.

**DEPARTMENT 21 - EMERGENCY DISPATCH, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**MISSION STATEMENT**

It is the mission of the Fairbanks Emergency Communications Center to provide professional 9-1-1 services to the Interior of Alaska. This mission is accomplished by a well trained staff of Dispatchers who are dedicated to the achievement of excellence through their motivation to continuously improve through training, feedback, and team work.

|   |  | Dispatch Department<br>Performance Metrics* |         |         |         |         |           |
|---|--|---|---------|---------|---------|---------|-----------|
| CITY METRICS                            |  |   | 2015    |         |         |         |           |
| PERSPECTIVE/OBJECTIVE                   | MEASURE  | PERFORMANCE GOAL                            | 1ST QTR | 2ND QTR | 3RD QTR | 4TH QTR | FREQUENCY |
| Stakeholder/Improve<br>Customer Service | Meet NENA standard 50-006 for 9-1-1 answer times | <10 Seconds                                 | 92.5%   | 93.7%   | 92.7%   | 93.7%   | Quarterly |
|   |  | < 20 seconds                                | 97.0%   | 97.8%   | 97.1%   | 98.0%   | Quarterly |
|   |  | > 20 seconds                                | 3.0%    | 2.2%    | 2.9%    | 2.0%    | Quarterly |
| Stakeholder/Improve<br>Customer Service | Extinguish Structure Fires                       | < 2 hours                                   | 1:27    | 1:27    | 1:43    | 1:54    | Quarterly |

\* 2015 is the first full year in which metrics were measured.

**GOALS FOR 2016**

1. Continue to work with the Public Safety Employee’s Association (PSEA) chapter to seek a resolution in order to obtain a current collective bargaining agreement covering the Emergency Service Dispatchers in the center.
2. Complete three to five year Dispatch Service Contract renewals based on the 2015 Dispatch Business Plan update and cost methodology recommendations.
3. Install and put in place a new Fire Station Alerting System.
4. Maintain trained staffing levels at ninety percent of authorized FTE or higher to help defray employee burnout and reduce overtime costs.
5. Train new Shift Supervisors with minimum of first line supervisor training.
6. Train additional Communications Training Officers in order to train new staff members.
7. Complete ongoing training for existing staff members in order to maintain certifications.

**DEPARTMENT 21 - EMERGENCY DISPATCH, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**2015 BUDGET YEAR HIGHLIGHTS**

In FY 2015, the Communications Center accomplished the following tasks:

1. Completed updated cost methodology and agency allocations based on User Agency input.
2. Completed an update to the Dispatch Business Plan.
3. Signed agencies to one year Contract Extensions during cost methodology & Business Plan development and updated.
4. Completed training of 4 new staff members.
5. Completed Computer Aided Dispatch System Administrator training.
6. Reduced overtime usage from FY 2014.
7. Completed Departmental In-Service training for staff.

**2015 BUDGET YEAR AREAS FOR CONCERN**

In FY 2015, the areas for concern affecting the Communications Center budget are as follows:

1. Staffing Levels – During the 2015 budget year, the Communications Center saw the departure of one trained Shift Lead, one trained Dispatcher and one trained part-time Call Taker. We further had a departure off one Trainee after 2.5 months in training.
2. Overtime – Due to trained staff departures, overtime remains a concern.
3. Minimum Staffing Levels – Based on call loads, need to add an additional person to swing shift hours (3:00 p.m. to 11:00 p.m.) to assist with managing the call loads. We have been unable to accomplish this with the number of employees leaving the department.

**OPERATING ACCOUNTS**

**Account No. 5001: SALARIES AND WAGES** - The 2016 Dispatch budget requests one Department Head, four Lead Dispatcher positions, thirteen Dispatcher positions, and 1.5 Front Desk/Call Taker positions.. If the request is granted there will be 19.5 Dispatch employee positions. The additional person should be offset by the planned and negotiated increase to Dispatch Service Agreements.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 1,127,633    | \$ 1,127,633      | \$ 1,127,633    |

**DEPARTMENT 21 - EMERGENCY DISPATCH, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5002:** *OVERTIME* - The Communications Center is a twenty-four hour operation with minimum staffing requirements. This account pays for overtime needed to maintain minimum staffing on a daily basis or the addition of staff during extreme emergencies (emergency call backs).

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 150,000      | \$ 150,000        | \$ 150,000      |

**Account No. 5020:** *HOLIDAY OT STAFFING* - The amount cited provides for eight City holidays where we are required to have a minimum amount of Dispatch personnel working on-duty.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 32,000       | \$ 32,000         | \$ 32,000       |

**Account No. 5101:** *PERSONAL/ANNUAL LEAVE ACCRUAL* - reflects the cost of new leave earned. These figures are estimated using an average of prior year's leave usage and leave cashed out.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 40,000       | \$ 40,000         | \$ 40,000       |

**Account No. 5200:** *EMPLOYEE BENEFITS* - includes retirement contributions, health care coverage, and employer's share of life insurance, Medicare, and Social Security tax.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 552,813      | \$ 552,813        | \$ 552,813      |

**Account No. 5302:** *TRAINING* - The training budget provides for the initial training of new Dispatch employees in EMS, Fire and Police protocols. This budget also pays for Continuing Dispatch Education (CDE) and recertification of department member in order to maintain their existing certifications.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 30,000       | \$ 30,000         | \$ 30,000       |

**Account No. 5321:** *UNIFORMS* - This account provides for uniform allowance by the contract negotiated amount of \$500 per civilian employee. The department desires the ability to purchase uniforms for staff members to provide a more professional organizational appearance.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 5,000        | \$ -              | \$ -            |

**DEPARTMENT 21 - EMERGENCY DISPATCH, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5402:** *OPERATING SUPPLIES* - This account provides for all expendable supplies used in Communications Center operations. These include computer paper and printer toner cartridges, replacement parts for computerized workstations such as computer keyboards and KVM switches. Also covered are radio accessories used by dispatchers such as, but not limited to: external microphones and foot-switches, phone-jack replacement, radio / telephone headsets and standard office supplies. This account also covers the cost of testing dispatch applicants and any applicable background check fees.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 16,000       | \$ 16,000         | \$ 16,000       |

**Account No. 5407:** *DUES AND PUBLICATIONS* - This account provides for the professional literature/journals utilized by Dispatchers and Supervisors. The addition to this account reflects the need to acquire additional trade journals for maintaining Dispatcher certifications through Continuing Dispatch Education (CDE).

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 500          | \$ 500            | \$ 500          |

**Account No. 5599:** *OTHER OUTSIDE CONTRACTS* - This category includes the cost of service agreements and annual maintenance costs for Dispatch equipment.

|  | <u>REQUESTS</u>  | <u>RECOMMENDS</u> | <u>APPROVED</u>  |
|--|------------------|-------------------|------------------|
| ➤ Motorola radio system maint.                                     | \$ 37,000        | 37,000            | 37,000           |
| ➤ Motorola–Annual Maintenance<br>Fireground Accountability System  | 1,875            | 1,875             | 1,875            |
| ➤ Motorola–Annual Maintenance on<br>Fire Station Alerting (MOSCAD) | 7,775            | 7,775             | 7,775            |
| ➤ Copier Annual Maintenance  | 1,200            | 1,200             | 1,200            |
| ➤ Dispatch Share–Power DMS   | 1,400            | 1,400             | 1,400            |
| ➤ Applicant Background Checks                                      | 2,000            | 2,000             | 2,000            |
| ➤ Miscellaneous – Radio Maint.                                     | 5,000            | 5,000             | 5,000            |
|  | <u>\$ 56,250</u> | <u>\$ 56,250</u>  | <u>\$ 56,250</u> |

**DEPARTMENT 21 - EMERGENCY DISPATCH, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5601:** *UTILITIES-APSIN* - These funds pay the maintenance and service fees for the law enforcement information terminals in the Dispatch Center to access the Alaska Public Safety Information Network (APSIN), which also provides access to the National Crime Information Center (NCIC) and the National Law Enforcement Telecommunication System (NLETS).

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 4,000        | \$ 4,000          | \$ 4,000        |

**Account No. 7008:** *POSTAGE AND FREIGHT* - This account is used to pay for shipping of items from the Dispatch Department.

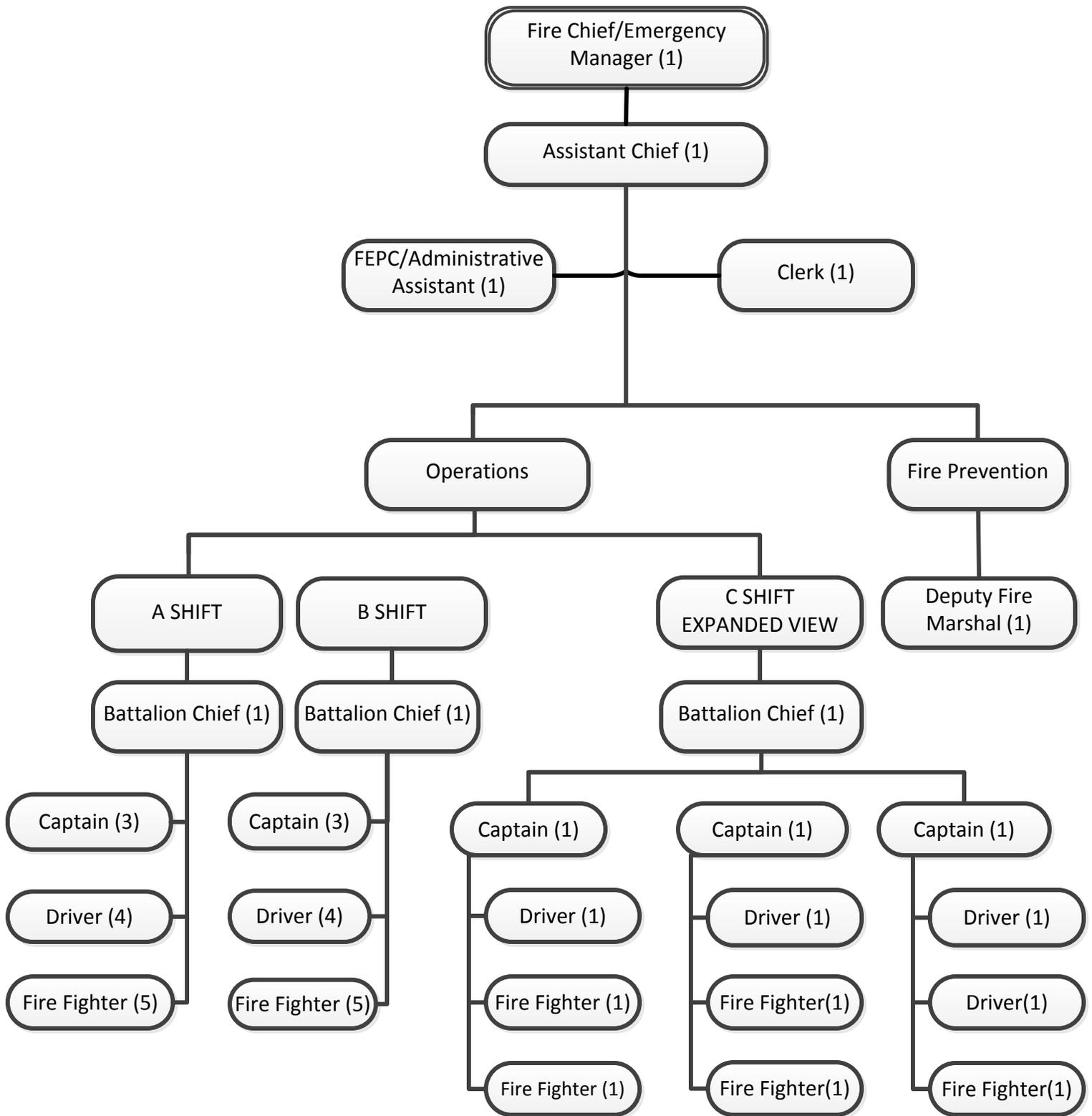
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 500          | \$ 500            | \$ 500          |

**Account No. 7501:** *EQUIPMENT REPLACEMENT* – This account funds the replacement capital equipment in the Dispatch Center. As part of the 2015 cost allocation study performed by City Finance, \$140,000 was determined to be a more appropriate figure for capital replacement.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 140,000      | \$ 140,000        | \$ 140,000      |

|                         | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-------------------------|-----------------|-------------------|-----------------|
| <b>TOTAL DEPARTMENT</b> | \$ 2,154,696    | \$ 2,149,696      | \$ 2,149,696    |

# Fire Department 2016



## Fire Department Actual & Budgeted Expenditures



The 2007 base year budget was \$5,079,440 and expenditures were \$4,790,332.

**CITY OF FAIRBANKS, ALASKA**  
**General Fund Appropriation**

**FIRE DEPARTMENT NO. 30**

| <b>CODE</b>   | <b>DESCRIPTION</b>         | <b>2014<br/>ACTUAL</b> | <b>2015<br/>REVISED</b> | <b>2016 DEPT<br/>REQUEST</b> | <b>2016<br/>MAYOR</b> | <b>2016<br/>APPROVED</b> |
|---------------|----------------------------|------------------------|-------------------------|------------------------------|-----------------------|--------------------------|
| 5001          | SALARIES AND WAGES         | \$ 3,441,174           | \$ 3,522,339            | \$ 3,808,849                 | \$ 3,549,900          | \$ 3,522,232             |
| 5002          | OVERTIME                   | 527,552                | 159,680                 | 266,721                      | 254,730               | 462,116                  |
| 5002a         | FLSA                       | -                      | 258,537                 | 210,000                      | 210,000               | -                        |
| 5101          | PERSONAL/LEAVE ACCRUAL     | 47,128                 | 65,533                  | 65,000                       | 65,000                | 65,000                   |
| 5200          | EMPLOYEE BENEFITS          | 1,526,168              | 1,576,273               | 1,723,497                    | 1,623,113             | 1,608,294                |
| 5302          | TRAINING                   | 142,410                | 174,849                 | 185,000                      | 170,000               | 160,000                  |
| 5320          | FOOD, CLOTHING AND MEDICAL | 1,129                  | 2,500                   | 3,500                        | 3,500                 | 3,500                    |
| 5321          | UNIFORMS AND EQUIPMENT     | 27,510                 | 31,125                  | 59,000                       | 33,000                | 33,000                   |
| 5401          | OFFICE SUPPLIES            | 6,587                  | 7,183                   | 7,000                        | 7,000                 | 7,000                    |
| 5402          | OPERATING SUPPLIES         | 92,613                 | 117,288                 | 147,500                      | 124,500               | 115,000                  |
| 5406          | FUEL, OIL AND GREASE       | 1,215                  | 4,068                   | 4,068                        | 4,068                 | 4,068                    |
| 5407          | DUES AND PUBLICATIONS      | 3,997                  | 4,500                   | 4,500                        | 4,500                 | 4,500                    |
| 5501          | PROFESSIONAL SERVICES      | 154,153                | 165,825                 | 71,000                       | 72,300                | 72,300                   |
| 5599          | OTHER OUTSIDE CONTRACTS    | 22,722                 | 77,750                  | 37,350                       | 31,750                | 31,750                   |
| 5701          | PURCHASED R&M              | 17,304                 | 26,000                  | 23,000                       | 19,000                | 19,000                   |
| 7008          | POSTAGE AND FREIGHT        | 1,851                  | 2,250                   | 2,750                        | 2,750                 | 2,750                    |
| 7501          | EQUIP REPLACEMENT          | 250,000                | 391,500                 | 384,750                      | 250,000               | 250,000                  |
| <b>TOTALS</b> |                            | <b>\$ 6,263,513</b>    | <b>\$ 6,587,200</b>     | <b>\$ 7,003,485</b>          | <b>\$ 6,425,111</b>   | <b>\$ 6,360,510</b>      |

## SCHEDULE OF PERSONNEL REQUIREMENTS

| General Fund<br>Appropriation      | 2014<br>APPROVED |                     | 2015<br>APPROVED |                     | 2016 DEPT<br>REQUEST |                     | 2016<br>MAYOR |                     | 2016<br>APPROVED |                     |
|------------------------------------|------------------|---------------------|------------------|---------------------|----------------------|---------------------|---------------|---------------------|------------------|---------------------|
| POSITION                           | SALARY           |                     | SALARY           |                     | SALARY               |                     | SALARY        |                     | SALARY           |                     |
| <b>PERSONNEL</b>                   |                  |                     |                  |                     |                      |                     |               |                     |                  |                     |
| FIRE CHIEF /<br>EMERGENCY MGR      | 1.0              | \$ 111,926          | 1.0              | \$ 115,322          | 1.0                  | \$ 117,410          | 1.0           | \$ 105,669          | 1.0              | \$ 106,220          |
| ASSISTANT FIRE CHIEF               | 1.0              | 92,193              | 1.0              | 95,095              | 2.0                  | 193,761             | 1.0           | 96,880              | 1.0              | 96,880              |
| ACTING PAY                         |                  | 2,846               |                  | 5,835               |                      | 5,922               |               | 5,922               |                  | 5,922               |
| ADMINISTRATIVE<br>ASSISTANT(FEPC)  | 1.0              | 55,150              | 1.0              | 56,327              | 1.0                  | 56,327              | 1.0           | 56,327              | 1.0              | 56,327              |
| CLERK TYPIST                       | 1.0              | 49,750              | 1.0              | 49,750              | 1.0                  | 47,262              | 1.0           | 47,262              | 1.0              | 47,262              |
| ACTING PAY                         |                  | 1,552               |                  | 1,552               |                      | 1,552               |               | 1,552               |                  | 1,552               |
| DEPUTY FIRE<br>MARSHAL             | 1.0              | 67,737              | 1.0              | 67,737              | 1.0                  | 76,999              | 1.0           | 76,999              | 1.0              | 76,999              |
| BATTALION CHIEF                    | 3.0              | 291,403             | 3.0              | 291,403             | 3.0                  | 292,230             | 3.0           | 292,230             | 3.0              | 292,230             |
| CAPTAIN                            | 9.0              | 810,412             | 9.0              | 812,328             | 9.0                  | 816,410             | 9.0           | 816,410             | 9.0              | 816,410             |
| DRIVER                             | 12.0             | 996,386             | 12.0             | 994,173             | 12.0                 | 1,002,496           | 12.0          | 962,192             | 12.0             | 962,192             |
| FIREFIGHTER                        | 12.0             | 875,104             | 15.0             | 1,033,284           | 19.0                 | 1,215,880           | 15.0          | 1,077,638           | 15.0             | 1,077,638           |
| TERM RECRUIT                       |                  |                     |                  |                     |                      |                     |               | 28,219              |                  | -                   |
| FIREFIGHTER - (SAFER)<br>OVERTIME  | 3.0              | 197,784             | -                | -                   | -                    | -                   | -             | -                   | -                | -                   |
| BENEFITS                           |                  | 414,162             |                  | 418,217             |                      | 476,721             |               | 464,731             |                  | 462,116             |
| LEAVE ACCRUAL                      |                  | 1,587,551           |                  | 1,579,401           |                      | 1,730,197           |               | 1,629,813           |                  | 1,614,994           |
|                                    |                  | 65,000              |                  | 65,000              |                      | 65,000              |               | 65,000              |                  | 65,000              |
| <b>TOTAL PERSONNEL</b>             | <b>44.0</b>      | <b>5,618,956</b>    | <b>44.0</b>      | <b>5,585,424</b>    | <b>49.0</b>          | <b>6,098,167</b>    | <b>44.0</b>   | <b>5,726,844</b>    | <b>44.0</b>      | <b>5,681,742</b>    |
| <b>LESS: GRANT FUNDED*</b>         |                  |                     |                  |                     |                      |                     |               |                     |                  |                     |
| ADMINISTRATIVE<br>ASSISTANT (FEPC) | -                | (9,700)             | -                | (9,700)             | -                    | (8,400)             | -             | (8,400)             | -                | (8,400)             |
| MARSHAL (EMPG)                     | -                | -                   | -                | -                   | -                    | (9,000)             | -             | (9,000)             | -                | (9,000)             |
| BENEFITS                           |                  | (4,300)             |                  | (4,300)             |                      | (6,700)             |               | (6,700)             |                  | (6,700)             |
| <b>TOTAL GRANT FUND</b>            | <b>-</b>         | <b>(14,000)</b>     | <b>-</b>         | <b>(14,000)</b>     | <b>-</b>             | <b>(24,100)</b>     | <b>-</b>      | <b>(24,100)</b>     | <b>-</b>         | <b>(24,100)</b>     |
| <b>TOTAL GENERAL FUND</b>          | <b>44.0</b>      | <b>\$ 5,604,956</b> | <b>44.0</b>      | <b>\$ 5,571,424</b> | <b>49.0</b>          | <b>\$ 6,074,067</b> | <b>44.0</b>   | <b>\$ 5,702,744</b> | <b>44.0</b>      | <b>\$ 5,657,642</b> |

\* Grant funds do not always cover the total cost of the labor. The general fund pays the difference.  
Approved Personnel budgets do not reflect interim budget amendments.

## CITY OF FAIRBANKS, ALASKA

FIRE DEPARTMENT NO. 30

## PERSONNEL HOURLY WAGES AND BENEFITS

| POSITION                  | BASE WAGE  | HOURLY PENSION | HOURLY HEALTH | OTHER HOURLY BENEFITS | HOURLY PACKAGE RATE |
|---------------------------|------------|----------------|---------------|-----------------------|---------------------|
| <b>IBEW</b>               |            |                |               |                       |                     |
| FIRE CHIEF                | \$ 51.0673 | \$ 6.5900      | \$ 4.9000     | \$ 1.8410             | \$ 64.3983          |
| ASSISTANT FIRE CHIEF      | 46.5771    | 6.5900         | 4.9000        | 1.8172                | 59.8843             |
| <b>PSEA</b>               |            |                |               |                       |                     |
| <b>FIRE SUPPRESSION*</b>  |            |                |               |                       |                     |
| RECRUIT FIREFIGHTER       | \$ 17.0693 | \$ 4.5035      | \$ 4.5349     | \$ 1.4101             | \$ 27.5178          |
| FIREFIGHTER I             | 18.7750    | 4.7687         | 4.5349        | 1.5821                | 29.6607             |
| FIREFIGHTER II            | 22.1427    | 5.5288         | 4.5349        | 1.6359                | 33.8423             |
| FIREFIGHTER III           | 26.3137    | 6.5269         | 4.5349        | 1.6981                | 39.0736             |
| DRIVER/ENGINEER           | 27.8765    | 6.8885         | 4.5349        | 1.7219                | 41.0218             |
| CAPTAIN                   | 30.2316    | 7.4610         | 4.5349        | 1.7596                | 43.9871             |
| BATALLION CHIEF           | 32.9058    | 8.1109         | 4.5349        | 1.8024                | 47.3540             |
| <b>ADMINISTRATION*</b>    |            |                |               |                       |                     |
| DEPTUTY FIRE MARSHAL I    | \$ 36.9980 | \$ 8.1129      | \$ 5.9770     | \$ 2.2058             | \$ 53.2937          |
| ADMIN ASSISTANT           | 26.9766    | 6.0589         | 5.9770        | 2.0704                | 41.0829             |
| FIRE CLERK                | 23.8265    | 5.1432         | 5.9770        | 2.0101                | 36.9568             |
| <b>PRO-PAY**</b>          |            |                |               |                       |                     |
| PARAMEDIC                 | \$ 1.8420  |                |               |                       |                     |
| EMT III, FIREFIGHTER      | 0.7894     |                |               |                       |                     |
| EMT III, DRIVER & CAPTAIN | 0.5263     |                |               |                       |                     |
| SCBA                      | 0.7894     |                |               |                       |                     |
| DATA PROCESSING (40 hr)   | 0.5639     |                |               |                       |                     |

\*FIRE SUPPRESSION EMPLOYEES WORK 56 HOURS A WEEK/2920 HOURS A YEAR; ADMINISTRATION EMPLOYEES WORK 40 HOURS A WEEK.

\*\*ADDITIONAL PAY ADDED TO THE BASE RATE AFTER CERTIFICATION IS OBTAINED.

Note - Other includes 1.45% for medicare, \$2,218 for OSHA physicals, \$1,200 for the Section 125 plan, and \$71.16 in life insurance. All amounts are displayed hourly. IBEW does not include the Section 125 plan.

## DEPARTMENT 30 – FIRE, BUDGET NARRATIVE - CITY OF FAIRBANKS

### MISSION STATEMENT

The City of Fairbanks Fire Department’s mission is to protect life and property from fire and other emergencies. This mission is accomplished through public education, fire code management, fire suppression, paramedic level pre-hospital emergency medical care with transport, hazardous condition mitigation, and rescue services.

| Fairbanks FIRE Department<br>Performance Metrics* |   |                  |            |            |            |            |                |
|---|---|------------------|------------|------------|------------|------------|----------------|
| CITY METRICS                                      |   |                  | 2015       |            |            |            |                |
| PERSPECTIVE/OBJECTIVE                             | MEASURE   | PERFORMANCE GOAL | 1ST<br>QTR | 2ND<br>QTR | 3RD<br>QTR | 4TH<br>QTR | FREQUENCY      |
| Stakeholder/Improve Customer Service              | Decrease Response Time  | < 4:30 minutes   | 3:50       | 3:44       | 4:10       | 4:11       | Quarterly      |
| Stakeholder/Improve Customer Service              | Increase # of Cardiac Patients that arrive at hospital with a pulse | >98%             | 76.5%      | 84.4%      | 86.4%      | 91.2%      | Quarterly      |
| Stakeholder/Improve Customer Service              | Decrease time spent on-scene  | < 10 minutes     | 12:47      | 11:42      | 12:46      | 12:37      | Quarterly      |
| Stakeholder/Improve Customer Service              | Improve incident loss to value ratio                                | < 10%            | 3.84%      | 1.71%      | 2.70%      | 1.40%      | Quarterly      |
| Stakeholder/Improve Technology                    | Increase percent of electronic MCT check-ins with Dispatch          | > 98%            | 11.0%      | 34.6%      | 40.7%      | 0.0%       | Annual         |
| Internal/Improve Technology                       | Increase percent of employees accessing DMS each shift              | > 98%            | 0.0%       | 0.0%       | 0.0%       | 0.0%       | Added Dec 2015 |

\* 2015 is the first full year in which metrics were measured.

### 2016 GOALS

1. Reduce fire problems through continued public fire and life safety education in schools, businesses, and civic groups.
2. Increased initial and reoccurring proficiency training of our personnel.
3. Continue support of the “Risk Watch” children safety education program in the elementary schools, and “Remembering When” for our senior population.
4. Continue updating Fire Station #3 with emphasis on apparatus room floor and driveway.
5. Continuous reduction in overtime – by increasing shifts staffing.
6. Continue to update our Standard Operating Procedures.
7. Continued upgrades of our department equipment.
8. Establish Fire Corps (volunteer support staff) to augment our fire and life safety education program.
9. Expand training grounds at Fire Training Center to accommodate live fire gas burn props.
10. Complete upgrade of communication and network wiring in classroom building at Fire Training Center to accommodate expanded Incident Management Team (IMT) operations.
11. Replacement of portable radios and Knox Key Release system.

## **DEPARTMENT 30 – FIRE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

### **HIGHLIGHTS OF 2014/2015 BUDGET YEARS**

1. Received ISO Class 1 rating.
2. In 2014 we responded to building fires with a total building value of \$199,266,560 at risk, and saved 98.1% of that value. The Department finished 2014 with a fire loss amount of \$3,780,827. This was an increase of \$2,481,837 from our 2013 fire loss, and \$2,113,044 over our ten-year fire loss average of \$1,667,784.
3. Took delivery of a Heavy Rescue Truck costing \$725,000 of which a 2013 Alaska State Legislative grant covered \$625,000, and the remainder was funded by matching COF Capital Funds.
4. Upgraded equipment associated with confined space rescues.
5. In December 2015 a new Fire Chief was appointed due to the retirement of Fire Chief Warren Cummings who gave 43 years and 7 months of service to the City of Fairbanks Fire Department.
6. Completed Phase I & II of the environmental assessment of the Training Center Burn Pit.

### **PROBLEM AREAS FOR 2016**

1. A continuing increase in multiple simultaneous emergency calls.
2. Increased demand and mandated requirements for Fire and EMS training.
3. Continued need for increased public fire safety education.
4. Changes in air quality regulations have just about eliminated the possibility of any live fire training in acquired structures (controlled burns).

### **FIRE DEPARTMENT 5-YEAR PLAN**

1. To have a residential sprinkler incentive program put in place to encourage builders and homeowners to install residential sprinkler systems.
2. Develop incentives for large fire flow buildings to install and maintain fire sprinkler systems.
3. Complete renovation of Fire Station No. 3.
4. Maintain up-to-date support equipment to include hose, breathing apparatus, medical equipment, safety equipment, rescue equipment, radios and fire equipment.
5. Maintain up-to-date vehicles on a 10, 20 and 30-year replacement cycle as appropriate.
6. Maintain or Insurance Service Office (ISO) Class 1 rating.
7. Reduction of code problems in facilities by increasing Fire Prevention staff by two (2) to augment the inspection program.
8. Increase on-duty Fire Suppression staff.

**DEPARTMENT 30 – FIRE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

9. Upgrade the Regional Fire Training Center to include repairs to the training tower, as well as the addition of propane burn props. Expand existing grounds to include an LPG live fire training area and a driving course.

**OPERATING ACCOUNTS**

**Account No. 5001: SALARIES AND WAGES** - The 2016 Fire Department staffing request is at a level that will continue to provide protection and service to the citizens of this community. It provides for forty-eight (48) full-time Fire Department employees. Personnel assignments place six (6) in the Administration Staff Unit, and forty-two (42) in the Operational Unit. The administrative assistant position is also the coordinator for the Fairbanks area LEPC, and therefore is 20% funded by an agreement with the Fairbanks Emergency Planning Committee from funds provided by the State of Alaska, DMVA, Homeland Security and Emergency Management Section. An additional \$25,000 EMPG grant offsets the salaries for the Fire Chief, Assistant Chief and Deputy Fire Marshal while performing Emergency Management functions.

We are requesting a new Operations Assistant Chief to oversee on shift operations as well as three new firefighters to help with the ambulance work load.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 3,808,849    | \$ 3,549,900      | \$ 3,522,232    |

**5 YEAR PLAN – PERSONNEL ADDITIONS**

| YEAR | POSITION   | JUSTIFICATION   |
|------|--|---|
| 2016 | 3 – Fire Fighters<br>1 –Assistant Chief Operations   | Three person crew at Station 3. Will oversee shift operations and training.   |
| 2017 | 3 – Fire Fighters<br>1 – Recruit Deputy Fire Marshal | Two person crew on platform at Station 1, cross staffing second ambulance. To perform inspections and public education. |
| 2018 | 3 – Fire Fighters<br>1 – Assistant Chief-EMS/Safety  | Relief personnel To assist with overall operations of the Fire Department.  |
| 2019 | 3 – Fire Fighters                                    | Four person Engine Crew at Station 1.   |
| 2020 | 3 – Fire Fighters                                    | Four person Engine Crew at Station 3.   |

**DEPARTMENT 30 – FIRE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5002: OVERTIME** - The Fire Department, due to its mandated duties and the character of those duties, cannot function without overtime. It is management's responsibility and duty to reduce that level to its lowest possible number. The request considers minimum staffing, injuries, sicknesses, serious fires, labor contract provisions and circumstances that warrant callback of human resources. These staffing related overtime hours are generally beyond the control of the Department, which can only administer towards containment. Additional overtime hours are federally mandated FLSA and the hours shift personnel work on the nine actual City holidays.

|                          | <u>REQUESTS</u>   | <u>RECOMMENDS</u> | <u>APPROVED</u>   |
|--------------------------|-------------------|-------------------|-------------------|
| <b>Staffing Overtime</b> | \$ 210,000        | \$ 210,000        | \$ 210,000        |
| FLSA OT                  | 266,721           | 254,730           | 252,116           |
| <b>Total Overtime</b>    | <u>\$ 476,721</u> | <u>\$ 464,730</u> | <u>\$ 462,116</u> |

**Account No. 5101: PERSONAL/ANNUAL LEAVE ACCRUAL** - reflects the cost of new leave earned. These figures are estimated using an average of prior year's leave usage.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 65,000       | \$ 65,000         | \$ 65,000       |

**Account No. 5200: EMPLOYEE BENEFITS** - includes retirement contributions, health care coverage, and employer's share of life insurance, Medicare, and Social Security tax.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 1,723,497    | \$ 1,623,113      | \$ 1,608,294    |

**Account No. 5302: TRAINING**

|   | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|---|-----------------|-------------------|-----------------|
| <b>General:</b>                             |                 |                   |                 |
| Admin Train Allowance (2@ \$500 each)       | \$ 1,000        | \$ 1,000          | \$ 1,000        |
| State Conferences (Winter & Fall)           | 5,000           | 5,000             | 5,000           |
| National Conferences (3)                    | 9,000           | 6,000             | 6,000           |
| Code Training                               | 9,000           | 6,000             | 3,000           |
| ImageTrend                                  | 3,000           | 3,000             | 3,000           |
| Telestaff                                   | 3,000           | 3,000             | 3,000           |
| MUNIS                                       | 3,000           | -                 | -               |
| <b>Emergency Management:</b>                |                 |                   |                 |
| Disaster Preparedness (EMG)                 | 2,000           | 2,000             | 1,000           |
| <b>Ambulance:</b>                           |                 |                   |                 |
| Paramedic Train Allowance (30 @ \$500 each) | 15,000          | 15,000            | 15,000          |
| Medical Certification Fees                  | 1,000           | 1,000             | 1,000           |
| Medical Director                            | 84,000          | 84,000            | 84,000          |
| Mechanic Training Ambulance                 | 3,000           | 3,000             | 3,000           |

**DEPARTMENT 30 – FIRE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Fire:**

|   |                   |                   |                   |
|---|-------------------|-------------------|-------------------|
| Firefighter Train Allowance (40 @ \$500 each) | 22,000            | 20,000            | 20,000            |
| Line Officer Training [Blue Card]             | 9,000             | 9,000             | 6,000             |
| 2016 State Fire Conference [Fairbanks]        | 7,000             | 6,000             | 6,000             |
| Drivers Training Fire                         | 3,000             | 3,000             | -                 |
| Mechanic Training Fire (x 1)                  | 6,000             | 3,000             | 3,000             |
| <b>Total:</b>                                 | <b>\$ 185,000</b> | <b>\$ 170,000</b> | <b>\$ 160,000</b> |

**Account No. 5320: FOOD, CLOTHING AND MEDICAL** - provides for the possible medical quarantine of ambulance and/or firefighting crews and provides medical expenses for possible client incurred injuries. This account provides for food at emergency scenes and prolonged emergency medical and fire operations, as well as the food costs for the Public Safety Commission Meetings hosted by FFD.

|                      | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|----------------------|-----------------|-------------------|-----------------|
| Ambulance            | \$ 500          | \$ 500            | \$ 500          |
| Emergency Management | 1,000           | 1,000             | 1,000           |
| Fire                 | 2,000           | 2,000             | 2,000           |
| <b>Total:</b>        | <b>\$ 3,500</b> | <b>\$ 3,500</b>   | <b>\$ 3,500</b> |

**Account No. 5321: UNIFORMS AND EQUIPMENT**

|   | <u>REQUESTS</u>  | <u>RECOMMENDS</u> | <u>APPROVED</u>  |
|---|------------------|-------------------|------------------|
| <b>Ambulance:</b>                         |                  |                   |                  |
| Replace duty damaged clothing             | \$ 1,000         | \$ 1,000          | \$ 1,000         |
| <b>Emergency Management:</b>              |                  |                   |                  |
| Replace old or damaged equipment          | 500              | 500               | 500              |
| <b>Fire:</b>                              |                  |                   |                  |
| Replace duty damaged clothing             | 3,000            | 3,000             | 3,000            |
| Replace old gear & equip (3@\$3,000)      | 9,000            | 9,000             | 9,000            |
| Replacement Hire uniforms (3@\$1,500)     | 4,500            | 4,500             | 4,500            |
| Replacement Hire gear & equip (3@\$5,000) | 15,000           | 15,000            | 15,000           |
| New Hire Asst Chief Uniforms (1@\$1,500)  | 1,500            | -                 | -                |
| New Hire Firefighter uniforms (3@\$1,500) | 4,500            | -                 | -                |
| New Hire gear & equip (4@\$5,000)         | 20,000           | -                 | -                |
| <b>Total:</b>                             | <b>\$ 59,000</b> | <b>\$ 33,000</b>  | <b>\$ 33,000</b> |

**DEPARTMENT 30 – FIRE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5401:** *OFFICE SUPPLIES* - Purchase of office supplies, forms, and pamphlets needed to implement the day to day compliance with state and federal regulations regarding HIPAA, Fire, Life & Safety requirements.

|                      | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|----------------------|-----------------|-------------------|-----------------|
| General Supplies     | \$ 4,000        | \$ 4,000          | \$ 4,000        |
| Ambulance Supplies   | 2,000           | 2,000             | 2,000           |
| Emergency Management | 1,000           | 1,000             | 1,000           |
| <b>Total:</b>        | <b>\$ 7,000</b> | <b>\$ 7,000</b>   | <b>\$ 7,000</b> |

**Account No. 5402:** *OPERATING SUPPLIES* - provides for the purchase of operating supplies such as:

1. Medical supplies - used to supply our ambulances. This accounts for the largest amount of expenditures in our operating supplies account.
2. Janitorial supplies.
3. Incidental replacement of firefighting/rescue equipment, protective clothing (helmets, gloves, etc.), uniform badges and patches, forms, etc.
4. Firefighting foam and other chemical firefighting agents required for fighting flammable liquid fires.
5. Station furnishings and supplies; i.e. kitchen equipment and miscellaneous supplies.
6. Fire investigation and inspection supplies.
7. Emergency Management supplies for planning and response.

|                               | <u>REQUESTS</u>   | <u>RECOMMENDS</u> | <u>APPROVED</u>   |
|-------------------------------|-------------------|-------------------|-------------------|
| General Supplies              | \$ 33,000         | \$ 30,000         | \$ 29,500         |
| Ambulance Supplies            | 70,000            | 65,000            | 65,000            |
| Emergency Management Supplies | 2,500             | 2,500             | 2,500             |
| Fire Training Center Supplies | 2,000             | 2,000             | 2,000             |
| Fire Supplies                 | 15,000            | 15,000            | 15,000            |
| Fire (Foam)                   | 5,000             | 5,000             | 1,000             |
| Fire (Hydrant Flags)          | 20,000            | 5,000             | -                 |
| <b>Total:</b>                 | <b>\$ 147,500</b> | <b>\$ 124,500</b> | <b>\$ 115,000</b> |

**Account No. 5406:** *FUEL, OIL AND GREASE* - provides for fuel for Fire Department vehicles purchased from Fleet One when Public Works Refueling System is out of service. The Fire Department expects to purchase 1000 gallons from Fleet One at \$4.08 per gallon for diesel and \$3.96 per gallon for unleaded.

|                          | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|--------------------------|-----------------|-------------------|-----------------|
| Emergency Mgmt (100 gal) | \$ 396          | \$ 396            | \$ 396          |
| Ambulance (500 gal)      | 2,040           | 2,040             | 2,040           |
| Fire (400 gal)           | 1,632           | 1,632             | 1,632           |
| <b>Total:</b>            | <b>\$ 4,068</b> | <b>\$ 4,068</b>   | <b>\$ 4,068</b> |

**DEPARTMENT 30 – FIRE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5407: DUES AND PUBLICATIONS** - This account provides for the purchase of subscriptions, fire service and emergency management publications, fire codebooks, pamphlets, and other published materials used for training and to help maintain fire fighter/EMS/hazardous material and emergency management skills of employees. The Fire Department has also increased its participation in such public fire education programs as “Change Your Clock-Change Your Battery” and “Risk Watch.” Publications supporting education updates to Federal HIPAA regulations are also needed.

|                      | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|----------------------|-----------------|-------------------|-----------------|
| General              | \$ 2,000        | \$ 2,000          | \$ 2,000        |
| Ambulance            | 1,000           | 1,000             | 1,000           |
| Emergency Management | 500             | 500               | 500             |
| Fire                 | <u>1,000</u>    | <u>1,000</u>      | <u>1,000</u>    |
| <b>Total:</b>        | <b>\$ 4,500</b> | <b>\$ 4,500</b>   | <b>\$ 4,500</b> |

**Account No. 5501: PROFESSIONAL SERVICES** - provides for those professional services, which may be required throughout the year.

|                                       | <u>REQUESTS</u>  | <u>RECOMMENDS</u> | <u>APPROVED</u>  |
|---------------------------------------|------------------|-------------------|------------------|
| Billing (approx. 5.2% of \$1,275,000) | \$ 65,000        | \$ 66,300         | \$ 66,300        |
| New Hire & Promotion Testing          | <u>6,000</u>     | <u>6,000</u>      | <u>6,000</u>     |
| <b>Total:</b>                         | <b>\$ 71,000</b> | <b>\$ 72,300</b>  | <b>\$ 72,300</b> |

**Account No. 5599: OTHER OUTSIDE CONTRACTS** - provides for special services as follows:

|  | <u>REQUESTS</u>  | <u>RECOMMENDS</u> | <u>APPROVED</u>  |
|--|------------------|-------------------|------------------|
| <u>General</u>                         |                  |                   |                  |
| Laundry services                       | \$ 2,000         | \$ 2,000          | \$ 2,000         |
| Copier maintenance                     | 600              | -                 |                  |
| Radio repair/install                   | 5,000            | 4,000             | 4,000            |
| <br><u>Ambulance</u>                   |                  |                   |                  |
| Medical oxygen/gases                   | 6,000            | 5,000             | 5,000            |
| Zoll defibrillator (3) maintenance     | 4,000            | 4,000             | 4,000            |
| Radio repair/install                   | 5,000            | 4,000             | 4,000            |
| <br><u>Emergency Management</u>        |                  |                   |                  |
| Radio repair/install                   | 2,000            | 1,000             | 1,000            |
| <br><u>Fire</u>                        |                  |                   |                  |
| Air bottle testing/fire extinguishers  | 1,000            | 1,000             | 1,000            |
| MAKO air testing                       | 1,500            | 1,500             | 1,500            |
| SCBA yearly calibration fit test equip | 1,250            | 1,250             | 1,250            |
| UFD Early MA FLSA Expenses             | 4,000            | 4,000             | 4,000            |
| Radio repair/install                   | <u>5,000</u>     | <u>4,000</u>      | <u>4,000</u>     |
| <b>Total:</b>                          | <b>\$ 37,350</b> | <b>\$ 31,750</b>  | <b>\$ 31,750</b> |

**DEPARTMENT 30 – FIRE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5701: PURCHASED REPAIRS AND MAINTENANCE** - This account funds repair of Fire Department equipment not handled by Public Works. It covers repair of air conditioning equipment, office equipment, self-contained breathing apparatus, firefighting equipment, medical equipment, small appliances, motors, turnouts and inexpensive repairs to the buildings.

|               | <u>REQUESTS</u>  | <u>RECOMMENDS</u> | <u>APPROVED</u>  |
|---------------|------------------|-------------------|------------------|
| General       | \$ 3,000         | \$ 1,000          | \$ 1,000         |
| Ambulance     | 5,000            | 4,000             | 4,000            |
| Fire          | 15,000           | 14,000            | 14,000           |
| <b>Total:</b> | <b>\$ 23,000</b> | <b>\$ 19,000</b>  | <b>\$ 19,000</b> |

**Account No. 7008: POSTAGE AND FREIGHT** – postage for department correspondence, as well as mailing of equipment returned to manufacturers for repair, (i.e., life packs, nozzles, radios and test equipment) and all other mailings.

|               | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|---------------|-----------------|-------------------|-----------------|
| General       | \$ 500          | \$ 500            | \$ 500          |
| Ambulance     | 750             | 750               | 750             |
| Fire          | 1,500           | 1,500             | 1,500           |
| <b>Total:</b> | <b>\$ 2,750</b> | <b>\$ 2,750</b>   | <b>\$ 2,750</b> |

**Account No. 7501: EQUIPMENT REPLACEMENT EXPENDITURE** - This expense is transferred to the Capital Appropriation Fund to replace capital equipment in the Fire Department. This does not cover the total cost necessary to replace fire equipment on a regular schedule. Below is a scheduled replacement plan for major apparatus.

- We recommend that we purchase a new ambulance every four (4) years and maintain a total of four (4) ambulances with four (4) years front line service and twelve (12) years reserve service.
- We expect to maintain our first line Engine/Pumpers for ten (10) years, with replacement scheduled at that time.
- Engine/Tenders should be on a twenty (20) year replacement cycle.
- We have extended the replacement cycle of our aerial devices by ten (10) years (up from 20 to 30 years) with a fifteen (15) year first line service life and fifteen (15) years in reserve. We are able to do this due to the fine work being done by Public Works to maintain them, and the annual testing program done by Underwriters Laboratory. We are pursuing grants to replace our oldest platform.

Funding is needed to replace and upgrade hand equipment such as fire hose, radios, life packs, stretchers and firefighting appliances on a regular schedule. The budget request is based on average need over the next twenty (20) years.

**DEPARTMENT 30 – FIRE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**MAJOR EQUIPMENT REPLACEMENT PLAN**

| <b>YEAR</b> | <b>VEHICLE TYPE</b>    | <b>TYPE</b> | <b>2016 ESTIMATED COST</b> |
|-------------|------------------------|-------------|----------------------------|
| 2016        | Ambulance              | Regular     | \$ 210,000                 |
| 2019        | Command/Investigations | Medium Duty | 250,000                    |
| 2020        | Ambulance              | Regular     | 210,000                    |
| 2020        | Engine                 | Pumper      | 750,000                    |
| 2021        | Engine                 | Pumper      | 750,000                    |
| 2024        | Ambulance              | Regular     | 210,000                    |
| 2024        | Engine                 | Tender      | 750,000                    |
| 2025        | Engine                 | Tender      | 750,000                    |
| 2027        | Aerial Device          | Platform    | 1,000,000                  |
| 2028        | Ambulance              | Regular     | 210,000                    |
| 2030        | Engine                 | Pumper      | 750,000                    |
| 2031        | Engine                 | Pumper      | 750,000                    |
| 2032        | Ambulance              | Regular     | 210,000                    |
| 2036        | Ambulance              | Regular     | 210,000                    |
|             |                        |             | <hr/>                      |
|             |                        |             | \$ 7,010,000               |

**DEPARTMENT 30 – FIRE, BUDGET NARRATIVE - CITY OF FAIRBANKS**

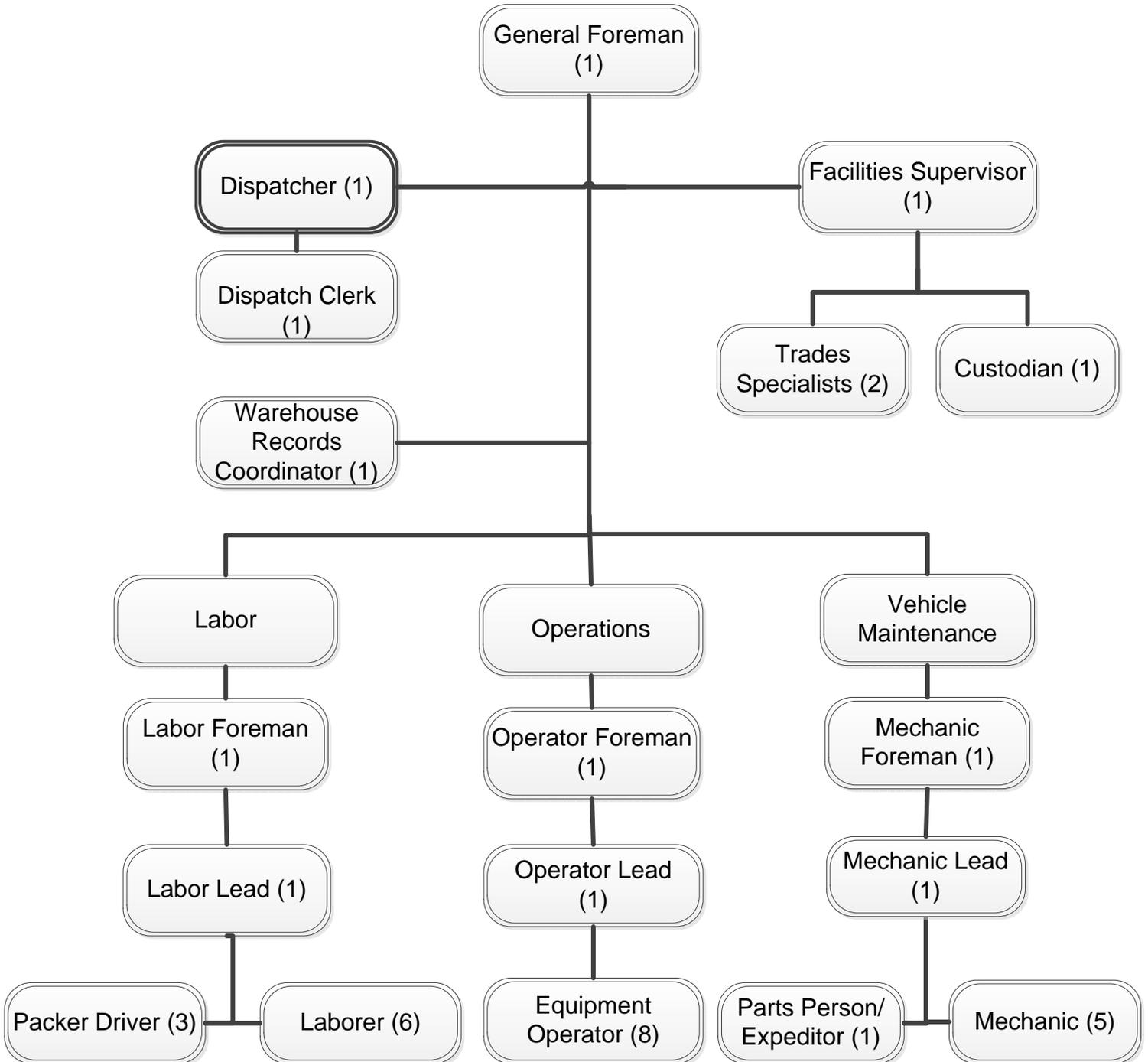
**SMALL VEHICLE REPLACEMENT PLAN**

| <b>YEAR</b> | <b>TYPE</b>                              | <b>REPLACES</b> | <b>2016 ESTIMATED COST</b> |
|-------------|--|-----------------|----------------------------|
| 2016        | Chief Vehicle (every 15 yrs)             | 1997 Vehicle    | \$ 55,000                  |
| 2017        | BC Vehicle (every 5 yrs)                 | 2011 Vehicle    | 55,000                     |
| 2020        | Pick up (every 20 yrs)                   | 2000 Vehicle    | 40,000                     |
| 2020        | Pick up (every 20 yrs)                   | 2000 Vehicle    | 40,000                     |
| 2021        | Dpty Fire Marshal Vehicle (every 15 yrs) | 2006 Vehicle    | 55,000                     |
| 2022        | BC Vehicle (every 5 yrs)                 | 2017 Vehicle    | 55,000                     |
| 2023        | Assistant Chief Vehicle (every 15 yrs)   | 2008 Vehicle    | 55,000                     |
| 2025        | Brush (every 20 yrs)                     | 2005 Vehicle    | 55,000                     |
| 2027        | BC Vehicle (every 5 yrs)                 | 2022 Vehicle    | 55,000                     |
| 2031        | Chief Vehicle (every 15 yrs)             | 2016 Vehicle    | 55,000                     |
| 2032        | BC Vehicle (every 5 yrs)                 | 2027 Vehicle    | 55,000                     |
| 2035        | Tow Vehicle (every 20 yrs)               | 2015 Vehicle    | 55,000                     |
| 2037        | BC Vehicle (every 5 yrs)                 | 2032 Vehicle    | 55,000                     |
|             |  |                 | <u>\$ 685,000</u>          |

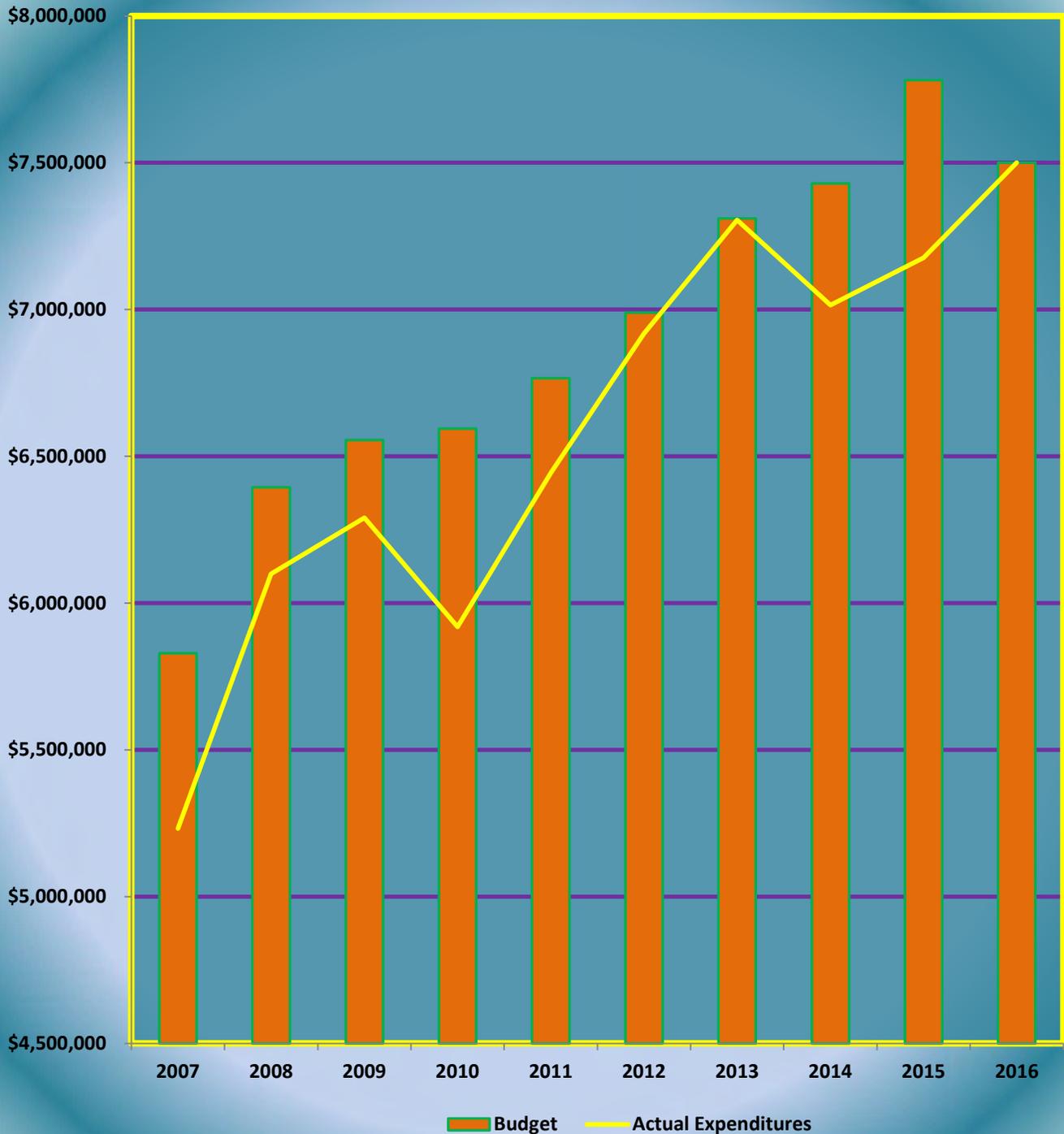
|  | <u>REQUESTS</u>   | <u>RECOMMENDS</u> | <u>APPROVED</u>   |
|--|-------------------|-------------------|-------------------|
| <b>Major Equipment Replacement</b>           | \$ 350,500        | \$ not assigned   | \$ not assigned   |
| <b>Small Vehicle Replacement</b>             | 34,250            | not assigned      | not assigned      |
| <b>Total of Capital Requests</b>             | <u>\$ 384,750</u> | <u>\$ 250,000</u> | <u>\$ 250,000</u> |
| (Total replacement plan divided by 20 years) |                   |                   |                   |

|                         | <u>REQUESTS</u>     | <u>RECOMMENDS</u>   | <u>APPROVED</u>     |
|-------------------------|---------------------|---------------------|---------------------|
| <b>TOTAL DEPARTMENT</b> | <u>\$ 7,003,485</u> | <u>\$ 6,425,111</u> | <u>\$ 6,360,510</u> |

# Public Works 2016



## Public Works Actual & Budgeted Expenditures



The 2007 base year budget was \$5,829,485 and expenditures were \$5,232,390. Both the budget and actual expenditures have risen approximately 17% and 43%, respectively, over the time period 2008 through 2016.

**CITY OF FAIRBANKS, ALASKA**

**General Fund Appropriation**

**PUBLIC WORKS DEPARTMENT NO. 50**

| <b>CODE</b>   | <b>DESCRIPTION</b>        | <b>2014<br/>ACTUAL</b> | <b>2015<br/>REVISED</b> | <b>2016 DEPT<br/>REQUEST</b> | <b>2016<br/>MAYOR</b> | <b>2016<br/>APPROVED</b> |
|---------------|---------------------------|------------------------|-------------------------|------------------------------|-----------------------|--------------------------|
| 5001          | SALARIES & WAGES          | \$ 2,221,098           | \$ 2,320,192            | \$ 2,290,846                 | \$ 2,247,819          | \$ 2,247,819             |
| 5002          | OVERTIME                  | 63,119                 | 66,649                  | 65,000                       | 65,000                | 65,000                   |
| 5005          | TEMP WAGES & BENEFITS     | \$ 775,589             | 922,500                 | 900,000                      | 776,000               | 776,000                  |
| 5101          | PERSONAL/ANNUAL LEAVE     | 53,584                 | 47,986                  | 47,150                       | 47,150                | 47,150                   |
| 5200          | EMPLOYEE BENEFITS         | 1,204,131              | 1,250,384               | 1,285,962                    | 1,254,406             | 1,254,406                |
| 5302          | TRAINING                  | 18,990                 | 16,200                  | 47,000                       | 47,000                | 47,000                   |
| 5401          | OFFICE SUPPLIES           | 5,208                  | 5,500                   | 4,500                        | 4,500                 | 4,500                    |
| 5402          | OPERATING SUPPLIES        | 210,410                | 200,569                 | 200,500                      | 200,500               | 200,500                  |
| 5403          | VEHICLE & EQUIPMENT PARTS | 423,493                | 471,046                 | 454,000                      | 450,000               | 450,000                  |
| 5405          | REPAIR & CONST MATERIAL   | 271,783                | 417,985                 | 505,000                      | 450,000               | 450,000                  |
| 5406          | FUEL, OIL & GREASE        | 391,993                | 500,000                 | 357,250                      | 357,250               | 357,250                  |
| 5407          | DUES & PUBLICATIONS       | 2,275                  | 1,500                   | 1,500                        | 1,500                 | 1,500                    |
| 5599          | OTHER OUTSIDE CONTRACTS   | 250,382                | 400,740                 | 610,100                      | 590,100               | 590,100                  |
| 5609          | GARBAGE COLLECTION SVCS   | 530,246                | 556,500                 | 554,200                      | 554,200               | 554,200                  |
| 5701          | REPAIRS & MAINTENANCE     | 103,236                | 116,039                 | 120,000                      | 80,000                | 80,000                   |
| 5703          | BUILDINGS & GROUNDS       | 104,403                | 101,642                 | 100,000                      | 100,000               | 100,000                  |
| 5804          | OTHER RENTALS             | 25,290                 | 45,000                  | 90,000                       | 85,000                | 85,000                   |
| 7501          | EQUIP REPLACEMENT         | 250,000                | 250,000                 | 250,000                      | 250,000               | 175,000                  |
| 9001          | NON-CAPITAL EQUIPEMENT    | 129,544                | 90,871                  | 25,000                       | 15,000                | 15,000                   |
| <b>TOTALS</b> |                           | <b>\$ 7,034,774</b>    | <b>\$ 7,781,303</b>     | <b>\$ 7,908,008</b>          | <b>\$ 7,575,425</b>   | <b>\$ 7,500,425</b>      |

## SCHEDULE OF PERSONNEL REQUIREMENTS

| General Fund<br>Appropriation                   | 2014<br>APPROVED |                     | 2015<br>APPROVED |                     | 2016 DEPT<br>REQUEST |                     | 2016<br>MAYOR |                     | 2016<br>APPROVED |                     |
|---|------------------|---------------------|------------------|---------------------|----------------------|---------------------|---------------|---------------------|------------------|---------------------|
| POSITION  | #                | SALARY              | #                | SALARY              | #                    | SALARY              | #             | SALARY              | #                | SALARY              |
| <b>PERSONNEL</b>                                |                  |                     |                  |                     |                      |                     |               |                     |                  |                     |
| DIRECTOR  | 0.5              | \$ 51,215           | 0.5              | \$ 52,794           | 0.0                  | \$ -                | 0.0           |                     | 0.0              |                     |
| GENERAL FOREMAN                                 | 1.0              | 81,525              | 1.0              | 80,090              | 1.0                  | 81,689              | 1.0           | 81,689              | 1.0              | 81,689              |
| OPERATOR FOREMAN                                | 2.0              | 144,740             | 2.0              | 141,870             | 2.0                  | 144,566             | 2.0           | 144,566             | 2.0              | 144,566             |
| OPERATOR LEAD                                   | 2.0              | 132,320             | 2.0              | 129,450             | 2.0                  | 131,836             | 2.0           | 131,836             | 2.0              | 131,836             |
| OPERATORS &<br>MECHANICS                        | 13.0             | 802,692             | 13.0             | 784,950             | 13.0                 | 842,071             | 13.0          | 799,044             | 13.0             | 799,044             |
| FACILITIES MANAGER                              | 1.0              | 77,284              | 1.0              | 79,815              | 1.0                  | 81,372              | 1.0           | 81,372              | 1.0              | 81,372              |
| TRADE SPECIALIST LEAD                           | 1.0              | 74,929              | 1.0              | 72,600              | 1.0                  | 75,231              | 1.0           | 75,231              | 1.0              | 75,231              |
| TRADES SPECIALIST                               | 1.0              | 59,577              | 1.0              | 58,387              | 1.0                  | 60,972              | 1.0           | 60,972              | 1.0              | 60,972              |
| LABOR FOREMAN                                   | 1.0              | 66,920              | 1.0              | 65,715              | 1.0                  | 66,488              | 1.0           | 66,488              | 1.0              | 66,488              |
| LABOR LEAD                                      | 1.0              | 56,366              | 1.0              | 59,299              | 1.0                  | 60,137              | 1.0           | 60,137              | 1.0              | 60,137              |
| LABOR PACKER DRIVER                             | 3.0              | 169,098             | 3.0              | 161,480             | 3.0                  | 167,010             | 3.0           | 167,010             | 3.0              | 167,010             |
| LABORER   | 6.0              | 298,902             | 6.0              | 291,671             | 6.0                  | 293,745             | 6.0           | 293,745             | 6.0              | 293,745             |
| CUSTODIAN                                       | 1.0              | 49,274              | 1.0              | 46,899              | 1.0                  | 47,440              | 1.0           | 47,440              | 1.0              | 47,440              |
| DISPATCHER                                      | 1.0              | 55,726              | 1.0              | 54,351              | 1.0                  | 55,318              | 1.0           | 55,318              | 1.0              | 55,318              |
| OPERATOR CLERK                                  | 1.0              | 42,631              | 1.0              | 42,267              | 1.0                  | 43,025              | 1.0           | 43,025              | 1.0              | 43,025              |
| EXPEDITOR                                       | 1.0              | 59,510              | 1.0              | 57,135              | 1.0                  | 57,932              | 1.0           | 57,932              | 1.0              | 57,932              |
| WAREHOUSE RECORDS<br>TEMP WAGES AND<br>BENEFITS | 1.0              | 68,378              | 1.0              | 62,963              | 1.0                  | 63,764              | 1.0           | 63,764              | 1.0              | 63,764              |
| SHIFT PAY                                       |                  | 756,000             |                  | 900,000             |                      | 900,000             |               | 776,000             |                  | 776,000             |
| CLOTHING ALLOWANCE                              |                  | 10,000              |                  | 10,000              |                      | 10,250              |               | 10,250              |                  | 10,250              |
| OVERTIME  |                  | 8,000               |                  | 8,000               |                      | 8,000               |               | 8,000               |                  | 8,000               |
| BENEFITS  |                  | 50,000              |                  | 65,000              |                      | 65,000              |               | 65,000              |                  | 65,000              |
| LEAVE ACCRUAL                                   |                  | 1,193,580           |                  | 1,220,858           |                      | 1,285,962           |               | 1,254,406           |                  | 1,254,406           |
|   |                  | 37,000              |                  | 46,000              |                      | 47,150              |               | 47,150              |                  | 47,150              |
| <b>TOTAL GENERAL FUND</b>                       | <b>37.5</b>      | <b>\$ 4,345,667</b> | <b>37.5</b>      | <b>\$ 4,491,594</b> | <b>37</b>            | <b>\$ 4,588,958</b> | <b>37</b>     | <b>\$ 4,390,375</b> | <b>37</b>        | <b>\$ 4,390,375</b> |

Department is requesting to convert the Temporary Oiler Mechanic to a permanent position.  
Approved Personnel budgets do not reflect interim budget amendments.

## PERSONNEL HOURLY WAGES AND BENEFITS

| POSITION                        | BASE WAGE  | HOURLY PENSION | HOURLY HEALTH | OTHER HOURLY BENEFITS | HOURLY PACKAGE RATE |
|---------------------------------|------------|----------------|---------------|-----------------------|---------------------|
| <b>IBEW</b>                     |            |                |               |                       |                     |
| FACILITIES MANAGER              | 38.9715    | 6.5900         | 4.9000        | 0.5992                | 51.0607             |
| <b>LABORERS</b>                 |            |                |               |                       |                     |
| FOREMAN                         | \$ 31.8429 | \$ 10.9300     | \$ 6.5000     | \$ 0.6459             | \$ 49.9188          |
| LEAD                            | 28.8013    | 10.9300        | 6.5000        | 0.6017                | 46.8330             |
| PACKER DRIVER                   | 26.6619    | 10.9300        | 6.5000        | 0.5707                | 44.6626             |
| LABORER                         | 23.4471    | 10.9300        | 6.5000        | 0.5241                | 41.4012             |
| <b>OPERATORS</b>                |            |                |               |                       |                     |
| GENERAL FOREMAN                 | \$ 39.1230 | \$ 7.2500      | \$ 7.5600     | \$ 0.6014             | \$ 54.5344          |
| FOREMAN                         | 34.6183    | 7.2500         | 7.5600        | 0.5360                | 49.9643             |
| LEAD                            | 31.5699    | 7.2500         | 7.5600        | 0.4918                | 46.8717             |
| EQUIP MECHANIC/OPERATOR         | 29.4372    | 7.2500         | 7.5600        | 0.4609                | 44.7081             |
| SERVICE OILER/MECHANIC          | 20.606     | 7.2500         | 7.5600        | 0.3329                | 35.7489             |
| DISPATCHER                      | 26.4935    | 7.2500         | 7.5600        | 0.4182                | 41.7217             |
| CLERK                           | 20.6060    | 7.2500         | 7.5600        | 0.3329                | 35.7489             |
| <b>TEAMSTERS</b>                |            |                |               |                       |                     |
| WAREHOUSE RECORDS               | \$ 30.5383 | \$ 9.8400      | \$ 6.3600     | \$ 0.0341             | \$ 46.7724          |
| PARTS PERSON/EXPEDITOR          | 27.7454    | 9.8400         | 6.3600        | 0.4364                | 44.3818             |
| CUSTODIAN                       | 22.7205    | 9.8400         | 6.3600        | 0.3635                | 39.2840             |
| <b>CARPENTERS</b>               |            |                |               |                       |                     |
| TRADE SPECIALIST                | \$ 29.2010 | \$ 6.8500      | \$ 8.5500     | \$ 0.4575             | \$ 45.0585          |
| <b>PLUMBERS AND PIPEFITTERS</b> |            |                |               |                       |                     |
| TRADE SPECIALIST                | \$ 36.0305 | \$ 7.7500      | \$ 6.5200     | \$ 0.5565             | \$ 50.8570          |

Note - Other includes 1.45% for medicare and life insurance in the amount of \$71 annually displayed hourly.

## DEPARTMENT 50 - PUBLIC WORKS, BUDGET NARRATIVE - CITY OF FAIRBANKS

### MISSION STATEMENT

The mission of the Public Works Department is to provide City residents with cost-effective and responsive customer service in maintaining the right-of-way infrastructure; collecting and disposing of residential solid waste; maintaining City-owned facilities, equipment, vehicles, and bulk fuel storage and distribution systems; and managing the collection, storage, and resale of impounded vehicles.

| Public Works Department              |   |                  |         |         |         |         |           |
|--------------------------------------|---|------------------|---------|---------|---------|---------|-----------|
| Performance Metrics*                 |   |                  |         |         |         |         |           |
| CITY METRICS                         |   |                  | 2015    |         |         |         |           |
| PERSPECTIVE/OBJECTIVE                | MEASURE   | PERFORMANCE GOAL | 1ST QTR | 2ND QTR | 3RD QTR | 4TH QTR | FREQUENCY |
| Stakeholder/Improve Customer Service | Reduce customer complaints                        | < 45 per quarter | 40      | 37      | 49      | 10      | Quarterly |
| Stakeholder/Improve Customer Service | Percent of pot holes repaired in less than 2 days | 100.0%           | 100.0%  | 95.0%   | 90.0%   | 82.4%   | Quarterly |
| Stakeholder/Improve Customer Service | Percent of garbage collected on-time              | >99%             | 99.5%   | 99.7%   | 99.6%   | 99.9%   | Quarterly |

\* 2015 is the first full year in which metrics were measured.

### SUMMARY OF RESPONSIBILITIES

#### PUBLIC RIGHT-OF-WAY MAINTENANCE

In 2016, the Public Works Department will maintain a total of 355 lane miles of roadway adding one mile (Merhar Avenue Loop), 2,824 streetlights over 5,000 traffic signs, 97 miles of storm drain piping, 2,565 catch basins, 486 manholes, 7 storm water treatment units, and 93 outfalls to the Chena River and Noyes Slough.

**Winter Maintenance** – Public Works crews perform winter maintenance activities such as snow removal and street sanding from mid-October through late-March. During a winter snowfall event our maintenance priority is to open all arterials and collectors within 72 hours, then progress to clearing residential neighborhoods. Public Works also removes snow from pedestrian facilities including sidewalks, crosswalks, and curb ramps along collector streets.

**Spring Maintenance** – Spring snowmelt, occurring from late-March through mid-April, is a critical period for Public Works. During this time Public Works maintains two crews on 24-hour/ 7-day per week status, fully dedicated to thawing storm drain piping, opening surface drainages, and pumping water to ensure the right-of-way remains operational and to minimize flooding impacts to residential homes, businesses, and public facilities. Storm drain thawing and pumping operations started March 20th through April 21st. Hot asphalt patching started April 14 with Public Works equipment melting chunks of asphalt until the hot mix plant opened

## DEPARTMENT 50 - PUBLIC WORKS, BUDGET NARRATIVE - CITY OF FAIRBANKS

May 12<sup>th</sup> with the last hot patch done early October. Cold patching started in April and will continue until snowfall.

Summer Maintenance & Construction – Public Works transitions to summer maintenance activities from May through September. Major tasks include street sweeping; road reconstruction including re-grading, re-profiling, drainage improvements, and new asphalt concrete pavement; pothole patching; cleaning and repairing the storm drainage system; removing brush from the edge of right-of-way; maintaining landscaping; and miscellaneous repairs to sidewalks, streetlights, traffic signs, lane and crosswalk striping.

**2015 Accomplishments:** Public Works maintains a two-year plan for construction in the right-of-way, and priorities often change based on the extremity of winter season, spring breakup, community needs and funding via legislative grants which are not confirmed until July, the mid-point of the City's fiscal year.

In 2015 Public Works completed the following projects:

1. Snow Removal: Hauled snow from downtown and residential areas to snow storage sites.
2. Winter Sanding: Placed gravel on driving surfaces during winter months. The City does not place gravel on pedestrian facilities, but vehicle movements often spread the gravel to sidewalks, which are broomed in the early summer months. From post break-up through August, sweepers collected gravel from driving surfaces and pedestrian facilities.
3. Pot Hole Patching: Public Works temporarily patched potholes with cold mix from March 24<sup>th</sup> and will continue cold patching through late fall. Hot mix patching, May 13<sup>th</sup> to early October.
4. Storm Drain System: Cleaning storm drains, culverts, catch basin and ditch maintenance.
5. Drainage rehabilitation in sections of Shannon Park Subdivision.
6. Replaced drainage pipe at 20<sup>th</sup> Avenue.
7. Installed drainage pipe at 22<sup>nd</sup> Avenue.
8. Repaired road and paved sections of Hall Street.
9. Paved Lazelle Street.
10. Pavement repair on Standard Avenue.
11. Repair road and paved sections of Marika Road.
12. Repaired drainage problem and applied RAP on Pioneer Road.
13. Pavement repair on N. Van Horn Road.
14. Surface pavement pothole repair on Wendell Street Bridge.
15. Tent City cleanup at Airport & Steese: Brushing and lot clearing with FPD and ADOT assistance.
16. Re-graded South Cushman easement north side of Ranch Motel to prevent future flooding (property owner and city council request)

## **DEPARTMENT 50 - PUBLIC WORKS, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**2016-2017 Project Goals:** Public Works has scheduled the following projects to be completed over the 2016-2017 construction seasons:

1. Continue Shannon Park & Hamilton Acres Subdivisions: Extensive drainage improvements, cleaning of existing culverts and catch basins, and re-grading ditches along Shannon Drive, Baranof Street, Iditarod Street, and others based on field determination. Grinding and repaving of Juneau Street, southern portion of E and F Streets as time and funding allow. We now have an outfall at D Street to the river, this improvement will assist with future drainage toward F Street in Hamilton Acres
2. Street striping: Crosswalks, Arrows, and speed humps – bid for striping services that have been neglected for years, partially due to new construction in areas.
3. Continue to support FNG Citywide piping installations.
4. Continue efforts for improved mixture for hot asphalt patching for longer lasting results.
5. Continue efforts to complete LED conversion for city street lights.
6. Continue support with FPD for traffic calming solutions south of 23<sup>rd</sup> Avenue to Mitchell Expressway.
7. Continued comprehensive seasonal maintenance of the public right-of-way as required including signage, pothole repair, sanding, sweeping, and storm drain system maintenance.

### **RESIDENTIAL GARBAGE COLLECTION**

Public Works collects and disposes of residential garbage on a weekly basis. Public Works began implementing numerous cost saving measures in 2008 and will continue to utilize these measures throughout the current budget cycle. Through these efficiencies Public Works has reduced the solid waste collection effort from 5 days per week/8 hours per day to 3 days per week/10 hours per day. This 10 hour per week reduction by 7 employees results in a savings of 70 man hours per week that are now being directed to other priority areas such as right-of-way and facility maintenance and special projects that arise. This has proven to be very productive and allows for preventative maintenance and special project scheduling every Thursday. Additional cost saving efforts included:

1. Standardized routes for each neighborhood that all packer drivers must adhere to during waste collection. These standardized routes minimize the number of miles travelled by our equipment and provide fuel savings.
2. Implemented a new policy that all residential garbage must be placed curbside by 7:00 AM on the day of pickup. In prior years we made multiple passes through neighborhoods to accommodate residents that did not get their trash out on time and called for a late pick. By making one pass through each neighborhood we significantly reduce our fuel consumption rate.

## **DEPARTMENT 50 - PUBLIC WORKS, BUDGET NARRATIVE - CITY OF FAIRBANKS**

### **STORM WATER MANAGEMENT**

See the Engineering Department budget narrative for a detailed description of the City's Municipal Storm Water Permit and requirements for ensuring compliance.

### **STREET LIGHTING**

In 2016 the City will maintain 2,824 streetlights. Of these lights, 142 are High Pressure Sodium (HPS), 2,586 are Light Emitting Diode (LED) technology and 97 are Ceramic Metal Halide (CMH), the new white lights on Illinois Street, Helmericks Ave, and Bentley Access Road. During 2015, 66 HPS lights were converted to LEDs. System repairs and lamp replacements are performed for the City by an electrical contractor on term contract. The LED lights are a cost-effective replacement of our existing HPS fixtures, providing energy savings. The LED lights also virtually eliminate HPS lamp maintenance costs since their operation life is expected to be 25+ years based on an estimated 100,000+ hour life of the LED (vs. HPS lamp operation life expected to be 5 years based on an estimated 20,000 hour life). Savings in maintenance costs may be used for purchasing additional LED lights to replace existing HPS lights and reconfiguring additional street light circuits in order to be under control of the computerized master load centers.

### **FLEET MANAGEMENT**

Public Works maintains the City equipment fleet supporting the Police and Fire Departments, Volunteers in Policing, Public Works, Building Department, City Attorney's Office, Mayor's Office, Information Technology Department, Risk Management, Engineering Division, and Fairbanks Metropolitan Area Transportation System Office. The City fleet currently comprises approximately 250 pieces of rolling stock including public safety vehicles such as ambulances, fire trucks, police vehicles, SWAT van, emergency response water purification trailer, mobile command posts, auxiliary lighting units, mobile heating units, emergency river rescue boat, rescue trailer, command water tanker and barricade trailer; Public Works vehicles such as plows, street sweepers (brooms), packers for refuse collection, loaders, backhoes, jet truck, boiler trucks for thawing storm drain piping, water tankers, forklifts, flat beds, pavement reclaimer, asphalt paver, and personnel vehicles including sport utility vehicles, sedans, and pickup trucks supporting the various City departments and over 200 pieces of miscellaneous equipment/small tools and machinery including lawn mowers, water pumps, compactors, hoses, trailers, generators, chain saws, welders, and equipment attachments (buckets, plows, brush cutters, etc).

### **2015 Accomplishments:**

1. Training: Mechanics have received continued training this year including Spartan/EVT fire apparatus electrical and ambulance electrical training and certification, Cot Care Certification (Ambulance), Lithia OBD2/Fuel System; Lithia Automatic Transmission Diagnostics, Sensor Testing, Active Shooter training and AMLJIA Safety Training.
2. Drainage Projects support: Can Manufacturing

## DEPARTMENT 50 - PUBLIC WORKS, BUDGET NARRATIVE - CITY OF FAIRBANKS

3. Fabricated interior of new boiler truck for breakup season and installed backup camera (B-124)
4. Relocated parts inventory in Phase II parts room upgrade – in progress
5. Welded cracked moldboards in two graders (G-04 & G-06)
6. Replaced center support in grader (G-08)
7. Repaired/Replaced lift cylinders, cracks in cross tube (G-05)
8. Replaced drive motor in loader (L-16)
9. Assisted Kodiak rep in warranty repair of radiator and hydraulic cooler on snow loader (SL-11)
10. Repaired/Replaced lift cylinder, hydraulics, circle gear and fabricated new snow gate for grader (G-07 & LH on G-08)
11. Rebuilt transmission in grader (G-07)
12. Replaced valve in blade lift and center support tube in grader (G-04)
13. Replaced radiator in dump truck (DT-024)
14. Replaced rebuilt front hubs in packer truck (PK-05)
15. Engine replaced in community service van (CSV-02) by Seekins. New engine with warranty
16. Comprehensive UL testing for Fire Department platform trucks and ladders.
17. Completed Fabrication of Rollover Simulator for VIP use.
18. Completed 246 Quarterly Preventative Monthly Maintenance Services (8/31/15)
19. Completed 230 Annual Preventative Maintenance Services (8/31/15)

### VEHICLE IMPOUNDS

In conjunction with the City Attorney's Office, Public Works manages vehicles impounded by the City Police Department. Below is summary of impound, city surplus and FPD evidence auctions for the last three years:

| Year | IMPOUND AUCTIONS |                             |               | CITY SURPLUS  | FPD EVIDENCE (incl firearms) | CITY DAF      | TOTAL   |
|------|------------------|-----------------------------|---------------|---------------|------------------------------|---------------|---------|
|      | # of Auctions    | # of Vehicles Sold/Disposed | Revenue (Net) | Revenue (Net) | Revenue (Net)                | Revenue (Net) |         |
| 2015 | 2                | 205                         | 140,044       | 13,922        | -                            | -             | 153,966 |
| 2014 | 4                | 288                         | 247,478       | 13,033        | 21,543                       | 1,674         | 283,729 |
| 2013 | 4                | 337                         | 199,641       | 73,368        | 36,852                       | -             | 309,861 |

## DEPARTMENT 50 - PUBLIC WORKS, BUDGET NARRATIVE - CITY OF FAIRBANKS

### FACILITY MANAGEMENT

Public Works maintains or assists with maintenance of fourteen separate City-owned facilities comprising approximately 417,166 square feet of space in addition to Golden Heart Plaza, Clay Street Cemetery, and the downtown utilidor system. Public Works also supports other City departments with preparation of grant and capital requests, construction cost estimates, preparing bid documents, reviewing and scoring proposals and managing construction contracts.

**2015 Accomplishments:** In 2015 Public Works completed, or is in progress of completing, the following projects:

1. Fire Station 1 Air Quality Control
2. Repaired Boiler in Public Works Facility, north end bays
3. Relocated Lester Art Display
4. HR Office Remodel
5. Completed fabrication of Boiler B-124 – ready for use
6. FPD – LED Lighting Upgrade for parking lot and interior lobby
7. Public Works Cold Storage Atco Building Roof Repairs
8. PW Electrical Upgrades: Installed LED lighting in tire connex storage units and installed new head bolt heater posts
9. PW Fuel Tank Farm Project
10. Repainted Fire Station 1
11. LED Lighting Upgrade in the Public Works Cold Storage Atco Building
12. Other minor remodels: FPD Evidence Room and IT Department
13. Repaired residential snow removal operations damage: mailboxes, fence, landscaping.
14. Landscaping in Shannon Park Subdivision (Phase II Drainage Project)
15. Tree Cutting: at FPD, 2<sup>nd</sup> Avenue, Rosella Avenue
16. City Recycling Program: Operation of a recycling program on a weekly basis within all City departments. All recyclables are delivered to the Fairbanks Rescue Mission.
17. Annual State Inspections: Coordinate all State-required annual inspections of City facilities including crane inspections in Public Works maintenance bays, pressure vessel inspections of boiler trucks used for thawing the storm drainage system, and inspections of all elevators in City facilities.

**DEPARTMENT 50 - PUBLIC WORKS, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**OPERATING ACCOUNTS**

**Account No. 5001:** *SALARIES AND WAGES* - This account requests funding for 38 permanent full-time positions. Included in the request is an increase for a part-time custodian.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 2,290,846    | \$ 2,247,819      | \$ 2,247,819    |

**Account No. 5002:** *OVERTIME* - for emergency situations primarily during snow removal and breakup, pumping water to deter flooding and property damage; emergency call outs; increased emergency assistance for Police and Fire in response to fires and automobile accidents; and the impound and City property auctions.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 65,000       | \$ 65,000         | \$ 65,000       |

**Account No. 5005:** *TEMP WAGES AND BENEFITS* - provides for seasonal temporary positions to support services to the residents of Fairbanks and to address emergencies as they occur.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 900,000      | \$ 776,000        | \$ 776,000      |

**Account No. 5101:** *PERSONAL/ANNUAL LEAVE ACCRUAL* - reflects the cost of new leave earned. These figures are estimated using an average of prior year's leave usage and leave cashed out.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 47,150       | \$ 47,150         | \$ 47,150       |

**Account No. 5200:** *EMPLOYEE BENEFITS* - includes retirement contributions, health care coverage, and employer's share of life insurance, and Medicare.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 1,285,962    | \$ 1,254,406      | \$ 1,254,406    |

**DEPARTMENT 50 - PUBLIC WORKS, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5302:** *TRAINING* - provides for mandatory training and certifications required for all crafts, conferences (APWA, Waste Expo Paving and Safety), and general training.

|  | <u>REQUESTS</u>  | <u>RECOMMENDS</u> | <u>APPROVED</u>  |
|--|------------------|-------------------|------------------|
| General                                | \$ 7,000         | \$ 7,000          | \$ 7,000         |
| *Fire Equipment Training/Certification | 18,000           | 18,000            | 18,000           |
| Boiler Training/Certification          | 10,000           | 10,000            | 10,000           |
| Welding Training/Certification         | 4,000            | 4,000             | 4,000            |
| Conferences                            | 8,000            | 8,000             | 8,000            |
| <b>Total:</b>                          | <b>\$ 47,000</b> | <b>\$ 47,000</b>  | <b>\$ 47,000</b> |

*\*Required for mechanics to maintain certifications to perform Fire equipment maintenance, PW and FFD jointly funding. A portion of these costs will be recouped by outside agencies participating in the training.*

**Account No. 5401:** *OFFICE SUPPLIES* - provides for paper, forms, letterhead, toner cartridges and general office supplies.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 4,500        | \$ 4,500          | \$ 4,500        |

**Account No. 5402:** *OPERATING SUPPLIES* - provides for expendable items used by all Public Works crews and facilities (including shop equipment, tools, chemicals, hardware stock, PPE, vehicle registrations, hazmat supplies, custodial supplies for all facilities and other miscellaneous items.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 200,500      | \$ 200,500        | \$ 200,500      |

**Account No. 5403:** *VEHICLE & EQUIPMENT PARTS* - provides for expenditures for all vehicle and equipment parts and supplies.

|                                 | <u>REQUESTS</u>   | <u>RECOMMENDS</u> | <u>APPROVED</u>   |
|---------------------------------|-------------------|-------------------|-------------------|
| Parts                           | \$ 362,000        | \$ 362,000        | \$ 362,000        |
| Cutting Edges, sweeper brooms   | 32,000            | 28,000            | 28,000            |
| *Tires: FPD, FFD and City fleet | 60,000            | 60,000            | 60,000            |
| <b>Total:</b>                   | <b>\$ 454,000</b> | <b>\$ 450,000</b> | <b>\$ 450,000</b> |

*\*Includes complete winter/summer tire change out for approximately 15 FPD units annually, resulting in each unit having a complete tire change out approximately every three to four (3-4) years (average tire life for FPD vehicles).*

## DEPARTMENT 50 - PUBLIC WORKS, BUDGET NARRATIVE - CITY OF FAIRBANKS

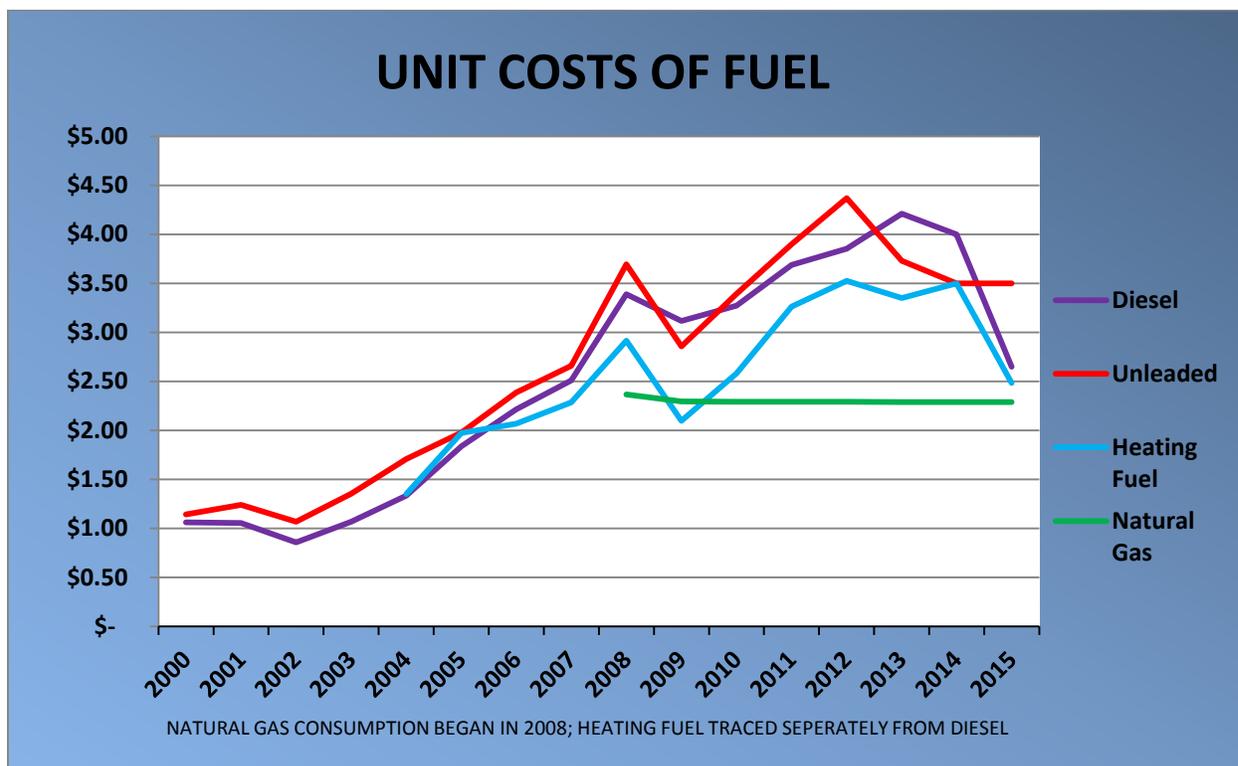
**Account No. 5405:** *REPAIR AND CONSTRUCTION MATERIAL* – provides for materials for maintenance and repair projects.

|                                 | <u>REQUESTS</u>   | <u>RECOMMENDS</u> | <u>APPROVED</u>   |
|---------------------------------|-------------------|-------------------|-------------------|
| Road repair & maintenance       | \$ 400,000        | \$ 350,000        | \$ 350,000        |
| Drainage & survey supplies      | 30,000            | 25,000            | 25,000            |
| *Street striping, paint for DOT | -                 | -                 | -                 |
| Sign material                   | 10,000            | 10,000            | 10,000            |
| Snow removal repairs            | 5,000             | 5,000             | 5,000             |
| Miscellaneous expenses          | 60,000            | 60,000            | 60,000            |
| <b>Total:</b>                   | <b>\$ 505,000</b> | <b>\$ 450,000</b> | <b>\$ 450,000</b> |

*\*City was informed by ADOT they will no longer provide this service, see outside contracts account 5599 for contractor services and materials request.*

**Account No. 5406:** *FUEL, OIL AND GREASE* -provides for vehicle fuel and lube products for City fleet.

|                                      | <u>REQUESTS</u>   | <u>RECOMMENDS</u> | <u>APPROVED</u>   |
|--------------------------------------|-------------------|-------------------|-------------------|
| Unleaded gas (@\$3.50)               | \$ 70,000         | \$ 70,000         | \$ 70,000         |
| Diesel fuel for equipment (@\$2.65)  | 225,250           | 225,250           | 225,250           |
| Lube products: antifreeze, oil, etc. | 62,000            | 62,000            | 62,000            |
| <b>Total:</b>                        | <b>\$ 357,250</b> | <b>\$ 357,250</b> | <b>\$ 357,250</b> |



**DEPARTMENT 50 - PUBLIC WORKS, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5407: DUES AND PUBLICATIONS** – provides for parts manual updates, road and equipment publications, Polk directory, and membership dues to Public Works related organizations.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 1,500        | \$ 1,500          | \$ 1,500        |

**Account No. 5599: OTHER OUTSIDE CONTRACTS** – provides for contractual agreements including maintenance and inspection of equipment and facilities.

|   | <u>REQUESTS</u>   | <u>RECOMMENDS</u> | <u>APPROVED</u>   |
|---|-------------------|-------------------|-------------------|
| *Elevators  | \$ 16,900         | \$ 16,900         | \$ 16,900         |
| *Crane inspections at PW  | 6,500             | 6,500             | 6,500             |
| *Fire extinguisher inspections  | 5,500             | 5,500             | 5,500             |
| *Sprinkler system inspections/repairs   | 6,000             | 6,000             | 6,000             |
| *Fire alarm inspections/repairs   | 5,200             | 5,200             | 5,200             |
| *Liebert equipment/UPS maintenance  | 14,000            | 14,000            | 14,000            |
| *UL lab certification (fire equipment)  | 9,000             | 9,000             | 9,000             |
| *Underground storage tank inspections   | 1,500             | 1,500             | 1,500             |
| <i>*Platform Proof Load test (required every 5 years due next 2017 (\$8K)</i> |                   |                   |                   |
| Towing service – impounds   | 72,500            | 72,500            | 72,500            |
| Technical Support, Facilities Programs  | 6,000             | 6,000             | 6,000             |
| **Street Striping, Arrows, Onlys, Speed Humps                                 | 225,000           | 225,000           | 225,000           |
| Tree Trimming/Cutting   | 30,000            | 22,000            | 22,000            |
| Other Contracts   | 212,000           | 200,000           | 200,000           |
| <b>Total:</b>   | <b>\$ 610,100</b> | <b>\$ 590,100</b> | <b>\$ 590,100</b> |

*\*Required or mandated to remain operational.*

*\*\* ADOT will no longer perform this service for the city.*

**Account No. 5609: GARBAGE COLLECTION SERVICES-** provides for FNSB landfill “tipping” fees, garbage billing supplies (envelopes, billing paper), postage and other costs associated with billing and collections services. In 1980 the tipping fee was \$21/ton, from 2004 to 2008 the fee increased \$2/ton annually; from 2009 to 2013 the fee increased \$7/ton annually, in 2014 the fee increased by \$3/ton and in 2015 the fee increased by \$2/ton; the **current rate is \$97/ton** and the next anticipated increase will be July 1, 2016.

|                                   | <u>REQUESTS</u>   | <u>RECOMMENDS</u> | <u>APPROVED</u>   |
|-----------------------------------|-------------------|-------------------|-------------------|
| Tipping Fees for 5,400 tons*      | \$ 532,200        | \$ 532,200        | \$ 532,200        |
| Billing supplies, postage, & fees | 22,000            | 22,000            | 22,000            |
| <b>Total:</b>                     | <b>\$ 554,200</b> | <b>\$ 554,200</b> | <b>\$ 554,200</b> |

**DEPARTMENT 50 - PUBLIC WORKS, BUDGET NARRATIVE - CITY OF FAIRBANKS**

| 2015 TIPPING FEE REQUEST |              |          |             |
|--------------------------|--------------|----------|-------------|
| Tonnage                  | Period       | Rate/Ton | Tipping Fee |
| 2,600                    | 1/1-6/30/15  | \$ 97    | \$ 252,200  |
| 2,800                    | 7/1-12/31/15 | \$ 100   | 280,000     |
| 5,400                    |              |          | \$ 532,200  |

| TONNAGE HISTORY |          |
|-----------------|----------|
| Year            | Tonnage  |
| *2015           | 3,601.01 |
| 2014            | 5,328.36 |
| 2013            | 5,424.53 |
| (*thru 9/03/15) |          |

**Account No. 5701: REPAIRS AND MAINTENANCE**– provides for repairs to equipment and tools including non-accident body damage repairs, windshields, alignments, upholstery, electrical rebuilds, radio repairs, transmission, hydraulics and special calibrations, and FPD equipment (GPD, radar, camera).

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 120,000      | \$ 80,000         | \$ 80,000       |

**Account No 5703: BUILDINGS AND GROUNDS MAINTENANCE** - provides for repair, maintenance and special projects of City owned and leased buildings: City Hall, Police Station, downtown Fire Station, Fire Station #3-Aurora, Fire Training Center, Fire Station #2, Public Works Facility, Warm Storage Facility, and the Downtown Parking Garage. Grounds maintained include Golden Heart Plaza, Clay Street Cemetery, and the impound lot. Daily maintenance of these buildings and grounds include furnace, plumbing, electrical, and wiring repairs, carpentry, changing furnace filters, demobilization of the fountain at Golden Heart Plaza and vandalism repairs.

|                               | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-------------------------------|-----------------|-------------------|-----------------|
| Routine Maintenance \$100,000 | \$ 100,000      | \$ 100,000        | \$ 100,000      |

**Account No. 5804: OTHER RENTALS** –provides for rental of equipment (dump trucks, excavator, dozer, etc) specialized tools and portable toilet rental for auctions and community volunteer projects.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 90,000       | \$ 85,000         | \$ 85,000       |

**Account No. 7501: EQUIPMENT REPLACEMENT**– This expense is transferred to the Capital Appropriation Fund to pay for the cost of replacing capital equipment in the Public Works Department. This does not cover the total cost necessary to replace public works equipment on a regular schedule.

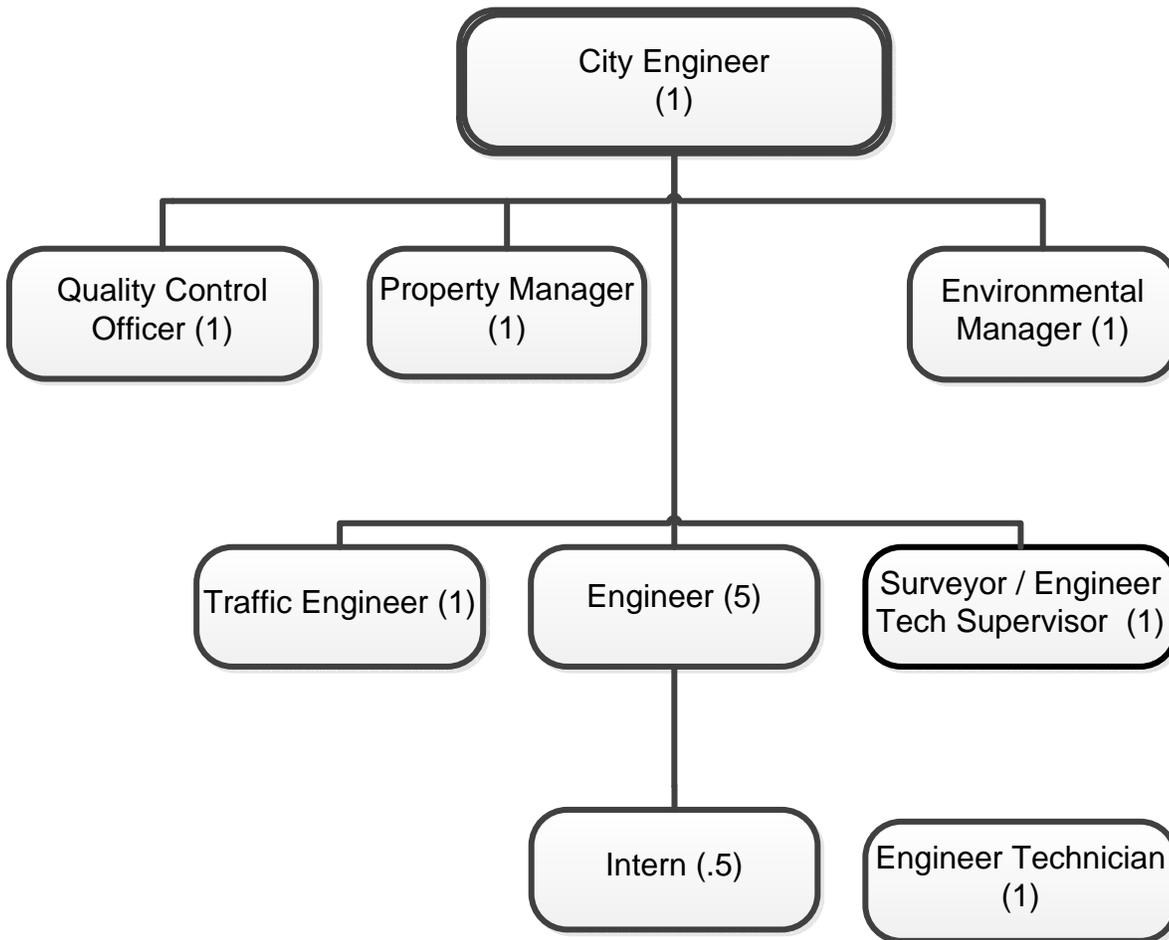
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 250,000      | \$ 250,000        | \$ 175,000      |

**DEPARTMENT 50 - PUBLIC WORKS, BUDGET NARRATIVE - CITY OF FAIRBANKS**

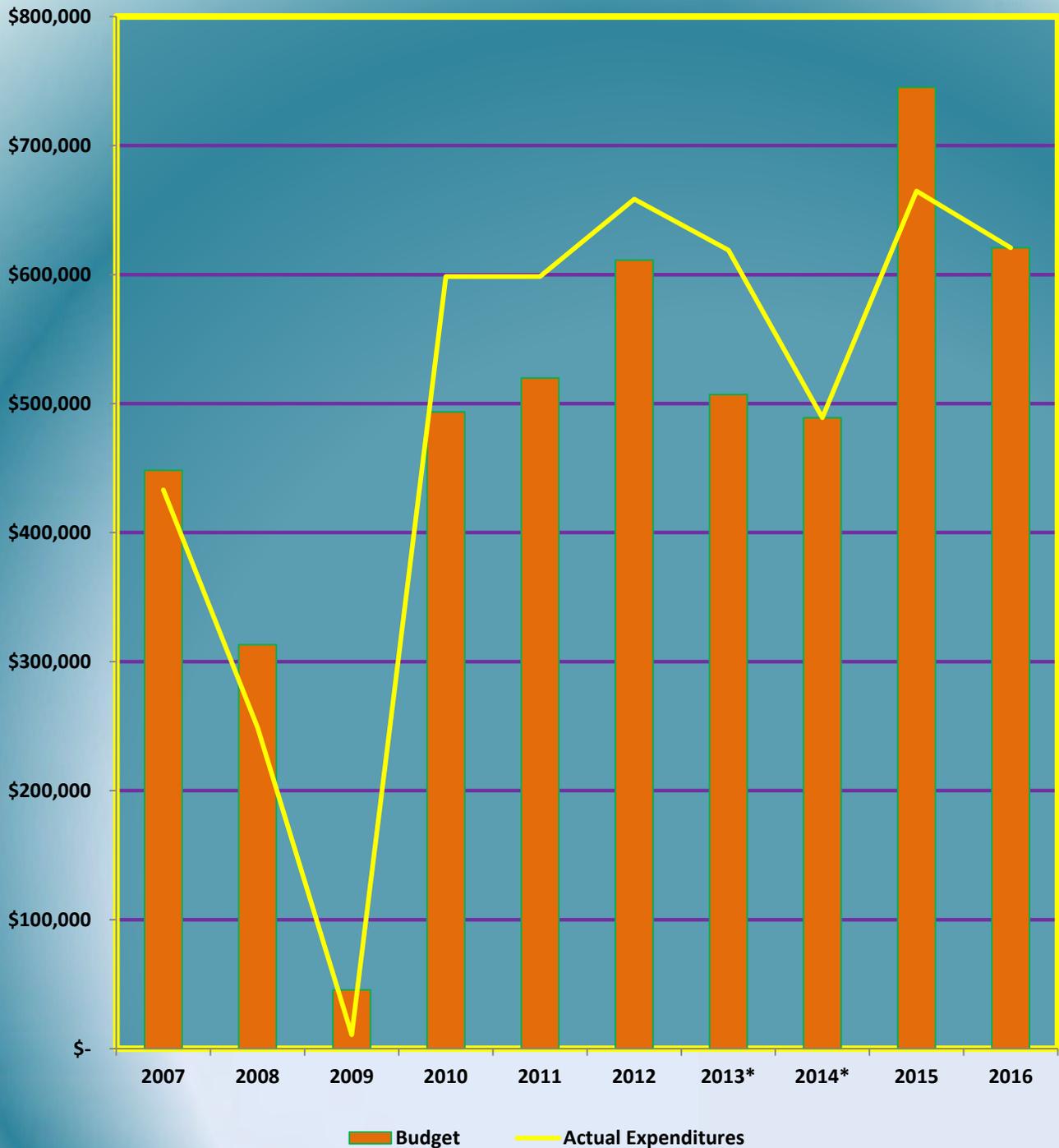
**Account No. 9001: NON-CAPITAL EQUIPMENT**--This account covers the cost of incidental equipment (less than \$5,000) needed in operations

|                         |                 |                   |                 |
|-------------------------|-----------------|-------------------|-----------------|
|                         | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|                         | \$ 25,000       | \$ 15,000         | \$ 15,000       |
| <b>TOTAL DEPARTMENT</b> | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|                         | \$ 7,908,008    | \$ 7,575,425      | \$ 7,500,425    |

# Engineering 2016



## Engineering Actual & Budgeted Expenditures



The 2006 base year budget was \$176,299 and expenditures were \$185,548.  
 In 2009 Engineering expenditures were paid by State and Federal projects that are not included in the general fund.

**CITY OF FAIRBANKS, ALASKA**

**General Fund Appropriation**

**ENGINEERING DEPARTMENT NO. 51**

| <b>CODE</b> | <b>DESCRIPTION</b>       | <b>2014<br/>ACTUAL</b> | <b>2015<br/>REVISED</b> | <b>2016 DEPT<br/>REQUEST</b> | <b>2016<br/>MAYOR</b> | <b>2016<br/>APPROVED</b> |
|-------------|--------------------------|------------------------|-------------------------|------------------------------|-----------------------|--------------------------|
| 5001        | SALARIES AND WAGES       | \$ 392,818             | \$ 430,334              | \$ 370,399                   | \$ 370,399            | \$ 364,459               |
| 5002        | OVERTIME                 | 539                    | 7,105                   | 7,000                        | 7,000                 | 7,000                    |
| 5101        | PERSONAL/ANNUAL LEAVE    | 36,047                 | 61,115                  | 35,000                       | 35,000                | 35,000                   |
| 5200        | EMPLOYEE BENEFITS        | 161,703                | 190,970                 | 147,058                      | 147,058               | 146,971                  |
| 5302        | TRAINING                 | 819                    | 8,542                   | 8,500                        | 8,500                 | 8,500                    |
| 5401        | OFFICE SUPPLIES          | 2,054                  | 4,350                   | 4,350                        | 4,350                 | 4,350                    |
| 5402        | OPERATING SUPPLIES       | 3,746                  | 4,500                   | 4,500                        | 4,500                 | 4,500                    |
| 5407        | DUES AND PUBLICATIONS    | 1,322                  | 1,500                   | 1,500                        | 1,500                 | 1,500                    |
| 5599        | OTHER OUTSIDE CONTRACTS  | 1,242                  | 2,200                   | 2,500                        | 5,000                 | 5,000                    |
| 7005        | ENVIRONMENTAL COMPLIANCE | 21,686                 | 34,564                  | 33,500                       | 33,500                | 33,500                   |
| 7501        | EQUIP REPLACEMENT        | -                      | -                       | 25,000                       | 10,000                | 10,000                   |

|               |                   |                   |                   |                   |                   |
|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>TOTALS</b> | <b>\$ 621,976</b> | <b>\$ 745,180</b> | <b>\$ 639,307</b> | <b>\$ 626,807</b> | <b>\$ 620,780</b> |
|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|

## SCHEDULE OF PERSONNEL REQUIREMENTS

| General Fund<br>Appropriation  | 2014<br>APPROVED |                    | 2015<br>APPROVED |                   | 2016 DEPT<br>REQUEST |                   | 2016 MAYOR   |                   | 2016<br>APPROVED |                   |
|--------------------------------|------------------|--------------------|------------------|-------------------|----------------------|-------------------|--------------|-------------------|------------------|-------------------|
|                                | #                | SALARY             | #                | SALARY            | #                    | SALARY            | #            | SALARY            | #                | SALARY            |
| <b>PERSONNEL</b>               |                  |                    |                  |                   |                      |                   |              |                   |                  |                   |
| CITY ENGINEER                  | 0.5              | \$ 51,412          | 0.5              | \$ 52,794         | 1.0                  | \$ 124,800        | 1.0          | \$ 124,800        | 1.0              | \$ 105,000        |
| ENVIRONMENTAL<br>MANAGER       | 1.0              | 73,708             | 1.0              | 90,346            | 1.0                  | 92,061            | 1.0          | 92,061            | 1.0              | 92,061            |
| ENGINEER I                     | 2.0              | 133,116            | 4.0              | 217,935           | 1.0                  | 70,214            | 1.0          | 70,214            | 1.0              | 70,214            |
| ENGINEER II                    | 3.0              | 218,022            | 2.0              | 150,181           | 4.0                  | 306,308           | 4.0          | 306,308           | 4.0              | 306,308           |
| ENGINEER III                   | 1.0              | 90,820             | 1.0              | 93,690            | 1.0                  | 95,455            | 1.0          | 95,455            | 1.0              | 95,455            |
| ENGINEER IV                    | 1.0              | 91,314             | 1.0              | 94,197            | -                    | -                 | -            | -                 | -                | -                 |
| ENG TECHNICIAN<br>SUPERVISOR   | 1.0              | 77,283             | 1.0              | 79,816            | 1.0                  | 81,373            | 1.0          | 81,373            | 1.0              | 81,373            |
| ENG TECHNICIAN                 | 1.0              | 45,536             | 1.0              | 45,244            | 1.0                  | 45,234            | 1.0          | 45,234            | 1.0              | 45,234            |
| SURVEY PARTY CHIEF             | 1.0              | 52,085             | 1.0              | 51,793            | -                    | -                 | -            | -                 | -                | -                 |
| PART TIME INTERN               | 0.5              | 22,423             | 0.5              | 23,965            | 0.5                  | 24,494            | 0.5          | 24,494            | 0.5              | 24,494            |
| QUALITY CONTROL<br>OFFICER     | 1.0              | 64,130             | 1.0              | 66,333            | 1.0                  | 67,688            | 1.0          | 67,688            | 1.0              | 67,688            |
| PROPERTY MANAGER               | 1.0              | 82,523             | 1.0              | 85,186            | 1.0                  | 86,823            | 1.0          | 86,823            | 1.0              | 86,823            |
| OVERTIME                       |                  | 72,000             |                  | 72,000            |                      | 39,500            |              | 39,500            |                  | 39,500            |
| BENEFITS                       |                  | 411,246            |                  | 425,077           |                      | 361,810           |              | 361,810           |                  | 361,523           |
| LEAVE ACCRUAL                  |                  | 22,000             |                  | 35,000            |                      | 35,000            |              | 35,000            |                  | 35,000            |
| <b>TOTAL GENERAL FUND</b>      | <b>14.0</b>      | <b>1,507,618</b>   | <b>15.0</b>      | <b>1,583,557</b>  | <b>12.5</b>          | <b>1,430,760</b>  | <b>12.5</b>  | <b>1,430,760</b>  | <b>12.5</b>      | <b>1,410,673</b>  |
| <b>GRANT/PROJECT PERSONNEL</b> |                  |                    |                  |                   |                      |                   |              |                   |                  |                   |
| ENGINEER I                     | (2.0)            | (133,116)          | (4.0)            | (217,935)         | (1.0)                | (70,214)          | (1.0)        | (70,214)          | (1.0)            | (70,214)          |
| ENGINEER II                    | (3.0)            | (218,022)          | (3.0)            | (150,181)         | (4.0)                | (306,308)         | (4.0)        | (306,308)         | (4.0)            | (306,308)         |
| ENGINEER III                   | (1.0)            | (90,820)           | (1.0)            | (93,690)          | (1.0)                | (95,455)          | (1.0)        | (95,455)          | (1.0)            | (95,455)          |
| CITY ENGINEER IV               | (1.0)            | (91,314)           | (1.0)            | (94,197)          | (0.7)                | (87,360)          | (0.7)        | (87,360)          | (0.7)            | (73,500)          |
| ENG TECHNICIAN<br>SUPERVISOR   | (1.0)            | (77,283)           | (0.5)            | (39,908)          | (1.0)                | (40,687)          | (1.0)        | (40,687)          | (1.0)            | (40,687)          |
| SURVEY PARTY CHIEF             | (1.0)            | (52,085)           | (0.5)            | (25,897)          | -                    | -                 | -            | -                 | -                | -                 |
| ENG TECHNICIAN                 | (1.0)            | (45,536)           | (0.5)            | (22,622)          | (1.0)                | (22,617)          | (1.0)        | (22,617)          | (1.0)            | (22,617)          |
| PART TIME INTERN               | (0.5)            | (22,423)           | (0.5)            | (23,965)          | (0.5)                | (24,494)          | (0.5)        | (24,494)          | (0.5)            | (24,494)          |
| REMOVE HOLIDAY PAY             |                  | 27,063             |                  | 27,809            |                      | 23,083            |              | 23,083            |                  | 23,083            |
| OVERTIME                       |                  | (65,000)           |                  | (65,000)          |                      | (32,500)          |              | (32,500)          |                  | (32,500)          |
| BENEFITS                       |                  | (290,367)          |                  | (238,665)         |                      | (214,752)         |              | (214,752)         |                  | (214,552)         |
| <b>TOTAL GRANT FUNDS</b>       | <b>(10.5)</b>    | <b>(1,058,903)</b> | <b>(11.0)</b>    | <b>(944,251)</b>  | <b>(9.2)</b>         | <b>(871,304)</b>  | <b>(9.2)</b> | <b>(871,304)</b>  | <b>(9.2)</b>     | <b>(857,244)</b>  |
| <b>TOTAL GENERAL<br/>FUND</b>  | <b>3.50</b>      | <b>\$ 448,715</b>  | <b>4.0</b>       | <b>\$ 639,307</b> | <b>3.3</b>           | <b>\$ 559,457</b> | <b>3.3</b>   | <b>\$ 559,457</b> | <b>3.3</b>       | <b>\$ 553,430</b> |

Approved Personnel budgets do not reflect interim budget amendments.

**CITY OF FAIRBANKS, ALASKA  
PERSONNEL HOURLY WAGES AND BENEFITS**

**ENGINEERING DEPARTMENT NO. 51**

| <b>POSITION</b>         | <b>BASE WAGE</b> | <b>HOURLY PENSION</b> | <b>HOURLY HEALTH</b> | <b>OTHER HOURLY BENEFITS</b> | <b>HOURLY PACKAGE RATE</b> |
|-------------------------|------------------|-----------------------|----------------------|------------------------------|----------------------------|
| <b>IBEW</b>             |                  |                       |                      |                              |                            |
| CITY ENGINEER           | \$ 50.4808       | \$ 6.5900             | \$ 4.9000            | \$ 0.7662                    | \$ 62.7370                 |
| ENVIRONMENTAL MANAGER   | 44.0906          | 6.5900                | 4.9000               | 0.6734                       | 56.2540                    |
| ENGINEER I              | 33.6273          | 6.5900                | 4.9000               | 0.5217                       | 45.6390                    |
| ENGINEER II             | 36.6748          | 6.5900                | 4.9000               | 0.5659                       | 48.7307                    |
| ENGINEER III            | 45.7161          | 6.5900                | 4.9000               | 0.6970                       | 57.9031                    |
| ENGINEER IV             | 45.9626          | 6.5900                | 4.9000               | 0.7005                       | 58.1531                    |
| ENG TECHN SUPERVISOR    | 38.9715          | 6.5900                | 4.9000               | 0.5992                       | 51.0607                    |
| INTERN                  | 22.6800          | 10.4900               | -                    | 0.3947                       | 33.5647                    |
| QUALITY CONTROL OFFICER | 32.4174          | 6.5900                | 4.9000               | 0.5041                       | 44.4115                    |
| PROPERTY MANAGER        | 41.5820          | 6.5900                | 4.9000               | 0.6370                       | 53.7090                    |
| <b>LABORER</b>          |                  |                       |                      |                              |                            |
| SURVEY PARTY CHIEF      | \$ 24.4414       | \$ 13.1400            | \$ 6.5000            | \$ 0.5385                    | \$ 44.6199                 |
| ENG TECH                | 21.2267          | 13.1400               | 6.5000               | 0.4919                       | 41.3586                    |

Note - Other includes 1.45% for medicare and life insurance in the amount of \$71 annually displayed hourly. AFLCIO includes an additional \$00.15 to legal fund which was redirected from wages.

## DEPARTMENT 51 – ENGINEERING, BUDGET NARRATIVE - CITY OF FAIRBANKS

### MISSION STATEMENT

The mission of the Engineering Department is to plan and administer the construction of capital improvement projects to improve and maintain City streets, facilities, and associated infrastructure for the benefit of the public and to foster economic growth in Fairbanks.

| Engineering Department<br>Performance Metrics*  |   |   |            |            |            |            |           |  |
|---|---|---|------------|------------|------------|------------|-----------|--|
| CITY METRICS  |   | PERFORMANCE<br>GOAL                                   | 2015       |            |            |            | FREQUENCY |  |
| PERSPECTIVE/OBJECTIVE   | MEASURE   |   | 1ST<br>QTR | 2ND<br>QTR | 3RD<br>QTR | 4TH<br>QTR |           |  |
| Financial Stewardship /<br>Grow City Generated<br>Revenue                                 | Increase labor cost<br>recovery through grant-<br>funded projects               | 100%  | -          | -          | -          | 82%        | Annual    |  |
| Financial Stewardship /<br>Grow City Generated<br>Revenue & Improve<br>Economic Diversity | Apply for more state and<br>federal grants for major<br>capital projects        | Min. 2 grant<br>applications per<br>year >\$1 million | -          | -          | -          | 1          | Annual    |  |
| Growth / Improve<br>Workforce Accountability  | Advertise all construction<br>projects for bid by March<br>15                   | 100%  | -          | -          | -          | 25%        | Annual    |  |
| Growth / Improve<br>Workforce Accountability  | Complete projects within<br>budget  | 100%  | -          | -          | -          | 75%        | Annual    |  |
| Stakeholders / Improve<br>Customer Service  | Reduce site plan review<br>and permit issuance time                             | <7 days   | 100%       | 100%       | 100%       | 100%       | Quarterly |  |
| Stakeholders / Improve<br>Public Perception   | Maintain environmental<br>regulatory compliance (i.e.<br>no violations/fines)   | No violations /<br>fines (0)                          | 0          | 0          | 0          | 0          | Quarterly |  |
| Learning & Growth /<br>Increase Employee<br>Satisfaction & Improve<br>Workforce Capacity  | Increase professional<br>development training<br>opportunities for<br>employees | Min. 1 training<br>per employee<br>per year           | -          | -          | -          | 20%        | Annual    |  |
| Internal Operations /<br>Improve Communications   | Increase frequency of staff<br>meetings   | 1 meeting every<br>other week                         | 0%         | 0%         | 0%         | 0%         | Quarterly |  |
| Growth / Improve<br>Workforce Capacity  | Advertise and fill vacant<br>positions  | 100%  | 0%         | 0%         | 0%         | 0%         | Annual    |  |
| <b>* 2015 is the first full year in which metrics were measured.</b>                      |   |   |            |            |            |            |           |  |

## **DEPARTMENT 51 – ENGINEERING, BUDGET NARRATIVE - CITY OF FAIRBANKS**

### **DEPARTMENT SERVICES**

Each year the Department designs and constructs projects funded by state and federal grants. The grants not only pay for the construction costs, but also reimburse the City for staff time and contracts used to design and oversee construction of the projects. Recovery of these costs makes the Department less reliant on General Fund revenues to fund its positions and meets its mission.

In addition to grant-funded projects, the Department is responsible for the services listed below. Some, but not all, of these services are paid for with plan review and permitting fees.

- Reviewing site plans for residential and commercial building permit applications
- Permitting street excavations and sidewalk/curb cuts for utility service connections, new driveways, lane closures for road work and public events, and cooling water discharges
- Environmental regulatory compliance for public and private development projects, ongoing municipal operations, and local storm water management
- Traffic safety planning and management
- City property and right-of-way management
- Horizontal and vertical survey control
- Repository for utility and roadway as-built drawings, technical reports, property plats, and right-of-way maps that date back to the early 1900s

### **2015 ACCOMPLISHMENTS**

The Department designed and constructed the following projects in 2015:

1. Cushman “Complete Street” (Gaffney Road to 1<sup>st</sup> Avenue)
2. West Barnette Street Reconstruction
3. Hamilton Acres Improvements (Iditarod & Ketchikan Avenues)
4. Hunter Elementary School Zone Flashing Lights
5. Public Works Fuel Storage Tank Replacements

### **2016 GOALS**

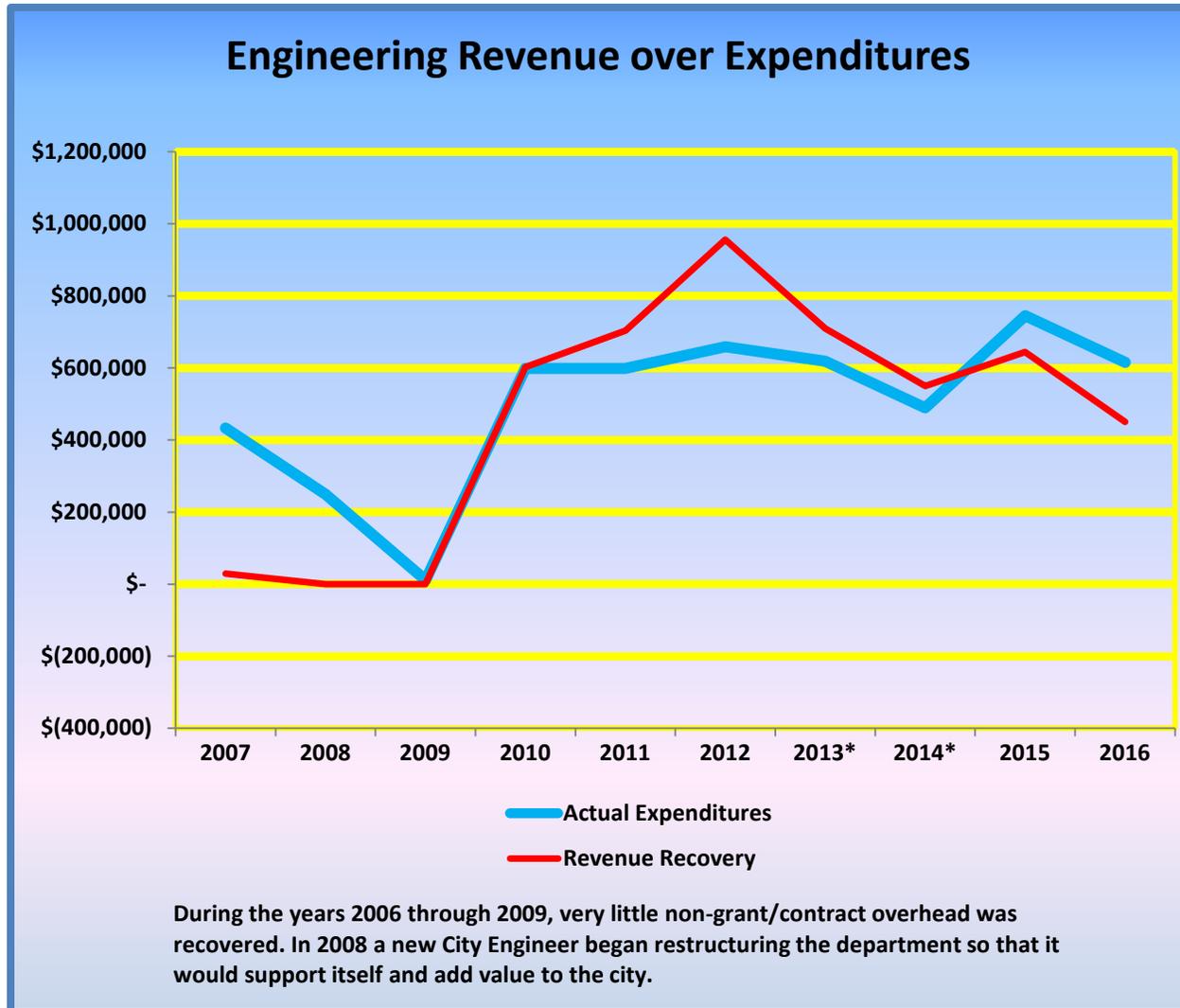
The Department plans to design and construct the following grant-funded projects in 2016:

1. Bentley Retail Area Roundabout (Helmericks Avenue, Sports Way, & Merhar Avenue)
2. Rickert Subdivision Improvements
3. Gateway Subdivision Improvements
4. Bjerremark Subdivision Improvements (pending award of CDBG funding)
5. Downtown Wayfinding Signage
6. Wastewater Treatment Plant Generator Replacements
7. Storm Drain Line Replacement at Water Treatment Plant

## DEPARTMENT 51 – ENGINEERING, BUDGET NARRATIVE - CITY OF FAIRBANKS

### PERFORMANCE MEASURES

1. Completion of projects on schedule and under budget.
2. Successful award of grant applications for capital improvement projects.
3. Timely site plan reviews and permit issuances (i.e. within 7 days of receipt of plans and permit applications).
4. Achievement of full environmental regulatory compliance (i.e. no violations or fines).



**DEPARTMENT 51 – ENGINEERING, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**OPERATING ACCOUNTS**

The following is a description of the engineering operating accounts. These accounts are necessary to fund the day to day operation of the Engineering Department. **Only administrative accounts not directly associated with direct grant/contract expenditures are included in the general fund budget request.** Below is a brief description of each administrative account and the associated budget requests.

**Account No. 5001:** *SALARIES AND WAGES* - provides for salaries and wages for all employees within the Department. It is recommended that requested staffing levels be provided as indicated by this document.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 370,399      | \$ 370,399        | \$ 364,459      |

**Account No. 5002:** *OVERTIME* - provides for anticipated overtime that may occur in the accomplishment of the non-identified projects during the year.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 7,000        | \$ 7,000          | \$ 7,000        |

**Account No. 5101:** *PERSONAL & ANNUAL LEAVE ACCRUAL* - reflects the cost of new leave earned. These figures are estimated using an average of prior year's leave usage and leave cashed out.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 35,000       | \$ 35,000         | \$ 35,000       |

**Account No. 5200:** *EMPLOYEE BENEFITS* - includes retirement contributions, health care coverage, and employer's share of life insurance, Medicare, and Social Security tax.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 147,058      | \$ 147,058        | \$ 146,971      |

**Account No. 5302:** *TRAINING* – provides for technical training opportunities, continuing education coursework, and seminars. Advancement of technical expertise is integral to Departmental efficiency and staying in compliance with new regulations and ever-changing industry standards.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 8,500        | \$ 8,500          | \$ 8,500        |

**DEPARTMENT 51 – ENGINEERING, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5401:** *OFFICE SUPPLIES* – provides for purchase of standard office supplies for the Engineering Department, including paper and toner cartridges for plotter and printers.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 4,350        | \$ 4,350          | \$ 4,350        |

**Account No. 5402:** *OPERATING SUPPLIES* – provides for operating supplies such as calculators, survey equipment, software, etc.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 4,500        | \$ 4,500          | \$ 4,500        |

**Account No. 5407:** *DUES AND PUBLICATIONS* – provides for annual professional licensing dues and subscriptions to technical and professional periodicals, allowing the Department to keep abreast of industry changes occurring in the engineering field.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 1,500        | \$ 1,500          | \$ 1,500        |

**Account No. 5599:** *OTHER OUTSIDE CONTRACTS* – provides for incidentals for design of projects that require outside services and/or agency support/review that cannot be reimbursed by grant funding.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 2,500        | \$ 5,000          | \$ 5,000        |

**Account No. 7005:** *ENVIRONMENTAL COMPLIANCE* – see categories below:

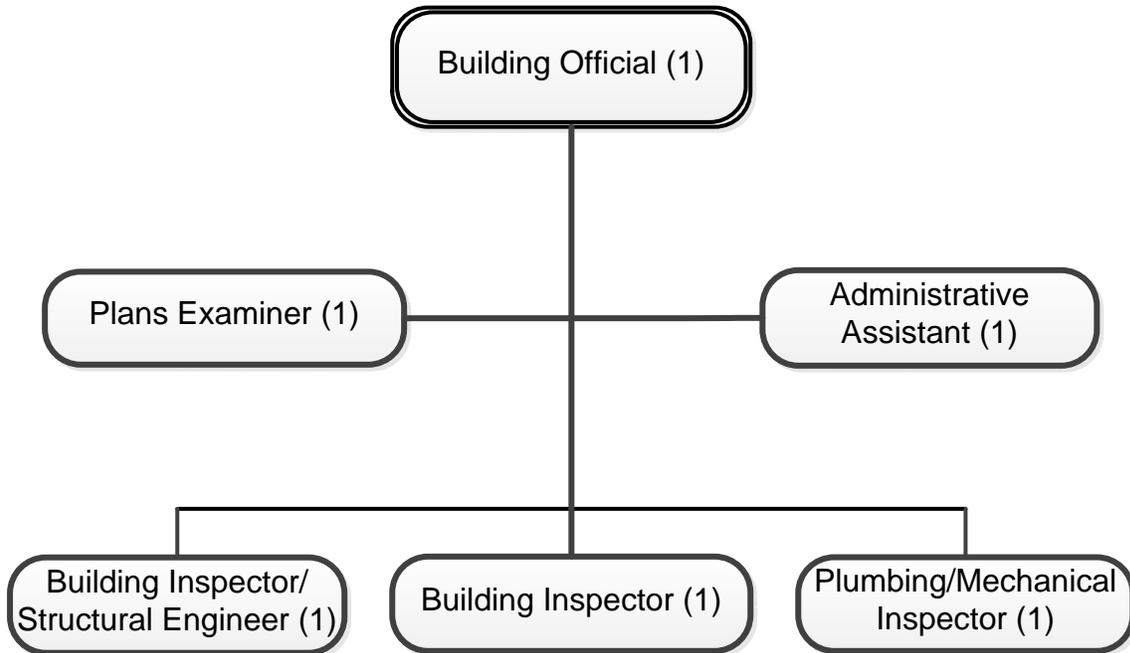
|                                  | <u>REQUESTS</u>  | <u>RECOMMENDS</u> | <u>APPROVED</u>  |
|----------------------------------|------------------|-------------------|------------------|
| ADEC Storm Water Compliance      | \$ 18,500        | \$ 18,500         | \$ 18,500        |
| EPA Hazardous Materials Disposal | 15,000           | 15,000            | 15,000           |
| <b>Total:</b>                    | <b>\$ 33,500</b> | <b>\$ 33,500</b>  | <b>\$ 33,500</b> |

**Account No. 7501:** *EQUIPMENT REPLACEMENT EXPENDITURE* – The Engineering Department is requesting \$25,000 to be transferred to the capital fund for the future purchase of office equipment and survey/engineering equipment.

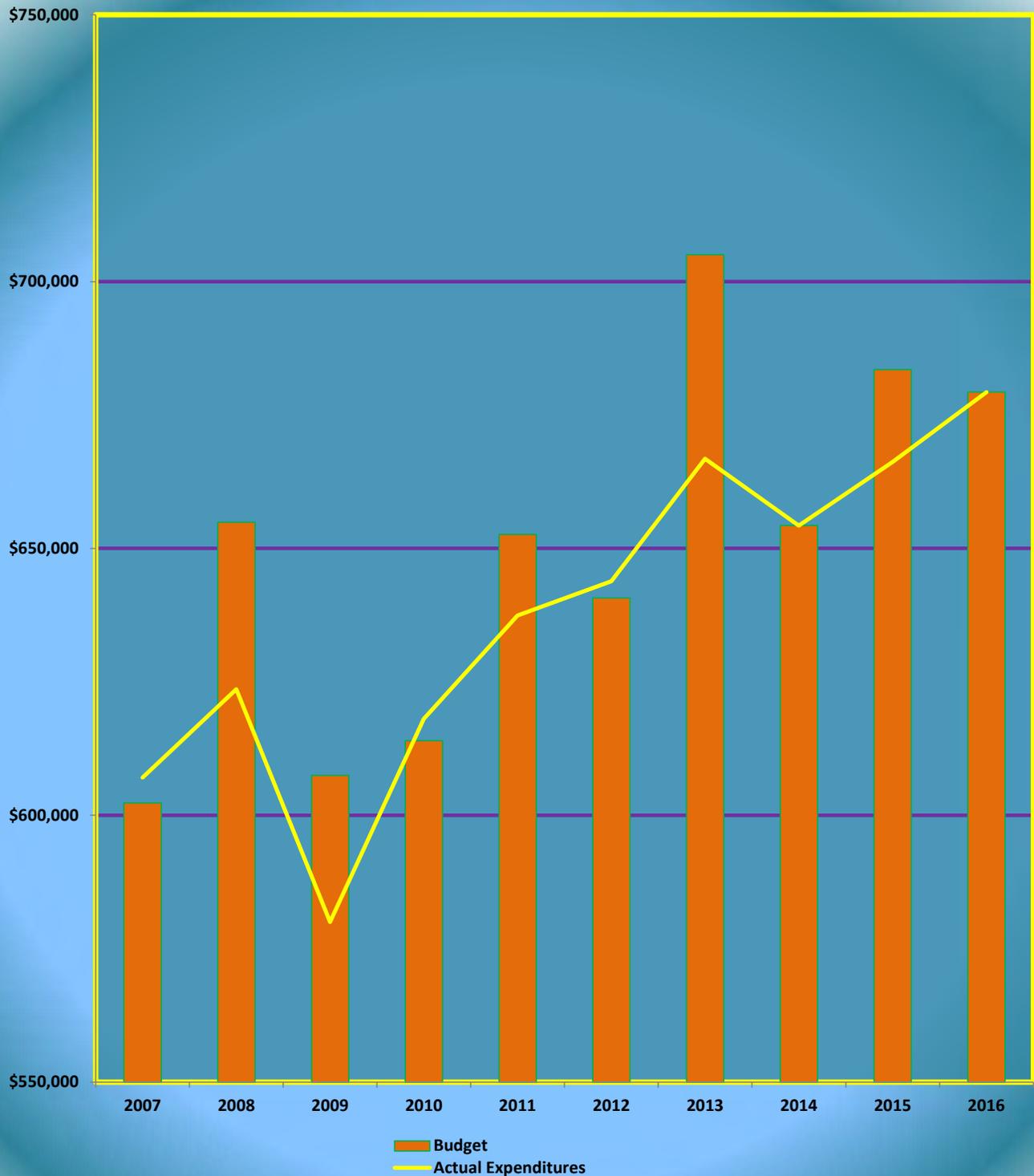
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 25,000       | \$ 10,000         | \$ 10,000       |

|                         | <u>REQUESTS</u>   | <u>RECOMMENDS</u> | <u>APPROVED</u>   |
|-------------------------|-------------------|-------------------|-------------------|
| <b>TOTAL DEPARTMENT</b> | <b>\$ 639,307</b> | <b>\$ 626,807</b> | <b>\$ 620,780</b> |

# Building Department 2016



## Building Actual & Budgeted Expenditures



The 2007 base year budget was \$602,284 and expenditures were \$607,066. The spike in 2013 was due to short-term personnel costs and outside consulting costs.

**CITY OF FAIRBANKS, ALASKA**

**General Fund Appropriation**

**BUILDING DEPARTMENT NO. 60**

| <b>CODE</b>   | <b>DESCRIPTION</b>         | <b>2014<br/>ACTUAL</b> | <b>2015<br/>REVISED</b> | <b>2016 DEPT<br/>REQUEST</b> | <b>2016<br/>MAYOR</b> | <b>2016<br/>APPROVED</b> |
|---------------|----------------------------|------------------------|-------------------------|------------------------------|-----------------------|--------------------------|
| 5001          | SALARIES AND WAGES         | \$ 457,292             | \$ 480,330              | \$ 482,511                   | \$ 482,511            | \$ 478,560               |
| 5002          | OVERTIME                   | 4,525                  | 5,075                   | 5,000                        | 5,000                 | 5,000                    |
| 5101          | PERSONAL/ANNUAL LEAVE      | 9,902                  | 16,795                  | 16,000                       | 16,000                | 16,000                   |
| 5200          | EMPLOYEE BENEFITS          | 145,286                | 151,871                 | 151,793                      | 151,793               | 151,746                  |
| 5302          | TRAINING                   | 1,869                  | 6,000                   | 6,000                        | 6,000                 | 6,000                    |
| 5401          | OFFICE SUPPLIES            | 3,749                  | 5,000                   | 5,000                        | 5,000                 | 5,000                    |
| 5402          | OPERATING                  | -                      | -                       | 1,000                        | 1,000                 | 1,000                    |
| 5407          | DUES AND PUBLICATIONS      | 3,829                  | 2,500                   | 2,500                        | 2,500                 | 2,500                    |
| 5501          | PROFESSIONAL SERVICES      | -                      | 2,000                   | 2,000                        | 2,000                 | 2,000                    |
| 5599          | OTHER OUTSIDE CONTRACTS    | 271                    | 2,460                   | -                            | -                     | -                        |
| 7007          | MEETING COSTS              | 161                    | 1,500                   | 1,500                        | 1,500                 | 1,500                    |
| 7501          | EQUIP REPLACEMENT EXPENDIT | 10,000                 | 10,000                  | 10,000                       | 10,000                | 10,000                   |
| <b>TOTALS</b> |                            | <b>\$ 636,884</b>      | <b>\$ 683,531</b>       | <b>\$ 683,304</b>            | <b>\$ 683,304</b>     | <b>\$ 679,306</b>        |

## SCHEDULE OF PERSONNEL REQUIREMENTS

| General Fund<br>Appropriation | 2014 |           | 2015 |           | 2016 |           | 2016 |           | 2016 |           |
|-------------------------------|------|-----------|------|-----------|------|-----------|------|-----------|------|-----------|
|                               | #    | SALARY    |
| <b>PERSONNEL</b>              |      |           |      |           |      |           |      |           |      |           |
| BUILDING OFFICIAL             | 1.0  | \$ 94,929 | 1.0  | \$ 97,900 | 1.0  | \$ 99,727 | 1.0  | \$ 99,727 | 1.0  | \$ 99,727 |
| PLANS EXAMINER                | 1.0  | 75,033    | 1.0  | 77,508    | 1.0  | 82,982    | 1.0  | 82,982    | 1.0  | 79,031    |
| ADMIN ASST                    | 1.0  | 55,495    | 1.0  | 57,482    | 1.0  | 58,704    | 1.0  | 58,704    | 1.0  | 58,704    |
| INSPECTOR                     | 3.0  | 228,948   | 3.0  | 236,471   | 3.0  | 241,098   | 3.0  | 241,098   | 3.0  | 241,098   |
| OVERTIME                      |      | 5,000     |      | 5,000     |      | 5,000     |      | 5,000     |      | 5,000     |
| BENEFITS                      |      | 152,378   |      | 151,738   |      | 151,793   |      | 151,793   |      | 151,746   |
| LEAVE ACCRUAL                 |      | 16,000    |      | 16,000    |      | 16,000    |      | 16,000    |      | 16,000    |

|               |            |                   |            |                   |            |                   |            |                   |            |                   |
|---------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|
| <b>TOTALS</b> | <b>6.0</b> | <b>\$ 627,783</b> | <b>6.0</b> | <b>\$ 642,099</b> | <b>6.0</b> | <b>\$ 655,304</b> | <b>6.0</b> | <b>\$ 655,304</b> | <b>6.0</b> | <b>\$ 651,306</b> |
|---------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|------------|-------------------|

The Department is requesting a 5% increase for the Plans Examiner  
Approved Personnel budgets do not reflect interim budget amendments.

## PERSONNEL HOURLY WAGES AND BENEFITS

| POSITION                  | BASE WAGE  | HOURLY PENSION | HOURLY HEALTH | OTHER HOURLY BENEFITS | HOURLY PACKAGE RATE |
|---------------------------|------------|----------------|---------------|-----------------------|---------------------|
| <b>IBEW</b>               |            |                |               |                       |                     |
| BUILDING OFFICIAL         | \$ 47.9457 | \$ 6.5900      | \$ 4.9000     | \$ 0.7294             | \$ 60.1651          |
| STRUCTURAL INSPECTOR      | 41.2684    | 6.5900         | 4.9000        | 0.6325                | 53.3909             |
| PLANS EXAMINER            | 37.8500    | 6.5900         | 4.9000        | 0.5829                | 49.9229             |
| COMBO BUILDING INSPECTOR  | 37.6037    | 6.5900         | 4.9000        | 0.5793                | 49.6730             |
| CODE COMPLIANCE INSPECTOR | 36.5962    | 6.5900         | 4.9000        | 0.5647                | 48.6509             |
| ADMIN ASSISTANT           | 28.1151    | 6.5900         | 4.9000        | 0.4417                | 40.0468             |

Note - Other includes 1.45% for medicare and life insurance in the amount of \$71 annually displayed hourly.

**DEPARTMENT 60 – BUILDING, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**MISSION**

The Fairbanks Building Department’s mission is to provide safe, accessible, code compliant buildings for the community within the City of Fairbanks.

**PERFORMANCE MEASURES**

The mission is accomplished through public education, customer assistance, and enforcement of building codes from the permit application to final inspection approval.

| Building Department<br>Performance Metrics* |   |                  |         |         |         |         |           |
|---|---|------------------|---------|---------|---------|---------|-----------|
| CITY METRICS                                |   | 2015             |         |         |         |         |           |
| PERSPECTIVE/OBJECTIVE                       | MEASURE   | PERFORMANCE GOAL | 1ST QTR | 2ND QTR | 3RD QTR | 4TH QTR | FREQUENCY |
| Stakeholder/Improve Customer Service        | Decrease days of plan review                        | < 7 days         | 9       | 14      | 8       | 5       | Quarterly |
| Stakeholder/Improve Customer Service        | Decrease days between opening file & issuing permit | < 30 days        | 14      | 14      | 11      | 10      | Quarterly |
| Stakeholder/Improve Customer Service        | Increase percent of permits approved the first time | > 75%            | 71.0%   | 75.0%   | 75.0%   | 80.0%   | Quarterly |

\* 2015 is the first full year in which metrics were measured.

**OPERATING ACCOUNTS**

**Account No. 5001:** *SALARIES AND WAGES* – covers the costs of wages for the department.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 482,511      | \$ 482,511        | \$ 478,560      |

**Account No. 5002:** *OVERTIME* – In 2016 we are requesting the same budget for overtime that was approved in 2015.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 5,000        | \$ 5,000          | \$ 5,000        |

**Account No. 5101:** *PERSONAL/ANNUAL LEAVE ACCRUAL* – reflects the cost of new leave earned. These figures are estimated using an average of prior year’s leave usage and leave cashed out.

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
| \$ 16,000       | \$ 16,000         | \$ 16,000       |

**DEPARTMENT 60 – BUILDING, BUDGET NARRATIVE - CITY OF FAIRBANKS**

**Account No. 5200:** *EMPLOYEE BENEFITS* - include retirement contributions, health care coverage, and employer's share of life insurance, Medicare, and Social Security tax.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 151,793      | \$ 151,793        | \$ 151,746      |

**Account No. 5302:** *TRAINING* – Cross training must be prioritized as a result of personnel changes within the department; therefore, we are requesting \$6,000. Training funding was cut in the last budget – this year sufficient funding will be even more critical.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 6,000        | \$ 6,000          | \$ 6,000        |

**Account No. 5401:** *OFFICE SUPPLIES* –Historical data indicates a static demand for such supplies; \$5,000 is sufficient for department operations.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 5,000        | \$ 5,000          | \$ 5,000        |

**Account No. 5402:** *OPERATING*– This account is used for safety clothing, equipment, and operational supplies.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 1,000        | \$ 1,000          | \$ 1,000        |

**Account No. 5407:** *DUES AND PUBLICATIONS* – This account will be used to purchase the 2015 International Building Code books and start the adoption process.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 2,500        | \$ 2,500          | \$ 2,500        |

**Account No. 5501:** *PROFESSIONAL SERVICES* –This account is used for independent structural consulting for evaluation of the unusual building construction the same level of funding is requested.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 2,000        | \$ 2,000          | \$ 2,000        |

**DEPARTMENT 60 – BUILDING, BUDGET NARRATIVE - CITY OF FAIRBANKS**

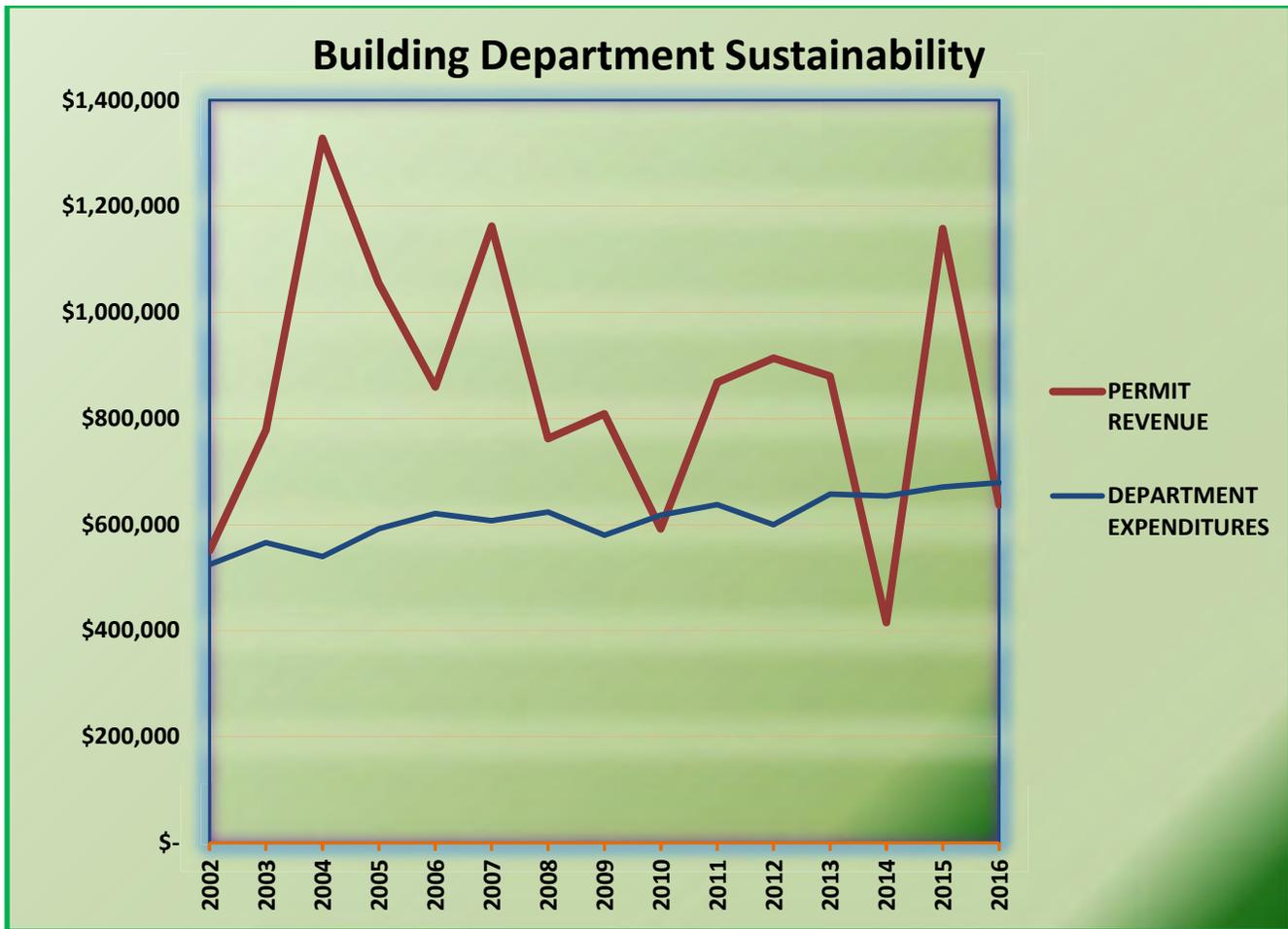
**Account No. 7007: MEETING COSTS** – The Building Department has three oversight commissions and boards that meet on a regular basis. This account includes the costs for lunches and meeting materials.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 1,500        | \$ 1,500          | \$ 1,500        |

**Account No. 7501: EQUIPMENT REPLACEMENT EXPENDITURE** – The Building Department is requesting \$10,000 to be transferred to the capital fund for the future purchase of a new truck.

| <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-----------------|-------------------|-----------------|
| \$ 10,000       | \$ 10,000         | \$ 10,000       |

| <b>TOTAL DEPARTMENT</b> | <u>REQUESTS</u> | <u>RECOMMENDS</u> | <u>APPROVED</u> |
|-------------------------|-----------------|-------------------|-----------------|
|                         | \$ 683,304      | \$ 683,304        | \$ 679,306      |



Years 2002 through 2012 are based on audited amounts. Years 2014 and 2016 are estimated amounts.

**DEPARTMENT 60 – BUILDING, BUDGET NARRATIVE - CITY OF FAIRBANKS**

Permit revenue is a product of the economy and construction activity in the City of Fairbanks. The level can fluctuate widely from year to year. The chart above shows the value the Building Department adds to the City. During the time period 2002-2016 revenues have exceeded expenditures 12 times. Note how slowly the department’s costs have risen. This increase is due to CBA raises in employee wages and benefits.

**ESTIMATED 2016 CONSTRUCTION VALUATION = \$60 MILLION**

**ESTIMATED REVENUES:**

|  |                   |
|--|-------------------|
| Building permit and plan check fees              | \$ 559,164        |
| Plumbing, mechanical, and electrical permit fees | 70,418            |
| Plumber’s licenses and testing fees              | 4,000             |
| Sign Permits                                     | <u>3,500</u>      |
| <b>TOTAL</b>                                     | <b>\$ 637,082</b> |

**RECOMMENDED EXPENDITURES:**

|                          |                   |
|--------------------------|-------------------|
| <b>2016 Budget Total</b> | <b>\$ 679,306</b> |
|--------------------------|-------------------|

|  |                    |
|--|--------------------|
| <b>ESTIMATE: ANNUAL EXPENDITURES IN EXCESS OF REVENUES</b> | <b>\$ (42,224)</b> |
|--|--------------------|

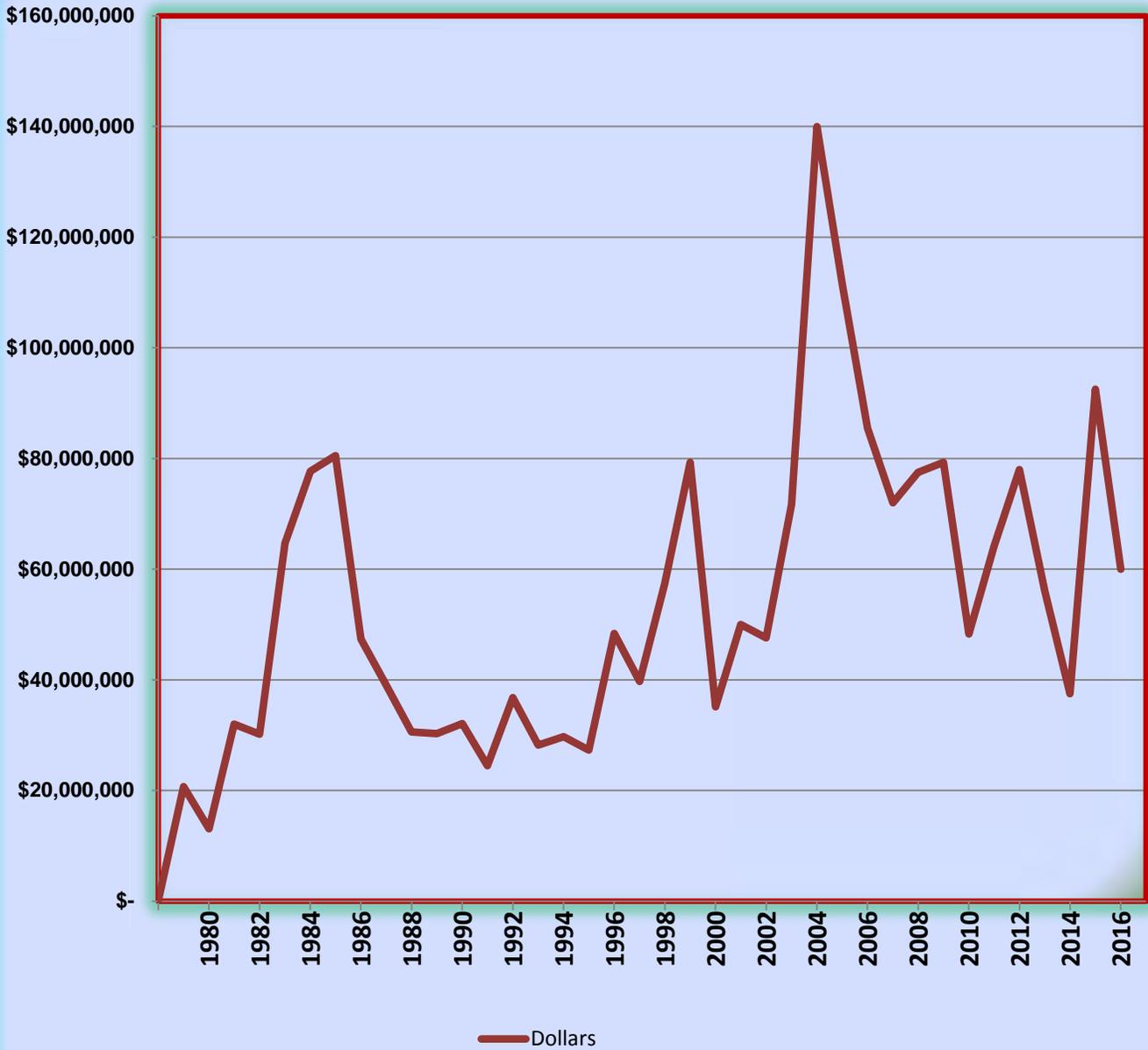
**TOTAL PERMIT VALUATION**

| <u>YEAR</u> | <u>DOLLARS IN<br/>MILLIONS</u> | <u>YEAR</u> | <u>DOLLARS IN<br/>MILLIONS</u> | <u>YEAR</u> | <u>DOLLARS IN<br/>MILLIONS</u> |
|-------------|--------------------------------|-------------|--------------------------------|-------------|--------------------------------|
| 1978        | 20.7                           | 1995        | 27.3                           | 2011        | 64.1                           |
| 1979        | 20.7                           | 1996        | 48.4                           | 2012        | 83.6                           |
| 1980        | 13.1                           | 1997        | 39.7                           | 2013        | 52.3                           |
| 1981        | 32.0                           | 1998        | 57.4                           | 2014        | 37.5                           |
| 1982        | 30.2                           | 1999        | 79.3                           | 2015        | 92.5                           |
| 1983        | 64.7                           | 2000        | 35.1                           | 2016        | 60.0 ESTIMATE                  |
| 1984        | 77.7                           | 2001        | 50.0                           |             |                                |
| 1985        | 80.5                           | 2002        | 47.6                           |             |                                |
| 1986        | 47.4                           | 2003        | 71.7                           |             |                                |
| 1988        | 30.6                           | 2004        | 140.0                          |             |                                |
| 1989        | 30.3                           | 2005        | 111.7                          |             |                                |
| 1990        | 32.1                           | 2006        | 85.5                           |             |                                |
| 1991        | 24.5                           | 2007        | 72.0                           |             |                                |
| 1992        | 36.8                           | 2008        | 77.5                           |             |                                |
| 1993        | 28.2                           | 2009        | 79.3                           |             |                                |
| 1994        | 29.7                           | 2010        | 48.3                           |             |                                |

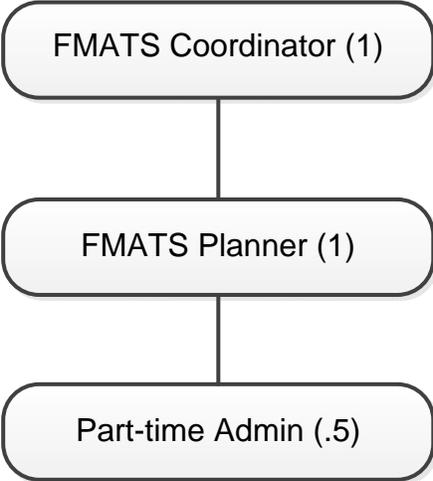
Permit revenue is calculated using the assessed value of construction. The table above and chart below document that construction can vary widely from year to year. The linear trend line does show the increasing valuations over the 37 years reported.

DEPARTMENT 60 – BUILDING, BUDGET NARRATIVE - CITY OF FAIRBANKS

TOTAL PERMIT VALUATION



# Fairbanks Metropolitan Area Transportation System (FMATS) 2016



## SCHEDULE OF PERSONNEL REQUIREMENTS

| General Fund<br>Appropriation | 2014<br>APPROVED |           | 2015<br>APPROVED |            | 2016 DEPT<br>REQUEST |            | 2016<br>MAYOR |            | 2016<br>APPROVED |            |
|-------------------------------|------------------|-----------|------------------|------------|----------------------|------------|---------------|------------|------------------|------------|
| POSITION                      | #                | SALARY    | #                | SALARY     | #                    | SALARY     | #             | SALARY     | #                | SALARY     |
| <b>PERSONNEL</b>              |                  |           |                  |            |                      |            |               |            |                  |            |
| FMATS COORDINATOR             | 1.0              | \$ 95,389 | 1.0              | \$ 118,872 | 1.0                  | \$ 121,013 | 1.0           | \$ 121,013 | 1.0              | \$ 121,013 |
| FMATS PLANNER                 | 1.0              | 60,015    | 1.0              | 62,115     | 1.0                  | 63,407     | 1.0           | 63,407     | 1.0              | 63,407     |
| PART TIME ADMIN               | 0.5              | 28,681    | 0.5              | 29,671     | 0.5                  | 30,396     | 0.5           | 30,396     | 0.5              | 30,396     |
| OVERTIME                      |                  | -         |                  | -          |                      | -          |               | -          |                  | -          |
| BENEFITS                      |                  | 66,873    |                  | 67,205     |                      | 67,209     |               | 67,209     |                  | 67,209     |
| LEAVE ACCRUAL                 |                  | 5,000     |                  | 14,000     |                      | 14,000     |               | 14,000     |                  | 14,000     |
|                               | 2.5              | 255,958   | 2.5              | 291,863    | 2.5                  | 296,025    | 2.5           | 296,025    | 2.5              | 296,025    |

**GRANT/PROJECT PERSONNEL**

|                   |       |           |       |           |       |           |       |           |       |           |
|-------------------|-------|-----------|-------|-----------|-------|-----------|-------|-----------|-------|-----------|
| FMATS COORDINATOR | (1.0) | (95,389)  | (1.0) | (118,872) | (1.0) | (121,013) | (1.0) | (121,013) | (1.0) | (121,013) |
| FMATS PLANNER     | (1.0) | (60,015)  | (1.0) | (62,115)  | (1.0) | (63,407)  | (1.0) | (63,407)  | (1.0) | (63,407)  |
| PART TIME ADMIN   | (0.5) | (28,681)  | (0.5) | (29,671)  | (0.5) | (30,396)  | (0.5) | (30,396)  | (0.5) | (30,396)  |
| OVERTIME          |       | -         |       | -         |       | -         |       | -         |       | -         |
| BENEFITS          |       | (66,873)  |       | (67,205)  |       | (67,209)  |       | (67,209)  |       | (67,209)  |
| LEAVE ACCRUAL     |       | (5,000)   |       | (14,000)  |       | (14,000)  |       | (14,000)  |       | (14,000)  |
|                   | (2.5) | (255,958) | (2.5) | (291,863) | (2.5) | (296,025) | (2.5) | (296,025) | (2.5) | (296,025) |

|                           |            |             |            |             |            |             |            |             |            |             |
|---------------------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|
| <b>TOTAL GENERAL FUND</b> | <b>0.0</b> | <b>\$ -</b> |
|---------------------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|

PERSONNEL HOURLY WAGES AND BENEFITS

| POSITION          | BASE WAGE  | HOURLY PENSION | HOURLY HEALTH | OTHER HOURLY BENEFITS | HOURLY PACKAGE RATE |
|-------------------|------------|----------------|---------------|-----------------------|---------------------|
| <b>IBEW</b>       |            |                |               |                       |                     |
| FMATS COORDINATOR | \$ 58.1794 | \$ 6.5900      | \$ 4.9000     | \$ 0.8744             | \$ 70.5438          |
| FMATS PLANNER     | 30.3671    | 6.5900         | 4.9000        | 0.4744                | 42.3315             |
| PART-TIME ADMIN   | 29.1151    | 5.5900         | 4.9000        | 0.4903                | 40.0954             |

Note - Other includes 1.45% for medicare and life insurance in the amount of \$71 annually displayed hourly.

## Introduction

The Fairbanks Metropolitan Area Transportation System (FMATS) began being housed at the City in 2008. FMATS is funded with State and Federal funds and in-kind contributions from the City of Fairbanks and cash contributions from the City of North Pole.

Currently there are two and one-half employees working in FMATS; the FMATS Coordinator, the FMATS Transportation Planner and a half-time Administrative Assistant. The FMATS Coordinator reports directly to the Policy Committee of FMATS made up of the three local Mayors, the Northern Region Director of DOT & PF, the Director of Air Quality of the DEC, a City Council Representative and a FNSB Assembly Representative.

In order to continue to receive federal transportation funding, the Fairbanks Urban area, as designated by the Census, was required to form a Metropolitan Planning Organization (MPO). FMATS is the Metropolitan Planning Organization formed with the approval of the Governor in 2003. FMATS is required to produce several work products to be in compliance with federal regulations: a Metropolitan Transportation Plan, a four-year Transportation Improvement Program, a Public Participation Plan, Air Quality Conformity Determination (as required), and a Unified Planning Work Program. As a result of the 2010 Census, FMATS amended its boundaries to include those areas that are now urbanized that were not considered urban in the 2000 census.

A full copy of the Fairbanks Metropolitan Area Transportation System (FMATS) Unified Planning Work Program (UPWP) PL-1260(7) Federal Fiscal Years 2015/2016 is available online at the FMATS website: [www.fmats.alaska.gov](http://www.fmats.alaska.gov). The UPWP documents the products and milestones of the MPO for the two-year planning period.

## FMATS History

Although it was not formally recognized as an urbanized area until 2000, FMATS originated in 1969 in recognition of the multi-jurisdictional responsibilities relating to transportation issues. FMATS has provided an important mechanism to identify transportation issues and problems common to the local and State governments in the Fairbanks area and to suggest solutions.

The U.S. Census determined that an area including the City of Fairbanks, City of North Pole and a part of the Fairbanks North Star Borough had more than 50,000 in population in close proximity and therefore qualified as an "urban area". Federal regulations state that areas with a population over 50,000 (urban area) must develop an MPO to perform all regional transportation planning. The Policy Committee is the decision-making body of the MPO. The FMATS Technical Committee makes recommendations to the Policy Committee. It includes representation from FNSB Transit, FNSB Planning Commission, FNSB Community Planning, Alaska Railroad Corporation, Department of Transportation and Public Facilities, Department of Environmental Conservation, City of Fairbanks, City of North Pole, Fort Wainwright, University of Alaska Fairbanks, Tanana Chiefs Conference and freight carriers. The following illustrates efforts to date that have addressed transportation planning within the MPO:

## FAIRBANKS METROPOLITAN AREA TRANSPORTATION SYSTEM, BUDGET NARRATIVE

- 1971 – Original FMATS Plan
- 1983 – Richardson Highway Corridor Study
- 1984 – FNSB Comprehensive Plan (Last Updated 2005)
- 1985 – FNSB Comprehensive Recreational Trail Plan (Last Updated 2006)
- 1985 – The FMATS Update Report re-evaluated area forecasts through the year 2005 and developed a list of project recommendations to be implemented over the next 20 years.
- 1986 – Southwest Neighborhood Transportation Study
- 1989 – FNSB Bike Plan
- 1991 – Fairbanks North Star Borough Comprehensive Road Plan
- 1994 – North Pole Area Supplement to the FNSB Bike Plan
- 2001 – Downtown Transportation Study for the City of Fairbanks
- 2005 – FMATS Long Range Transportation Plan
- 2006 – FNSB/City of Fairbanks – The Historic Preservation Plan
- 2007 – Airport Way Improvements Reconnaissance Study
- 2008 – Vision Fairbanks Downtown Plan
- 2009 – North Pole Land Use Plan
- 2009 – 2010 – 2013 Transportation Improvement Program (TIP)
- 2010 – Steese Highway/Johansen Expressway Area Traffic Improvements
- 2010 – Seasonal Mobility Task Force Recommendations Report
- 2010 – Metropolitan Area Transportation Plan 2010 – 2035, including a Freight Plan Element
- 2010 – Transportation Conformity Determination for Air Quality (Carbon Monoxide and PM<sub>2.5</sub>) for the MTP and TIP
- 2010 – 2011/2012 Unified Planning Work Program
- 2010 – 2010 – 2013 Transportation Improvement Program Amendments 1 and 2
- 2011 – 2010 – 2013 Transportation Improvement Program Administrative Modification 3 and 4 and Amendment 5
- 2011 – 2012 – 2015 Transportation Improvement Program and Air Quality Conformity Determination

## FAIRBANKS METROPOLITAN AREA TRANSPORTATION SYSTEM, BUDGET NARRATIVE

- 2012 – Safe Routes to School Plan
- 2012 – Non-Motorized Transportation Plan
- 2012 - Greenspace Artwork RFP and selection
- 2012 – 2012 – 2015 TIP Amendment 1, Administrative Modification 2, and Amendment 3
- 2012 – 2013/2014 Unified Planning Work Program
- 2013 – 2012 – 2015 TIP Amendment 4 and 5
- 2013 – Operating Agreement Amended with revised MPO Boundary
- 2013 – 2004 – Metropolitan Transportation Plan Update (to be completed in January 2015)
- 2014 – College Road Corridor Study
- 2014 – 2015 – 2016 Unified Planning Work Program
- 2014 – TIP Administrative Modification #6, Amendment 7, Draft Amendment 8
- 2014 – Polaris Artwork Installed
- 2014 – Initiate the Freight Mobility Plan
- 2015 – TIP Amendment #8 and #9
- 2015 – Fairbanks Metro Area Transportation Plan: A Roadmap to 2040 and Air Quality Conformity Determination
- 2015 – 2015 - 2018 Transportation Improvement Program and Air Quality Conformity Determination
- 2015 2015 – 2018 TIP Administrative Modification #1
- 2016 – Initiate the Bicycle and Pedestrian Count Methodology Plan
- 2016 – Initiate work on the Freight Mobility Plan

# CAPITAL FUND

## CAPITAL FUND, BUDGET NARRATIVE – CITY OF FAIRBANKS

### Description

In October of 2006, City voters approved amendment of the City Charter to establish a capital fund to designate funds for capital use. All funds appropriated to the capital fund shall remain in the fund until expended on capital projects as approved by the City Council. While there is no requirement to capitalize all items included in the capital fund budget, operational commodities are not included. The City's capitalization policy is located on page 49. Budget items may include amounts needed to maintain or replace current assets. The City has no significant nonrecurring capital expenditures.

### Impact on Operations

As a practice, non-grant capital acquisitions are budgeted and expended in the capital fund. This allows for the City to better plan asset replacements and infrastructure improvements. General fund operations may reduce or increase as decisions and actions regarding the control and upkeep are made with the goal of increasing efficiency, reliability, and safety. Efficiencies often reduce overall operating costs while reliability and safety may increase overall operating costs. Capturing the costs at the initiative level will help ensure sound decisions. Included in each capital project is a statement on how the project effects operations (pages 219-222).

### **Budgeted Additions (Revenues)**

#### Transfers

The City maintains a Permanent Fund comprised of receipts associated with the sale of assets. The fund was originally established by the 1997 sale of the City-owned Municipal Utility System. City code allows not more than one half of one percent of the five year average Permanent Fund value to be used for capital needs. In 2016, it is estimated that the Permanent Fund Appropriation Transfer into the Capital Fund will be \$541,254 as reflected on the Permanent Fund worksheet in the capital budget.

Transfers from the general fund are reflected in the Other Financing (Sources) Uses additions column in the general fund budget in the capital fund budget. Also see the General Fund Capital worksheet. The amount of the transfer is determined by the Mayor and Council after looking at the annual general fund budgeted revenues and expenditures and determining how much the general fund can feasibly transfer to the capital fund without eroding general fund balance. The amount fluctuated from \$1,985,012 in 2012, \$639,434 in 2013, \$1,500,000 in 2014 to \$1,334,419 in 2015. City code prohibits the transfer of resources from the capital fund to other funds. Reflected in the 2016 capital budget is a transfer of \$200,000 from the General Fund.

City code section 64-42(b) requires 12 percent of general fund garbage collection revenue to be used to replace City equipment. The 2016 budget addition amount is \$227,509 as shown on the **Garbage Equipment Replacement Reserve worksheet**.

The City charges for emergency medical services provided to the public. Section 26-111 of the City code documents the amount of general fund revenue collected for mileage shall be placed in the capital appropriations fund. In 2016 \$65,000 has been budgeted in the Fire Department Capital Budget for **Ambulance Mileage Revenue** collected.

Total transfers to the capital fund from the general and permanent funds are \$1,033,763 in 2016 as reflected on the **Five Year Consolidated Capital Fund Financial Schedule; Non-major Fund** statement and on the **Consolidated General and Capital Fund Budgets**.

### Internal Transfers

Internal transfers out are reported in the expenditure column and are transferred to other categories in the capital budget. In 2016, \$578,254 is eliminated on the Summary page as an internal transfer.

### Internal Transfer Eliminations

General Fund and Permanent Fund capital appropriations that are transferred to other categories in the Capital Fund budget are reflected as ***Internal Transfer Out*** on the General Fund Capital and Permanent Fund worksheets and as ***Internal Transfer In*** on the affected category worksheets. These transfers are shown as ***Internal Transfer Eliminations*** at the bottom of the Summary Page. The total internal transfers net to zero and do not have a fund balance effect.

### Asset Repair and Replacement Revenue

City departments are encouraged to plan ahead for capital additions and replacements pertinent to the services they provide. Each year as part of the department General Fund budget, departments may request an amount to be transferred from their department budget to the Capital Fund. The amount is an expenditure under account codes ***7501- Equipment Replacement*** and ***7502- Property Repair and Replacement*** in the General Fund department budget appropriations and narratives, and is reflected as a ***General Fund capital replacement*** revenue in the departments' capital budget worksheet. In total the general fund departments are being charged \$1,276,500. This amount is shown as "Asset repair and replacement" revenue on the ***Five Year Consolidated Capital Fund Financial Schedule; Non-major Fund*** statement and on the ***Consolidated General and Capital Fund Budgets***.

### **Fund Balance**

The Capital Fund balance amounts are reflected in the budget ordinance as well as on the **2015 Capital Appropriations Fund Summary, the Five Year Consolidated Capital Fund Financial Schedule; Non-major Fund** and the **Consolidated General and Capital Fund Budget** statement.

### Nonspendable

The capital fund budget does not include items that are classified as "nonspendable" fund balance.

### Restricted

The capital fund budget does not include items with external or legal restrictions of fund balance.

### Commitments

In the Property Replacement section \$12,500 has been committed toward the replacement of the audio system in the Council Chambers.

Replacing fire engines is very costly. In the Fire Department capital budget there is \$250,000 committed for the future purchase of a fire engine and another \$30,000 committed for grant match.

The Building Department has four different vehicles that inspectors use. Each year the Building Department general fund budget transfers \$10,000 to the Building Department capital budget for the future replacement of their vehicles. At 12/31/15, \$50,052 will be committed for this purpose. Another \$10,000 was added to the commitment in the 2016 budget.

The most costly City projects are for road maintenance and construction. Fortunately, federal, state, and local sources share in this burden. Included in the Road Maintenance capital budget is a commitment of \$475,000 in matching funds that will be required by state and federal grants in future years. Another commitment of the Road Maintenance capital budget is \$60,000 for storm drain replacement at the Water Treatment Plant.

The total committed fund balance at 12/31/2015 is \$877,552. The expected committed balance at 12/31/16 is \$887,552, as shown in the table below.

| Department           | Commitment   | 12/31/2015        | Additions        | Deletions   | 12/31/2015        |
|----------------------|--------------|-------------------|------------------|-------------|-------------------|
| Property Replacement | Audio System | 12,500            | -                | -           | 12,500            |
| Fire Department      | Fire Engine  | 250,000           | -                | -           | 250,000           |
| Fire Department      | Grant Match  | 30,000            | -                | -           | 30,000            |
| Building Department  | Vehicle      | 50,052            | 10,000           | -           | 60,052            |
| Road Maintenance     | Grant Match  | 475,000           | -                | -           | 475,000           |
|                      | Storm Drain  | 60,000            | -                | -           | 60,000            |
|                      |              | <b>\$ 877,552</b> | <b>\$ 10,000</b> | <b>\$ -</b> | <b>\$ 887,552</b> |

### Assignments

Assigned fund balances are intended to be used by government for specific purposes but do not meet the criteria to be classified as restricted or committed. In the capital fund, assigned fund balance amounts are neither spent nor committed during the year. They remain available to be budgeted as expenditures in subsequent years. At 12/31/2016 the expected assigned fund balance is \$2,663,249 as shown below:

|                         |                    |
|-------------------------|--------------------|
| Committed fund balance  | \$ 887,552         |
| Assigned fund balance   | <u>2,603,249</u>   |
| Total 2015 fund balance | <u>\$3,490,801</u> |

**CITY OF FAIRBANKS  
2016 CAPITAL FUND PROJECTS**

**PROPERTY REPAIR & REPLACEMENT-TOTAL PROJECTS COST \$429,500**

**FACILITY UPGRADES**

**PROJECT/EQUIPMENT: FIBER OPTIC CABLE INSTALL**

DESCRIPTION OF WORK: Contract the installation of fiber optic cabling between City hall, Fire Headquarters, and the Police Department.

IMPACT ON OPERATIONS: This project creates a privately owned communications ring between City facilities utilizing Cushman Street conduit.

PROJECTED ESTIMATED TOTAL COST: \$100,000

FUNDING SOURCE: Capital Fund Account 11035011-9003-\$100,000

**PROJECT/EQUIPMENT: LOG CABIN ELECTRICAL AND STRUCTURAL REPAIRS**

DESCRIPTION OF WORK: Upgrade outside log structure.

IMPACT ON OPERATIONS: Improved safety and longevity of the building.

PROJECTED ESTIMATED TOTAL COST: \$15,000

FUNDING SOURCE: Capital Fund Account 11035012-9003-\$15,000

**PROJECT/EQUIPMENT: PARKING GARAGE SECURITY UPGRADE**

DESCRIPTION OF WORK: Improve security through structure reinforcement and electronic monitoring.

IMPACT ON OPERATIONS: Improves customer safety while making minor improvements to the facility.

PROJECTED ESTIMATED TOTAL COST: \$30,000

FUNDING SOURCE: Capital Fund Account 11035013-9003-\$30,000

**CITY HALL**

**PROJECT: MAYOR'S CONTINGENCY**

DESCRIPTION OF WORK: Funding available for emergency capital projects or budget short falls.

IMPACT ON OPERATIONS: Funding for unexpected events.

PROJECT ESTIMATED COST: \$100,000

FUNDING SOURCE: Capital Fund Account 11035000-9001-\$100,000

**PROJECT/EQUIPMENT: NORTH PARKING LOT REHABILITATION**

DESCRIPTION OF WORK: Replace damaged sidewalk section and repave north parking area, including filling in unused coal chute and patching basement foundation wall.

IMPACT ON OPERATIONS: Will make sidewalk ADA-compliant and increase parking area for City Hall staff.

PROJECTED ESTIMATED TOTAL COST: \$50,000

FUNDING SOURCE: Capital Fund Account 11035014-9003-\$50,000

## **POLICE STATION**

### **PROJECT/EQUIPMENT: IT-UPS BATTERIES**

DESCRIPTION OF WORK: Replaces and upgrades the current battery backup capability within the Fairbanks Police Department.

IMPACT ON OPERATIONS: UPS power protects public safety systems, applications, and telecommunications equipment during electrical service outages and power fluctuations.

PROJECT ESTIMATED COST: \$28,000

FUNDING SOURCE: Capital Fund Account 11035020-9003-\$28,000

## **FIRE STATION 3**

### **PROJECT/EQUIPMENT: REPAIR PARKING LOT AND FRONT RAMP**

DESCRIPTION OF WORK: Repair drainage and repave parking lot and front ramp.

IMPACT ON OPERATIONS: Drainage improvement increases safety and access.

PROJECT ESTIMATED COST: \$12,000

FUNDING SOURCE: Capital Fund Account 11035030-9003-\$12,000

## **FIRE TRAINING CENTER**

### **PROJECT/EQUIPMENT: REMOVE BURN PIT AND PAVE BACK LOT**

DESCRIPTION OF WORK: Completion of site characterization (well survey and contamination plume map), removal and disposal of contaminated soil in burn pit, and capping pit with pavement or concrete.

IMPACT ON OPERATIONS: Burn pit has not been in use for over 10 years; project will increase amount of useable training space at the Regional Fire Training Center.

PROJECT ESTIMATED COST: \$32,500

FUNDING SOURCE: Capital Fund Account 11035031-9003-\$32,500

### **PROJECT/EQUIPMENT: CONCRETE REPAIR ON NORTH SIDE OF TOWER**

DESCRIPTION OF WORK: Replace flat concrete on north side of tower.

IMPACT ON OPERATIONS: Improved drainage and eliminating trip/fall hazards.

PROJECT ESTIMATED COST: \$15,000

FUNDING SOURCE: Capital Fund Account 11035032-9003-\$15,000

### **PROJECT/EQUIPMENT: REPAIR AND REPLACE DOORS IN TRAINING TOWER**

DESCRIPTION OF WORK: Repair and replace doors in training tower.

IMPACT ON OPERATIONS: All doorways will be operational and lockable.

PROJECT ESTIMATED COST: \$20,000

FUNDING SOURCE: Capital Fund Account 11035033-9003-\$20,000

## **PUBLIC WORKS**

### **PROJECT/EQUIPMENT: PW KITCHEN REMODEL**

DESCRIPTION OF WORK: Purchase and install cabinets, counters and appliances.

IMPACT ON OPERATIONS: Updated, safer (counter heights) for use by all PW employees.

PROJECT ESTIMATED COST: \$12,000

FUNDING SOURCE: Capital Fund Account 11035051-9003-\$12,000

**PROJECT/EQUIPMENT: MOBILE RADIOS AND BASE STATION**

DESCRIPTION OF WORK: Purchase new mobile radios and base station for Public Works.  
IMPACT ON OPERATIONS: Improved communications between facility base station and field trucks.  
PROJECT ESTIMATED COST: \$15,000  
FUNDING SOURCE: Capital Fund Account 11035052-9003-\$15,000

**GARBAGE EQUIPMENT REPLACEMENT- TOTAL PROJECT COST \$132,000**

**PROJECT/EQUIPMENT: PURCHASE ONE PACKER TRUCK**

DESCRIPTION OF WORK: Purchase new packer truck for garbage collection.  
IMPACT ON OPERATIONS: Maintain a packer replacement schedule; to keep City clean by removing garbage.  
PROJECT ESTIMATED COST: \$132,000  
FUNDING SOURCE: Capital Fund Account 11035000-9005-\$132,000

**PUBLIC WORKS-TOTAL PROJECTS COST \$469,000**

**PROJECT/EQUIPMENT: STREET SWEEPER**

DESCRIPTION OF WORK: Purchase sweeper for maintaining City streets.  
IMPACT ON OPERATIONS: Increased productivity and higher efficiency.  
PROJECT ESTIMATED COST: \$224,000  
FUNDING SOURCE: Capital Fund Account 11035000-9001-\$224,000

**PROJECT/EQUIPMENT: BRIDGE CRANE FOR MECHANICS SHOP**

DESCRIPTION OF WORK: Install new bridge crane in the mechanics shop.  
IMPACT ON OPERATIONS: Safety for mechanics.  
PROJECT ESTIMATED COST: \$75,000  
FUNDING SOURCE: Capital Fund Account 11035000-9001-\$75,000

**PROJECT/EQUIPMENT: ASPHALT HOT BED PACKAGE FOR 5 YARD DUMP TRUCK**

DESCRIPTION OF WORK: Purchase asphalt equipment for repairing and maintaining City streets.  
IMPACT ON OPERATIONS: Increased productivity and higher efficiency in repairing City streets while reducing rental and outside contract costs.  
PROJECT ESTIMATED COST: \$80,000  
FUNDING SOURCE: Capital Fund Account 11035000-9001-\$80,000

**PROJECT/EQUIPMENT: WATER TANKER FOR 5 YARD DUMP TRUCK**

DESCRIPTION OF WORK: Purchase water tanker for repairing and maintaining City streets.  
IMPACT ON OPERATIONS: Increased productivity and higher efficiency in repairing City streets while reducing rental and outside contract costs.  
PROJECT ESTIMATED COST: \$30,000  
FUNDING SOURCE: Capital Fund Account 11035000-9001-\$30,000

**PROJECT/EQUIPMENT: RADAR SPEED SIGNS**

DESCRIPTION OF WORK: Purchase and install radar speed signs on two or three streets in South Fairbanks (each street will need two signs - one sign for each direction of traffic); candidate streets include 17<sup>th</sup>, 27<sup>th</sup>, & 29<sup>th</sup> Avenues.  
IMPACT ON OPERATIONS: Helps address speeding concerns raised by community; supports Bjerremark Neighborhood Improvement Plan and Community Policing effort.  
PROJECT ESTIMATED COST: \$60,000  
FUNDING SOURCE: Capital Fund Account 11035000-9001-\$60,000

**INFORMATION TECHNOLOGY-TOTAL PROJECTS COST \$156,086****PROJECT/EQUIPMENT: VIRTUAL MACHINE (VMware) ENVIRONMENT REFRESH**

DESCRIPTION OF WORK: Upgrade VMware equipment and software.

IMPACT ON OPERATIONS: Reduces physical hardware requirements and continues to support City operations through highly available information systems.

PROJECTED ESTIMATED TOTAL COST: \$151,086

FUNDING SOURCE: Capital Fund Account 11011400-9001-\$151,086

**PROJECT/EQUIPMENT: LAPTOP REPLACEMENT**

DESCRIPTION OF WORK: Replace an FPD Laptop.

IMPACT ON OPERATIONS: Normally, the funding of laptop replacement is much greater. This year it was significantly reduced due to the lack of cooperation on finding a lower cost vendor.

PROJECTED ESTIMATED TOTAL COST: \$5,000

FUNDING SOURCE: Capital Fund Account 11011400-9001-\$5,000

**FIRE-TOTAL PROJECTS COST \$210,000****PROJECT/EQUIPMENT: AMBULANCE**

DESCRIPTION OF WORK: Purchase a new ambulance.

IMPACT ON OPERATIONS: Safety and protection of public.

PROJECT ESTIMATED TOTAL COST: \$200,000

FUNDING SOURCE: Capital Fund Account 11023000-9001-\$210,000

**POLICE DEPARTMENT-TOTAL PROJECTS COST \$180,000****PROJECT/EQUIPMENT: POLICE CARS**

DESCRIPTION OF WORK: Purchase 3 Police cars.

IMPACT ON OPERATIONS: Maintain a vehicle replacement rotation schedule for police cars for public safety.

PROJECT ESTIMATED TOTAL COST: \$180,000

FUNDING SOURCE: Capital Fund Account 11023000-5703-\$180,000

**ROAD MAINTENANCE-TOTAL PROJECTS COST \$100,000****PROJECT/EQUIPMENT: THIRD AVENUE PARKING IMPROVEMENTS**

DESCRIPTION OF WORK: Remove sidewalk bulb-outs to increase on-street parking capacity.

IMPACT ON OPERATIONS: Will increase parking for local business patrons and make snow removal easier for Public Works.

PROJECT ESTIMATED TOTAL COST: \$100,000

FUNDING SOURCE: Capital Fund Account 11035000-9006-\$100,000

**CITY OF FAIRBANKS, ALASKA  
2016 CAPITAL APPROPRIATIONS FUND**

**Summary Page**

| <u>Capital Appropriation</u>          | <u>12/31/15 Fund<br/>Balance</u> | <u>Additions</u>           | <u>Expenditures</u>          | <u>12/31/16 Fund<br/>Balance</u> |
|---------------------------------------|----------------------------------|----------------------------|------------------------------|----------------------------------|
| Permanent Fund Capital Appropriations | \$ 249,188                       | \$ 541,254                 | \$ (359,500)                 | \$ 430,942                       |
| General Fund Transfer to Capital Fund | 79,334                           | 200,000                    | (218,754)                    | 60,580                           |
| Property Replacement Fund             | 12,500                           | 429,500                    | (429,500)                    | 12,500                           |
| Garbage Equipment Replacement         | 207,812                          | 227,509                    | (132,000)                    | 303,321                          |
| Public Works                          | 246                              | 468,754                    | (469,000)                    | -                                |
| Information Technology Department     | 102,757                          | 156,086                    | (156,086)                    | 102,757                          |
| Fire Department                       | 1,192,672                        | 315,000                    | (210,000)                    | 1,297,672                        |
| Police Department                     | 175,889                          | 180,000                    | (180,000)                    | 175,889                          |
| Dispatch                              | 55,380                           | 140,000                    | -                            | 195,380                          |
| Engineering Department                | 8,452                            | 10,000                     | -                            | 18,452                           |
| Building Department                   | 50,052                           | 10,000                     | -                            | 60,052                           |
| Road Maintenance                      | 933,256                          | -                          | (100,000)                    | 833,256                          |
| Internal Transfer Eliminations        | -                                | (578,254)                  | 578,254                      | -                                |
| <b>Capital Fund Balance</b>           | <b><u>\$ 3,067,538</u></b>       | <b><u>\$ 2,099,849</u></b> | <b><u>\$ (1,676,586)</u></b> | <b><u>\$ 3,490,801</u></b>       |

**PERMANENT FUND  
2016 CAPITAL BUDGET**

| <u>Capital Appropriations</u>             | <u>12/31/15 Fund<br/>Balance</u> | <u>Additions</u>  | <u>Expenditures</u> | <u>12/31/16 Fund<br/>Balance</u> |
|---|----------------------------------|-------------------|---------------------|----------------------------------|
| <b>Unassigned Balance 12/31/15</b>        | \$ 249,188                       | \$ -              | \$ -                | \$ 249,188                       |
| <b>Transfer In/Funding Source</b>         |                                  |                   |                     |                                  |
| Permanent Fund Appropriation Transfer     | -                                | 541,254           | -                   | 541,254                          |
| <b>Transfer Out/Budgeted Expenditures</b> |                                  |                   |                     |                                  |
| Internal Transfer to Property Replacement | -                                | -                 | (284,500)           | (284,500)                        |
| Internal Transfer to Public Works         | -                                | -                 | (75,000)            | (75,000)                         |
| Internal Transfer to Road Maintenance     | -                                | -                 | -                   | -                                |
| <br>                                      |                                  |                   |                     |                                  |
| <b>Balance</b>                            | <u>\$ 249,188</u>                | <u>\$ 541,254</u> | <u>\$ (359,500)</u> | <u>\$ 430,942</u>                |

**GENERAL FUND  
2016 CAPITAL BUDGET**

| <u>Capital Appropriations</u>             | <u>12/31/15 Fund<br/>Balance</u> | <u>Additions</u>  | <u>Expenditures</u> | <u>12/31/16 Fund<br/>Balance</u> |
|---|----------------------------------|-------------------|---------------------|----------------------------------|
| <b>Unassigned Balance 12/31/15</b>        | \$ 79,334                        | \$ -              | \$ -                | \$ 79,334                        |
| <b>Transfer In/Funding Source</b>         |                                  |                   |                     | -                                |
| Transfer from General Fund                |                                  | 200,000           |                     | 200,000                          |
| <b>Transfer Out/Budgeted Expenditures</b> |                                  |                   |                     |                                  |
| Internal Transfer to Public Works         |                                  | -                 | (218,754)           | (218,754)                        |
| <b>Unassigned Balance 12/31/15</b>        |                                  |                   |                     |                                  |
| Internal Transfer to                      |                                  |                   |                     |                                  |
| <b>Balance</b>                            | <u>\$ 79,334</u>                 | <u>\$ 200,000</u> | <u>\$ (218,754)</u> | <u>\$ 60,580</u>                 |

**PROPERTY REPLACEMENT  
2016 CAPITAL BUDGET**

| <u>Capital Appropriation</u>                                   | <u>2014 Ending<br/>Balance</u> | <u>Additions</u>  | <u>Expenditures</u> | <u>2015 Ending<br/>Balance</u> |
|--|--------------------------------|-------------------|---------------------|--------------------------------|
| <b>Unassigned Balance 12/31/15</b>                             | \$ -                           | \$ -              | -                   | \$ -                           |
| <b>Committed for Council Chambers audio system replacement</b> | 12,500                         |                   |                     | 12,500                         |
| <b>Transfer In/Funding Source</b>                              |                                |                   |                     |                                |
| General Fund capital replacement                               |                                | 145,000           |                     | 145,000                        |
| Internal transfer from Permanent Fund Capital                  |                                | 284,500           |                     | 284,500                        |
| <b>Unassigned Balance 12/31/15</b>                             |                                |                   |                     |                                |
| <b>Transfer Out/Budgeted Expenditures</b>                      |                                |                   |                     |                                |
| <b>Facility upgrades</b>                                       |                                |                   |                     |                                |
| Fiber Install City Hall/FPD/FFD (IT-conduit already installed) |                                |                   | (100,000)           | (100,000)                      |
| Log cabin electrical and structural repairs                    |                                |                   | (15,000)            | (15,000)                       |
| Parking garage security upgrade                                |                                |                   | (30,000)            | (30,000)                       |
| <b>City Hall</b>   |                                |                   |                     |                                |
| Mayor's Contingency  |                                |                   | (100,000)           | (100,000)                      |
| North Parking Lot Rehabilitation-Engineering                   |                                |                   | (50,000)            | (50,000)                       |
| <b>Police Station</b>  |                                |                   |                     |                                |
| IT-UPS batteries (required 2016 change out)                    |                                |                   | (28,000)            | (28,000)                       |
| <b>Fire Station 1</b>  |                                |                   |                     |                                |
| <b>Fire Station 3</b>  |                                |                   |                     |                                |
| Repair parking lot and front ramp                              |                                |                   | (12,000)            | (12,000)                       |
| <b>Fire Training Center</b>                                    |                                |                   |                     |                                |
| Remove burn pit and pave back lot                              |                                |                   | (32,500)            | (32,500)                       |
| Concrete repair on north side of tower                         |                                |                   | (15,000)            | (15,000)                       |
| Repair and replace doors in training tower                     |                                |                   | (20,000)            | (20,000)                       |
| <b>Public Works</b>  |                                |                   |                     |                                |
| Kitchen remodel  |                                |                   | (12,000)            | (12,000)                       |
| Mobile radios and base station                                 |                                |                   | (15,000)            | (15,000)                       |
| <b>Balance</b>   | <u>\$ 12,500</u>               | <u>\$ 429,500</u> | <u>\$ (429,500)</u> | <u>\$ 12,500</u>               |

**GARBAGE EQUIPMENT REPLACEMENT RESERVE  
2016 CAPITAL BUDGET**

| <u>Capital Appropriation</u>              | <u>12/31/15 Fund<br/>Balance</u> | <u>Additions</u>  | <u>Expenditures</u> | <u>12/31/16 Fund<br/>Balance</u> |
|---|----------------------------------|-------------------|---------------------|----------------------------------|
| <b>Unassigned Balance 12/31/15</b>        | \$ 207,812                       | \$ -              | \$ -                | \$ 207,812                       |
|   | -                                |                   |                     | -                                |
| <b>Transfer In/Funding Source</b>         |                                  |                   |                     |                                  |
| Garbage Equipment replacement reserve     | -                                | 227,509           | -                   | 227,509                          |
| <b>Transfer Out/Budgeted Expenditures</b> |                                  |                   |                     |                                  |
| Internal Transfer to Public Works         |                                  |                   | -                   | -                                |
| <b>Unassigned Balance 12/31/15</b>        |                                  |                   |                     |                                  |
| Packer Truck                              |                                  |                   | (132,000)           | (132,000)                        |
| <b>Balance</b>                            | <u>\$ 207,812</u>                | <u>\$ 227,509</u> | <u>\$ (132,000)</u> | <u>\$ 303,321</u>                |

**PUBLIC WORKS  
2016 CAPITAL BUDGET**

| <u>Capital Appropriation</u>                  | <u>12/31/15 Fund<br/>Balance</u> | <u>Additions</u>  | <u>Expenditures</u> | <u>12/31/16 Fund<br/>Balance</u> |
|---|----------------------------------|-------------------|---------------------|----------------------------------|
| <b>Unassigned Balance 12/31/15</b>            | \$ 246                           | \$ -              | \$ -                | \$ 246                           |
| <b>Transfer In/Funding Source</b>             |                                  |                   |                     |                                  |
| General Fund capital replacement              |                                  | 175,000           |                     | 175,000                          |
| Internal transfer from Permanent Fund Capital |                                  | 75,000            |                     | 75,000                           |
| Internal transfer from General Fund Capital   |                                  | 218,754           |                     | 218,754                          |
| <b>Unassigned Balance 12/31/15</b>            |                                  |                   |                     |                                  |
| <b>Transfer Out/Budgeted Expenditures</b>     |                                  |                   |                     |                                  |
| Street sweeper                                |                                  |                   | (224,000)           | (224,000)                        |
| Bridge crane for shop                         |                                  |                   | (75,000)            | (75,000)                         |
| Asphalt hot bed package for 5 yard dump truck |                                  |                   | (80,000)            | (80,000)                         |
| Water tanker fir 5 yard dump truck            |                                  |                   | (30,000)            | (30,000)                         |
| Radar speed signs                             |                                  |                   | (60,000)            | (60,000)                         |
| <b>Balance</b>                                | <u>\$ 246</u>                    | <u>\$ 468,754</u> | <u>\$ (469,000)</u> | <u>\$ -</u>                      |

**INFORMATION TECHNOLOGY  
2016 CAPITAL BUDGET**

| <u>Capital Appropriation</u>                        | <u>12/31/15 Fund<br/>Balance</u> | <u>Additions</u>  | <u>Expenditures</u> | <u>12/31/16 Fund<br/>Balance</u> |
|---|----------------------------------|-------------------|---------------------|----------------------------------|
| <b>Unassigned Balance 12/31/15 (includes Munis)</b> | \$ 102,757                       | \$ -              | \$ -                | \$ 102,757                       |
|   |                                  |                   |                     | -                                |
|   |                                  |                   |                     | -                                |
| <b>Transfer In/Funding Source</b>                   |                                  |                   |                     |                                  |
| General Fund capital replacement                    |                                  | 156,086           |                     | 156,086                          |
| Internal transfer from                              |                                  |                   |                     | -                                |
| <b>Unassigned Balance 12/31/15</b>                  |                                  |                   |                     |                                  |
| <b>Transfer Out/Budgeted Expenditures</b>           |                                  |                   |                     |                                  |
| Virtual Machine Environment Upgrades                |                                  |                   | (151,086)           | (151,086)                        |
| FPD Laptop Upgrades                                 |                                  |                   | (5,000)             | (5,000)                          |
| <b>Balance</b>                                      | <u>\$ 102,757</u>                | <u>\$ 156,086</u> | <u>\$ (156,086)</u> | <u>\$ 102,757</u>                |

**FIRE DEPARTMENT  
2016 CAPITAL BUDGET**

| <u>Capital Appropriation</u>              | <u>12/31/15 Fund<br/>Balance</u> | <u>Additions</u>  | <u>Expenditures</u> | <u>12/31/16 Fund<br/>Balance</u> |
|---|----------------------------------|-------------------|---------------------|----------------------------------|
| <b>Unassigned Balance 12/31/15</b>        | \$ 912,672                       | \$ -              | \$ -                | \$ 912,672                       |
| Committed for Fire Engines                | 250,000                          | -                 | -                   | 250,000                          |
| Committed for grant match                 | 30,000                           |                   |                     | 30,000                           |
|   |                                  |                   | -                   | -                                |
| <b>Transfer In/Funding Source</b>         |                                  |                   |                     |                                  |
| General Fund capital replacement          |                                  | 250,000           | -                   | 250,000                          |
| Ambulance Mileage Revenue                 |                                  | 65,000            | -                   | 65,000                           |
| <b>Unassigned Balance 12/31/15</b>        |                                  |                   |                     |                                  |
| <b>Transfer Out/Budgeted Expenditures</b> |                                  |                   |                     |                                  |
| <b>Fire Department Equipment</b>          |                                  |                   |                     |                                  |
| Ambulance                                 |                                  |                   | (210,000)           | (210,000)                        |
| <b>Balance</b>                            | <u>\$ 1,192,672</u>              | <u>\$ 315,000</u> | <u>\$ (210,000)</u> | <u>\$ 1,297,672</u>              |

**POLICE DEPARTMENT  
2016 CAPITAL BUDGET**

| <u>Capital Appropriation</u>       | <u>12/31/15 Fund<br/>Balance</u> | <u>Additions</u>  | <u>Expenditures</u> | <u>12/31/16 Fund<br/>Balance</u> |
|------------------------------------|----------------------------------|-------------------|---------------------|----------------------------------|
| <b>Unassigned Balance 12/31/15</b> | \$ 175,889                       | \$ -              | \$ -                | \$ 175,889                       |
|                                    | -                                |                   |                     | -                                |
| <b>Transfer In/Funding Source</b>  |                                  |                   |                     |                                  |
| General Fund capital replacement   | -                                | 180,000           | -                   | 180,000                          |
| <b>Unassigned Balance 12/31/15</b> |                                  |                   |                     |                                  |
| Police Cars                        | -                                | -                 | (180,000)           | (180,000)                        |
| <b>Balance</b>                     | <u>\$ 175,889</u>                | <u>\$ 180,000</u> | <u>\$ (180,000)</u> | <u>\$ 175,889</u>                |





**BUILDING DEPARTMENT  
2016 CAPITAL BUDGET**

| <u>Capital Appropriation</u>              | <u>12/31/15 Fund<br/>Balance</u> | <u>Additions</u> | <u>Expenditures</u> | <u>12/31/16 Fund<br/>Balance</u> |
|---|----------------------------------|------------------|---------------------|----------------------------------|
| <b>Unassigned Balance 12/31/15</b>        |                                  | \$ -             | \$ -                | \$ -                             |
| Committed for vehicle replacement         | 50,052                           | -                | -                   | 50,052                           |
| <b>Transfer In/Funding Source</b>         |                                  |                  |                     |                                  |
| General Fund capital replacement          |                                  | 10,000           | -                   | 10,000                           |
| <b>Unassigned Balance 12/31/15</b>        |                                  |                  |                     |                                  |
| <b>Transfer Out/Budgeted Expenditures</b> |                                  |                  |                     |                                  |
| <b>Balance</b>                            | <u>\$ 50,052</u>                 | <u>\$ 10,000</u> | <u>\$ -</u>         | <u>\$ 60,052</u>                 |

**ROAD MAINTENANCE  
2016 CAPITAL BUDGET**

| <u>Capital Appropriation</u>   | <u>12/31/15 Fund<br/>Balance</u> | <u>Additions</u> | <u>Expenditures</u> | <u>12/31/16 Fund<br/>Balance</u> |
|--|----------------------------------|------------------|---------------------|----------------------------------|
| <b>Unassigned Balance 12/31/15</b>   | \$ 398,256                       | \$ -             | \$ -                | \$ 398,256                       |
| Committed for grant match  | 475,000                          | -                | -                   | 475,000                          |
| Committed for storm drain replacement at the Water<br>plant; Resolution 4675 | 60,000                           |                  |                     | 60,000                           |
|  |                                  |                  |                     | -                                |
| <b>Transfer In/Funding Source</b>  |                                  |                  |                     |                                  |
| <b>Unassigned Balance 12/31/15</b>   |                                  |                  |                     |                                  |
| <b>Transfer Out/Budgeted Expenditures</b>                                    |                                  |                  |                     |                                  |
| Third Avenue Parking Improvements  |                                  |                  | (100,000)           | (100,000)                        |
| <b>Balance</b>   | <u>\$ 933,256</u>                | <u>\$ -</u>      | <u>\$ (100,000)</u> | <u>\$ 833,256</u>                |

# HISTORICAL DOCUMENTS

# CITY OF FAIRBANKS

## COUNCIL MEMBERS

|                   |           |                     |           |                    |           |
|-------------------|-----------|---------------------|-----------|--------------------|-----------|
| Rappolt           | 1910-1911 | Thomas B. Wright    | 1924-1926 | Ray Kohler         | 1946-1948 |
| F. S. Gordon      | 1910-1912 | Thomas B. Wright    | 1927-1929 | Kenneth D. Bell    | 1946-1948 |
| F. S. Gordon      | 1914-1915 | Forbes Baker        | 1925-1927 | Kenneth D. Bell    | 1950-1950 |
| Sabin             | 1910-1911 | R. T. Kubon         | 1925-1929 | William McRoberts  | 1946-1946 |
| Dan Driscoll      | 1910-1913 | Charles F. Petersen | 1925-1933 | E. C. Hodge        | 1946-1947 |
| Dan Callahan      | 1910-1912 | W. H. Gilcher       | 1925-1930 | Ruel M. Griffin    | 1947-1949 |
| Dan Callahan      | 1913-1916 | W. H. Gilcher       | 1931-1933 | George Nehrbas     | 1947-1949 |
| Gardner           | 1910-1911 | B. S. Kennedy       | 1926-1929 | Francis Holstrom   | 1947-1949 |
| A.J. Nordale      | 1911-1913 | J. G. Rivers        | 1926-1927 | J. P. Doogan       | 1947-1950 |
| Oscar H. Frey     | 1911-1912 | G. B. Bushman       | 1927-1928 | J. P. Doogan       | 1956-1959 |
| Edgar Peoples     | 1911-1913 | J. E. Barrack       | 1928-1932 | R. M. Fenton       | 1948-1950 |
| E. C. Heacock     | 1911-1913 | Jessie Bryant       | 1929-1931 | George Rayburn     | 1948-1950 |
| F. B. Parker      | 1912-1913 | E. H. Stoecker      | 1929-1931 | Harry Champlin     | 1949-1949 |
| George Smith      | 1912-1917 | Vance R. McDonald   | 1929-1931 | Robert Hoopes      | 1949-1950 |
| R. S. McDonald    | 1912-1914 | Charles Schiek      | 1930-1932 | C. H. Van Scoy     | 1949-1950 |
| Murry C. Smith    | 1913-1915 | Arnold Nordale      | 1931-1933 | Phillip Anderson   | 1949-1950 |
| Frank Ahlburg     | 1913-1913 | Irving Reed         | 1931-1932 | Geo. Gilbertson    | 1950-1951 |
| Luther C. Hess    | 1913-1914 | Irving Reed         | 1933-1938 | C.L. Lindberg      | 1950-1951 |
| William Baltuff   | 1913-1914 | E. L. Shermer       | 1932-1938 | Gene Immel         | 1950-1951 |
| Ben Sherman       | 1913-1914 | Virgil Bail         | 1932-1934 | Myra Rank          | 1950-1955 |
| Ben Sherman       | 1918-1919 | Fred Lewis          | 1932-1936 | Thomas K. Downes   | 1950-1953 |
| Pete Lorentzen    | 1914-1916 | Andrew Anderson     | 1933-1936 | Thomas K. Downes   | 1956-1956 |
| R. R. Myers       | 1914-1917 | P. J. McDonald      | 1933-1940 | Earl Hausman       | 1950-1953 |
| Andrew Nerland    | 1914-1916 | P. J. McDonald      | 1941-1942 | Don S. Gordon      | 1951-1952 |
| S. R. Bredlie     | 1915-1916 | Leslie A. Nerland   | 1934-1938 | Robert I. Sachs    | 1951-1952 |
| E. H. Mack        | 1915-1918 | William N. Growden  | 1935-1940 | Richard J. Greuel  | 1951-1957 |
| August Burglin    | 1916-1918 | Paul G. Greimann    | 1935-1941 | Sylvia Ringstad    | 1952-1955 |
| Robert J. Geis    | 1916-1916 | Paul G. Greimann    | 1944-1944 | Ted Mainella       | 1953-1956 |
| John McIntosh     | 1916-1920 | Hjalmar Nordale     | 1938-1940 | Ben F. Potter      | 1954-1957 |
| Henry T. Ray      | 1916-1917 | Frank Pollack       | 1938-1940 | Paul B. Haggland   | 1955-1957 |
| H.C. Kelley       | 1916-1917 | Howard G. Hughes    | 1938-1942 | Byron A. Gillam    | 1955-1956 |
| A. L. Wilbur      | 1917-1919 | Larry Rogge         | 1940-1942 | James P. Whaley    | 1956-1956 |
| Louis Golden      | 1917-1919 | Ike Thompson        | 1940-1941 | George Sullivan    | 1956-1959 |
| C. W. Woodward    | 1917-1921 | Earl Hausmann       | 1940-1942 | Harvey Anderson    | 1956-1957 |
| George Johnson    | 1918-1919 | John Butrovich Jr   | 1941-1943 | Jack B. Wilbur     | 1956-1961 |
| H. H. Ross        | 1919-1923 | Alden Wilbur Jr     | 1941-1942 | Robert W. Johnson  | 1957-1959 |
| Joseph H. Smith   | 1919-1920 | Larry Meath         | 1941-1941 | Edmund Orbeck      | 1957-1959 |
| Robert Lavery     | 1919-1921 | E. F. Wann          | 1942-1944 | Edward M. Cox      | 1959-1963 |
| J. R. Rowler      | 1919-1922 | Charles Main        | 1942-1944 | Joseph M. Ribar    | 1959-1960 |
| R. W. Ferguson    | 1920-1922 | Percy Hubbard       | 1942-1944 | Charles J. Clasby  | 1959-1960 |
| R. W. Ferguson    | 1928-1929 | Alden Wilbur Sr     | 1942-1943 | Thomas M. Roberts  | 1959-1962 |
| Alfred M. Ohlsen  | 1920-1922 | John Clark          | 1943-1945 | Sylvia Ringstad    | 1960-1965 |
| Frank R. Clark    | 1921-1923 | Kennath A. Murray   | 1944-1946 | Wilbur Walker      | 1960-1962 |
| W. T. Pinkerton   | 1921-1923 | Bud Foster          | 1944-1944 | Henry A. Boucher   | 1961-1964 |
| S. L. Magnusses   | 1922-1925 | Sylvia Ringstad     | 1944-1946 | Darrell Brewington | 1961-1962 |
| C. Harry Woodward | 1922-1925 | T. S. Batchelder    | 1944-1944 | Arthur H. Sexauer  | 1962-1964 |
| Martin A. Pinska  | 1923-1923 | C. N. Petersen      | 1944-1946 | Howard Alexander   | 1962-1965 |
| August W. Conradt | 1923-1925 | P. J. McDonald      | 1944-1945 | Walter F. Lefevre  | 1962-1963 |
| Frank P. Wood     | 1923-1925 | A. F. Cole          | 1945-1947 | Harold Gillam      | 1963-1966 |
| T. C. Voule       | 1923-1925 | J. C. Phillips      | 1945-1946 | Stanley Sailors    | 1963-1966 |
| Charles Thompson  | 1924-1926 | S. N. Bredlie       | 1945-1947 | Jack Markstrom     | 1965-1966 |

# CITY OF FAIRBANKS

## COUNCIL MEMBERS (CONTINUED)

|                     |           |                    |                       |
|---------------------|-----------|--------------------|-----------------------|
| Jack H. Richardson  | 1965-1965 | Jim Whitaker       | 1995-1998             |
| Kenneth C Haycraft  | 1966-1967 | Billie Ray Allen   | 1995-2001             |
| Harry J. Porter     | 1964-1970 | Charlie Rex        | 1998-2001             |
| John H. Huber       | 1965-1971 | Bob Boko           | 1997-2003             |
| G. A. Seeliger      | 1965-1969 | Howard Thies       | 1998-2006             |
| William W. Walley   | 1966-1968 | Gene Redden        | 1999-2001             |
| Thomas Miklautsch   | 1966-1974 | Scott Kawasaki     | 1999-2005             |
| Brian H. Cleworth   | 1967-1970 | Jerry Cleworth     | 2001-2007             |
| Wallace F. Burnett  | 1968-1972 | Donna Gilbert      | 2001-2004             |
| Earnest G. Carter   | 1969-1978 | Jeff Johnson       | 2002-2005             |
| Joseph Jackovich    | 1970-1973 | John Eberhart      | 2003-2006             |
| Robert G. Parsons   | 1970-1979 | Don Seeliger       | 2004-2007             |
| Joseph D. Marshall  | 1971-1982 | Lloyd Hilling      | 2005-2008             |
| Ken W. Carson       | 1972-1975 | Tonya Brown        | 2005-2008             |
| James W. Rolle      | 1973-1977 | Steve Thompson     | 2007-2008             |
| Richard Greuel      | 1974-1977 | John Eberhart      | 2007-2010             |
| Ralph W. Migliaccio | 1975-1977 | Emily Bratcher     | 2008-2011             |
| Ted Manville        | 1977-1977 | Jerry Cleworth     | 2008-2010             |
| Frank Gold          | 1977-1977 | Chad Roberts       | 2006-2012             |
| H. Ted Lehne        | 1977-1986 | Vivian Stiver      | 2006-2012             |
| Charles Rees        | 1977-1979 | John Eberhart      | 2010-2013 (Appointed) |
| Wallis C. Droz      | 1977-1979 | Bernard Gatewood   | 2008-Present          |
| Robert J. Sundberg  | 1978-1982 | Jim Matherly       | 2010-Present          |
| Ray Kohler          | 1979-1979 | Lloyd Hilling      | 2011-2014             |
| Ruth E. Burnett     | 1979-1980 | Renee Staley       | 2012-2015             |
| Mike L. Mikell      | 1979-1982 | Perry Walley       | 2012-Present          |
| Ron Punton          | 1979-1980 | Christian Anderson | 2013-2014 (Appointed) |
| Richard E. Cole     | 1980-1981 | Jerry Cleworth     | 2014-Present          |
| Chris Anderson      | 1980-1985 | David Pruhs        | 2014-Present          |
| William W. Walley   | 1981-1982 | Joy Huntington     | 2015-Present          |
| Mark S. Hewitt      | 1982-1983 |                    |                       |
| Valerie Therrien    | 1982-1983 |                    |                       |
| Sherill L. Long     | 1982-1983 |                    |                       |
| Paul J. Whitney     | 1983-1987 |                    |                       |
| John P. Immel       | 1983-1987 |                    |                       |
| Mary Hajdukovich    | 1986-1989 |                    |                       |
| Lowell Purcell      | 1983-1983 |                    |                       |
| Lowell Purcell      | 1983-1994 |                    |                       |
| Jerry Norum         | 1985-1991 |                    |                       |
| James C. Hayes      | 1987-1992 |                    |                       |
| Jerry Cleworth      | 1987-1999 |                    |                       |
| Robert Sundberg     | 1989-1992 |                    |                       |
| Bill Walley         | 1989-1991 |                    |                       |
| Bob Eley            | 1991-1995 |                    |                       |
| Mike Andrews        | 1991-1992 |                    |                       |
| Randall Wallace     | 1992-1995 |                    |                       |
| Donna G. Lewis      | 1992-1993 |                    |                       |
| Romar Swarner       | 1993-1998 |                    |                       |
| John P. Immel       | 1993-1999 |                    |                       |
| Robert Wolting      | 1994-1997 |                    |                       |

## CITY OF FAIRBANKS

### MAYORS

MAYOR-COUNCIL FORM OF GOVERNMENT WAS RATIFIED BY THE VOTERS ON OCTOBER 4, 1995, REPLACING COUNCIL-MANAGER SYSTEM.

|                  |           |                    |              |
|------------------|-----------|--------------------|--------------|
| E.T BARNETTE     | 1903-1906 | RAY KOHLER         | 1948-1949    |
| B. D. MILLS      | 1906-1907 | MAURICE JOHNSON    | 1949-1950    |
| J. BARRACK       | 1907-1908 | ROBERT HOOPES      | 1950-1952    |
| FRED CARTER      | 1908-1909 | RALPH J. RIVERS    | 1952-1954    |
| JOESPH SMITH     | 1909      | DOUGLAS PRESTON    | 1954-1957    |
| MEL SABIN        | 1909-1910 | PAUL B. HAGGLAND   | 1957-1960    |
| A. J. NORDALE    | 1910-1911 | JOESPH M. RIBAR    | 1960-1962    |
| F. S. GORDON     | 1911-1912 | DARRELL BREWINGTON | 1962-1965    |
| DAN DRISCOLL     | 1912-1913 | SYLVIA RINGSTAD    | 1965-1966    |
| E. C. HEACOCK    | 1913      | HENRY BOUCHER      | 1966-1970    |
| MURRAY C. SMITH  | 1913-1915 | JULIAN C. RICE     | 1970-1972    |
| ANDREW NERLAND   | 1915-1916 | HAROLD GILLAM      | 1972-1978    |
| R. R. MEYERS     | 1916-1917 | WILLIAM WOOD       | 1978-1980    |
| G. M. SMITH      | 1917      | RUTH E. BURNETT    | 1980-1982    |
| HENRY T. RAY     | 1917-1918 | BILL WALLEY        | 1982-1988    |
| E. E. SUTER      | 1918-1919 | JAMES D. NORDALE   | 1988-1990    |
| A. L. WILBER     | 1919-1921 | WAYNE S. NELSON    | 1990-1992    |
| C. H. WOODWARD   | 1921-1922 | JAMES C. HAYES     | 1992-2001    |
| R. W. FERGUSON   | 1922-1923 | STEVE M. THOMPSON  | 2001-2007    |
| T. A. MARQUAM    | 1923-1925 | TERRY STRLE        | 2007-2010    |
| F. DELA VERGNE   | 1925-1931 | JERRY CLEWORTH     | 2010-2013    |
| JESSIE F. BRYANT | 1931-1933 | JOHN EBERHART      | 2013-PRESENT |
| ARNOLD NORDALE   | 1933-1934 |                    |              |
| E. B. COLLINS    | 1934-1938 |                    |              |
| LESLIE NERLAND   | 1938-1940 |                    |              |
| WILLIAM GROWDEN  | 1940-1943 |                    |              |
| G. HUGHES        | 1943-1945 |                    |              |
| A. H. NORDALE    | 1945-1948 |                    |              |

## CITY OF FAIRBANKS

### CITY MANAGERS

|                            |           |      |   |           |      |
|----------------------------|-----------|------|---|-----------|------|
| Louis D. Keise             | January   | 1947 | - | April     | 1948 |
| James R. Wilcox            | April     | 1948 | - | August    | 1948 |
| Irving H. Call             | August    | 1948 | - | August    | 1951 |
| Robert Hoopes              | August    | 1951 | - | November  | 1951 |
| Evan L. Peterson           | November  | 1951 | - | August    | 1952 |
| Donald H. Eynck (Acting)   | August    | 1952 | - | December  | 1952 |
| Donald H. Eynck            | January   | 1953 | - | March     | 1955 |
| Donald MacDonald III       | March     | 1955 | - | August    | 1955 |
| Matt W. Slankard           | August    | 1955 | - | July      | 1958 |
| Edward A. Merdes (Acting)  | July      | 1958 | - | August    | 1958 |
| Clifford A. Nordby         | August    | 1958 | - | May       | 1962 |
| Robert L. Crow (Acting)    | June      | 1962 | - | December  | 1962 |
| Gerald F. McMahon          | January   | 1963 | - | January   | 1965 |
| Wallis C. Droz (Acting)    | January   | 1965 | - | May       | 1965 |
| Wallis C. Droz             | June      | 1965 | - | December  | 1975 |
| Edward L. Martin           | January   | 1975 | - | January   | 1977 |
| Robert R. Wolting          | February  | 1977 | - | May       | 1979 |
| Wallis C. Droz             | June      | 1979 | - | June      | 1986 |
| John C. Phillips           | July      | 1986 | - | September | 1986 |
| Brian C. Phillips          | September | 1986 | - | April     | 1990 |
| Robert R. Wolting (Acting) | May       | 1990 | - | June      | 1990 |
| Robert R. Wolting          | July      | 1990 | - | September | 1993 |
| Mark E. Boyer              | October   | 1993 | - | October   | 1994 |
| Partrick B. Cole           | November  | 1994 | - | October   | 1995 |

City Manager form of government was ratified by the voters on April 2, 1946

Mayor-Council form of government was ratified by the voters on October 4, 1995

## CITY OF FAIRBANKS

### CITY CLERKS

|                     |      |   |         |
|---------------------|------|---|---------|
| Whitney W. Clark    | 1910 | — | 1912    |
| A. J. Pauli         | 1912 | — | 1915    |
| John C. Buckley     | 1915 | — | 1918    |
| F. C. Wiseman       | 1918 | — | 1919    |
| E. L. Sanderlin     | 1919 | — | 1923    |
| E. O. Johnson       | 1923 | — | 1923    |
| J. G. Rivers        | 1923 | — | 1924    |
| J. E. Ruder         | 1924 | — | 1927    |
| C. W. Joynt         | 1927 | — | 1934    |
| Grace Fisher        | 1934 | — | 1947    |
| Einar A. Tonseth    | 1947 | — | 1961    |
| Wallis C. Droz      | 1961 | — | 1970    |
| Evelyn M. Rusnell   | 1970 | — | 1973    |
| Kathleen I. Day     | 1973 | — | 1980    |
| Carma B. Roberson   | 1980 | — | 1990    |
| Toni W. Connor      | 1991 | — | 1996    |
| Nancy L. DeLeon     | 1996 | — | 2001    |
| Carol L. Colp       | 2001 | — | 2006    |
| Janey L. Hovenden   | 2006 | — | 2015    |
| D. Danyielle Snider | 2015 | — | Present |

## CITY OF FAIRBANKS

### ANNEXATIONS

|   |            |                     |
|---|------------|---------------------|
| City of Fairbanks Incorporated  | 11/10/1903 |                     |
| North Addition (Garden Island)  | 09/29/1921 |                     |
| Day Homestead   | 02/21/1950 |                     |
| Brandt Subdivision  | 08/15/1952 | Utilities Ord. #719 |
| Mooreland Acres   | 12/15/1952 |                     |
| South Fairbanks   | 08/24/1954 | Utilities Ord. #716 |
| Slaterville   | 01/01/1959 | Ord. #949           |
| Section 16 (School Section)   | 03/15/1962 |                     |
| Industrial Air Products & Smith Property (lower 2nd Avenue)   | 12/01/1962 | Ord #1211           |
| Certain Parcels South of 23rd Avenue  | 12/15/1962 |                     |
| Rabbit Island and Rest of Properties South of 23rd Avenue   | 03/17/1963 |                     |
| Island Homes and Industrial Portion of Graehl   | 03/21/1963 |                     |
| City Refuse Site  | 03/21/1963 |                     |
| Birch Hill Cemetery   | 03/22/1963 |                     |
| Block M and N, Island Homes   | 07/12/1965 | Ord. #1334          |
| Hamilton Acres and Timberland Subdivision   | 10/01/1965 | Ord. #1365/1346     |
| Block 3, Graehl   | 11/27/1965 | Ord. #1383          |
| Block 2, Graehl   | 11/27/1965 | Ord. #1385          |
| North Addition Fairwest Tax Lot 827, 832 Blk 5 Riverside Park   | 10/10/1969 | Ord. #1902          |
| Lot 14 of Derby Tract   | 11/14/1959 | Ord. #1897          |
| Lots 3,4, and 5, Block 1, Riverside Park  | 11/14/1969 | Ord. #1890          |
| Portion of U.S. Survey 3148 and Portion of Bjerremark   | 08/01-1969 | Ord. #1903          |
| Block 5, Graehl   | 07/07/1969 | Ord. #1843          |
| Lots 9, 10, 11, and 12, Block 6, Graehl   | 10/10/1969 |                     |
| Lemeta, Aurora, Johnston, Graehl, Fairwest and the area<br>between South Cushman and Peger Road South to<br>Van Horn Road | 03/09/1970 |                     |
| 40 Acres North East of Lemeta – Sec 3 T1S, R1W, F.M.  | 06/12/1970 | Ord. #2004          |
| Lots 4 and 5, Block 2, Riverside Park   | 05/29/1970 | Ord. #1995          |
| Block R, Slater Subdivision   | 09/28/1970 | Ord. #1997          |
| Lots 1 and 2, Block 6, Riverside  | 08/28/1970 | Ord. #2020          |
| Block 3, Highland Park  | 10/22/1971 | Ord. #3006          |
| Portion of Fbks Management Area, Section 3, T1S, R1W  | 06/01/1972 | Ord. #3066          |
| Portion of Island Homes   | 04/08/1973 |                     |
| Fort Wainwright   | 04/08/1973 |                     |
| Birch Hill Recreation Area, Section 35, T1N, R1W  | 04/08/1973 |                     |
| Lots 1 and 2, Block 1, West Addition to Fairwest  | 03/29/1974 | Ord. #3246          |
| Blocks 12 and 13, South Addition to Westgate  | 08/09/1974 |                     |
| Executive Park  | 11/29/1974 | Ord. #3349          |
| E 1/4 of the NW 1/4 of Section 17, T1S, R1W, FM   |            |                     |
| Block H, Slater Subdivision (Island Homes)  | 06/13/1975 | Ord. #3394          |
| Lot 13, Derby Tract   | 06/27/1975 | Ord. #3401          |
| Bentley Family Trust  | 02/17/1976 | Ord. #3435          |

## CITY OF FAIRBANKS

### ANNEXATIONS (Continued)

|   |            |             |
|---|------------|-------------|
| Derby Tract   | 05/14/1976 | Ord. #3487  |
| West Park II  | 06/12/1978 | Ord. #3703  |
| Sunset Subdivision, Second Addition   | 09/15/1978 | Ord. #3720  |
| Government Lot 14, Section 8, T1S, R1W, F.B. & M.<br>(Chena River State Recreation Site)  | 07/30/1983 | Ord. #4241  |
| The NW 1/4 of the NW 1/4 of Section 17, T1S, R1W,<br>F.B. & M (Sophie Plaza)  | 07/30/1983 | Ord. #4242  |
| Lot 3, Block 6, Riverside Park Subdivision  | 07/30/1983 | Ord. #4244  |
| Royal Court Village   | 09/17/1983 | Ord. #4265  |
| E. M. Jones Homestead Subdivision (77 acres)  | 09/16/1985 |             |
| SW 1/4 of NE 1/4 of Sect 17, T1S, R1W, F.B. & M. (40 acres)   | 09/16/1985 | Ord. #4395  |
| Portions of the NW 1/4 of the SW 1/4 of Section 22,<br>T1S F.B. & M., and King Industrial Park (9 acres)  | 09/16/1985 | Ord. #4405  |
| Approximately 164 acres of property located along both sides<br>of the Old Richardson Highway   | 01/01/1986 | Ord. #4500  |
| Approximately 20 acres of the Eastern portion of the<br>Fairbanks Industrial Park   | 01/27/1986 | Ord. #4505  |
| Alaska Gold Property owned by Dennis Wise (140 acres)<br>(Local Boundary Commission action August 2, 1986)  | 01/01/1987 | Ord. #4520  |
| Riverside Park Subdivision  | 01/01/1987 | Ord. #4523  |
| Lot 6, Block 2, Riverside Park Subdivision  | 02/13/1990 | Ord. #4878  |
| Lots 4-8, Block 4, Riverside Park Subdivision   | 04/14/1990 | Ord. #4922  |
| W 1/2 S23, SE 1/4 S22, T1S, R1W, FM (380 acres)   | 01/27/1992 | Ord. #5034  |
| Lots 1-3, Block 2, Riverside Park Subdivision   | 06/21/1993 | Ord. #5113  |
| Lots 8-10 Block 1, Riverside Park Subdivision   | 07/25/1994 | Ord. #5189  |
| Government Lot 10, Section 8, T1S, R1W, FM  | 07/25/1994 | Ord. #5190  |
| Tax Lots 2155 & 2101 within Section 21, T1S, R1W, FM<br>and Lot 1A, Block 7, Metro Industrial Airpark Subdivision   | 10/14/1995 | Ord. #5252  |
| Lots 1-7, Block 1, Riverside Park Subdivision<br>and Lots 7-19, Block 2, Riverside Park Subdivision<br>and Lots 1A-2A, Block 3, Plat of Riverside Subdivision<br>and Lots 3-12, Block 3, Riverside Park Subdivision<br>and Lots 1-9, Block 4, Riverside Park Subdivision<br>and Lots 1-3, Nance Subdivision<br>and Tract A-Tract C, Fred Meyer Subdivision<br>and attendant roads within the areas above<br>(Local Boundary Commission action 12/02/2009) | 08/25/2008 | Res. # 4335 |

# GLOSSARY

## **GLOSSARY**

**AAMC** – Alaska Association of Municipal Clerks

**ACWF** – Alaska Clean Water Fund

**ADA** – Americans with Disabilities Act

**ADEC** – Alaska Department of Environmental Conservation

**ADOT**– State of Alaska Department of Transportation and Public Facilities (**ADOT&PF, DOT**)

**AFG** – Assistance to Firefighters Grant

**AFL-CIO Joint Crafts** – Group of unions collectively bargaining for their members.

**AGFOA** – Alaska Government Finance Officers Association

**AML** – Alaska Municipal League

**AML/JIA** – Alaska Municipal League/Joint Insurance Association

**APSC** – Alaska Police Standards Council

**Appropriation** – Authorization by the City Council to make expenditures. Appropriations not spent or encumbered at year-end lapse.

**Assigned** – Fund balance that has constraint based on the city's intent to be used for a specific purpose, but are neither restricted nor committed. The City Council has the authority to assign amounts to be used for a specific purpose. The City Council may delegate the authority to assign amount to another City body (Finance Committee, City Mayor, or Chief Financial Officer, for example). Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the general fund, that are not classified as nonspendable and are neither restricted nor committed.

**Balance Budget** – A budget in which sufficient revenues will be available to fund anticipated expenditures.

**CAD** – Computer Aided Dispatch

**CAFR** – Comprehensive Annual Financial Report

**CAP** – Capital Fund

**CDE** – Continuing Dispatch Education

**CFO** – Chief Financial Officer

**CPE** – Continuing Professional Education

**CPI** – Consumer Price Index calculated for the Municipality of Anchorage

**Charge for Services** – The charges for goods or services provided by the City individuals and other private entities.

**Committed** – Fund balances are reported as committed when the resources can only be used for specific purposes imposed by formal action of the City Council – the government’s highest level of decision making authority. The City Council may remove or modify the commitment by taking the same formal action that imposed the constraint originally. This can occur as part of the annual budget appropriation, budget amendments, ordinances or resolutions. Prior year encumbrances are included in committed fund balance.

**DCCED** –Alaska Department of Commerce, Community and Economic Development

**DHS & EM** – Department of Homeland Security and Emergency Management

**DMVA** – State of Alaska Department of Military and Veterans Affairs

**DUI** – Driving Under the Influence of Drugs or Alcohol

**Debt Service** – Payment of interest and principal related to long-term debt.

**Depreciation** – Expense allowance made for wear and tear on an asset over its estimated useful life.

**EEOC** – Equal Employment Opportunity Commission

**Encumbrances** – Commitments related to unperformed contracts for goods or services.

**FCC** – Federal Communications Commission

**FCVB** – Fairbanks Convention and Visitors Bureau

**FEDCO** – Fairbanks Economic Development Corporation

**FFA** – Fairbanks Firefighters Association

**FFD** – Fairbanks Fire Department

**FGC** – Fairbanks General Code

**FMATS** – Fairbanks Metropolitan Area Transportation System

**FNSB** – Fairbanks North Star Borough

**FPD** – Fairbanks Police Department

**Fines and Forfeitures** – revenue received from moving violations and other tickets, as well as forfeitures related to property seized by the state-wide drug enforcement unit.

**Fund Balance** – The difference between assets and liabilities reported in a governmental fund.

**GAAP** – Generally Accepted Accounting Principles

**GF** – General Fund

**GFOA** – Government Finance Officers Association (of the United States and Canada)

**GHU** – Golden Heart Utilities

**GPS** – Global Positioning System

**GVEA** – Golden Valley Electric Association

**HIPAA** - Health Insurance Portability and Accountability Act

**HR** – Human Resources

**IBEW** – International Brotherhood of Electrical Workers

**ISO** – Insurance Services Offices

**IT** – Information Technology

**Inter-Departmental Charges** – Personnel costs recovered from Risk Management.

**Intergovernmental Revenues** – General fund receipts from other governmental units (local, state, and federal).

**LED** – Light Emitting Diode

**LEPC** – Local Emergency Planning Committee

**LID** – Local Improvement District

**LPG** – Liquefied Petroleum Gas

**License and Permits** – Revenue received through the issuance of licenses and permits.

**Modified Accrual** – Revenues recognized when they are measurable and available and expenditures are recognized when incurred.

**MUS** – Municipal Utilities System

**NW** –North West

**Nonspendable** – Fund balance classification of amounts that cannot be spent because they are either (a) not in spendable form, long-term amounts of loans and notes receivable, property held for resale or (b) legally or contractually required to be maintained intact. Nonspendable items include items not expected to be converted to cash, for example prepaid amounts and inventories.

**Other Financing Sources (Uses)** – Amounts transferred (to) and from other funds.

**PD** – Professional Development

**PERS** – Alaska Public Employees' Retirement System

**PFD** – Permanent Fund Dividend

**PSEA** – Public Safety Employees Association

**PILT** – Payment in Lieu of Taxes

**PIO** – Public Information Officer

**POD** - Point of Distribution

**PW** – Public Works

**Pro Pay** – Remuneration added to base wage upon obtaining certification.

**Property Tax** – Total amount of revenue to be raised by levying taxes on real property.

**Public Safety** - Police, Dispatch and Fire suppression and EMT (emergency medical treatment) services.

**ROW** – Right of Way

**Restricted** – Fund balances are reported as restricted when constraints imposed on their use through either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

**SANS** – Storage Area Network System used to increase data and data backup storage capabilities.

**SRO** – School Resource Officer is a grant funded program that places police officers in local high schools on a full-time basis. Currently there are two SROs.

**Sales Tax** – Legal tax assessed by the City on Hotel/Motel bed rental, retail sales of alcohol, and the wholesale sales of tobacco.

**Special Assessment** – Balance levied against real property for improvements made.

**UAF** – University of Alaska Fairbanks is the main university campus in the State of Alaska.

**Unassigned** – Residual classification of fund balance in the general fund. The general fund always reports positive unassigned fund balance but it may be necessary to report negative unassigned fund balance in other governmental funds.

**VIP** – Volunteers in Policing is an organization that assists the police department in non-emergency matters (paperwork, traffic control, public education, etc).