

TITLE 01 - GENERAL PROVISIONS

PILOT STATION CODE OF ORDINANCES

TITLE 01
GENERAL PROVISIONS

CHAPTERS:

1. Adoption of Code
2. City Data

TITLE 1 - GENERAL PROVISIONS
CHAPTER 1 - ADOPTION OF CODE

SECTIONS:

1. Code of Ordinances
2. Availability
3. Severability
4. Penalties
5. Violations of State Law

Section 1. Code of Ordinance.

A. The ordinance in this code shall be called the "Code of Ordinances, Pilot Station, Alaska". A table of Contents shall be included in the code and number and date of each section of the code shall be indicated beneath that section. All future ordinances or amendments adopted by the City Council shall be in this code within 10 days after passage.

Section 2. Availability.

A. An official copy of this code shall be kept in plain view and available for public inspection during City office hours.

Section 3. Severability.

A. If any part of this ordinance or code is determined invalid, the remainder of this ordinance or code shall not be affected.

Section 4. Penalties.

A. Every act prohibited by ordinance of this City is unlawful. Every person convicted of a violation of this code shall be punished by a fine of not more than \$500.00 or imprisonment for not than 30 days or both.

Section 5. Violations of Alaska State Law.

A. Violation of any law of the State of Alaska or any rule or regulation of any authorized agency of the State of Alaska shall be a violation of this code of ordinances, except where the State has exclusive jurisdiction over such ordinances.

TITLE 01- GENERAL PROVISION
CHAPTER 2 - CITY DATA

SECTIONS:

1. Name of Municipality- Form of Government
2. City Limits

Section 1. Name of Municipality- Form of Government.

A. The City of Pilot Station shall continue as a Municipal Corporation under the name: "The City of Pilot Station, Alaska." The Government of the City shall be that commonly known as the Manager form.

Section 2. City Limits.

A. The boundaries of the City of Pilot Station, Alaska, effective as of September 23, 1969 (Date of City Incorporation) are as follows: From a point bearing N4.00%E. a distance of 0.980 miles from USLM No. 2041, which shall be designated as Corner No. 1 and which is the point of beginning: thence by metes and bounds:

S45. 00° W 2. 159 to Corner No. 2:
Thence S45. 00° E 0.871 miles to Corner No. 3:
Thence N45. 00° E 2.159 miles to Corner No. 4:
Thence N45. 00° W 0.871 miles to Corner No. 1:
The true point of beginning and containing
1.880 square miles, more or less

TITLE 02-ADMINISTRATION

PILOT STATION CODE OF ORDINANCES

CHAPTERS:

1. City Council
2. Council Procedures
3. Ordinances and Resolutions
4. The Mayor
5. The Manager
6. City Clerk
7. Public Access to Records and Documents

TITLE 2 - ADMINISTRATION
CHAPTER 1 - CITY COUNCIL

Sections:

1. Composition
2. Qualifications
3. Terms of Office of Council Members
4. Oath of Office
5. Conflict of Interest
6. Prohibition
7. Vacancies
8. City Council Per Diem and Stipends Rates
9. Travel

Section 1. Composition.

A. The Council shall consist of seven members elected by the voters at large.

Section 2. Qualifications.

A. The Council Members shall be qualified City voters.

B. A Council Member who ceases to be eligible to be a City voter immediately forfeits his or her office.

C. No person is eligible to be a candidate for Council Member unless he or she has lived in the City for at least one year before running for office.

Section 3. Terms of Office of Council Members.

A. An election is held annually on the first Tuesday of October. All terms shall be of a duration of three years and shall be staggered so as to insure an election each year.

B. The regular term of office shall begin on the first Monday following certification of the election by the City Council.

Section 4. Oath of Office.

A. All person elected and appointed to the Council before assuming the duties of office shall affirm in writing and file with the City Clerk the following oath: "I, (Name) do solemnly swear that I will support the Constitutions of the United States and the State of Alaska and the laws and ordinances of the City of Pilot Station, Alaska and that I will honestly, faithfully and impartially perform the duties of the office of City Council Member to the best of my ability".

Section 5. Conflict of Interest.

A. A Council Member or other employee or officer of the City shall be disqualified from participating in any official action in which he or she has any substantial financial interest.

Section 6. Prohibition.

A. No person may be appointed to or removed from City office or in any way favored or discriminated against with respect to a City position because of sex, race, religion, color, or national origin or because of political opinions or affiliations.

Section 7. Vacancies.

- A. The Council shall declare an elective office vacant when the person elected:
- i. Fails to qualify or take office within thirty days after election or appointment.
 - ii. Is physically absent from the City for a ninety-day period unless excused by the Council.
 - iii. Resigns and the resignation is accepted.
 - iv. Is physically or mentally unable to perform the duties of office.
 - v. Is removed from office.
 - vi. Misses three consecutive Regular Meetings unless excused.
 - vii. Is convicted of a felony or of any offense involving a violation of the oath of office.

B. If a vacancy occurs in the Council, the Council by vote of its remaining Members shall appoint a person to fill the vacant seat. The person appointed serves until the next Regular City Election and until his/her successor qualifies.

Section 8. City Council Stipend Rates.

A. Pilot Station City Council will be paid a meeting stipend to be established and approved each year within the Annual City Operating Budget.

Section 9. Travel.

A. All official travel shall be approved in advance by the City Council. An Employee with approval of the mayor may receive an advance for travel expenses. An elected official or designated representative of the City, with approval of the City Council may receive an advance for travel expenses. Any advance received for travel expenses shall not exceed the expected per diem for the travel.

B. Anyone traveling at City expense is required to report to the City Council on his/her travel at the next regular City Council meeting following. If the traveler is called away from the City, he/she may submit a written report to the City Council in lieu of personal appearance. Failure to report to the City Council by an individual upon return from travel is cause to deny further travel for him/her. If he/she represents a group, that group will be denied further travel in the future.

C. Travel for an Individual's Convenience: If any individual travels on official business by an indirect route for own convenience, any extra expenses caused by this indirect route shall be borne by him/her. Reimbursement for expenses shall be based only on such charges as would have been incurred in traveling a usual travel route. In the case of an employee, any additional time away from duty that may be required for such indirect travel shall be charged to personal leave or to leave without pay.

D. Interruption of Travel: When there is an interruption of travel for official business for the personal convenience of an individual, the per diem allowed shall not exceed that which would have been by uninterrupted travel.

E. Unused Tickets: When an individual's travel is terminated short of the destination specified on the ticket, the individual shall turn in the unused portion of the ticket with the travel voucher to the City Clerk.

G. Per Diem: Per Diem is a guaranteed daily flat rate of payment to an individual on travel status for the City. Per Diem begins when an individual leaves the city for the purpose of travel on official business and ends upon the completion of official business at the time an individual could return to the city. Per diem rates for City Council Members and for Employees and other authorized Representative of the City when specifically authorized for per diem by the Council shall be set by the Council and initially set as follows:

\$ 85.00 per day for trips to villages located within Yukon/Kuskokwim Delta excluding Bethel.

\$150.00 per day for trips to all other cities and towns including Bethel.

H. In addition to this, when warranted by special circumstances the City Council may, by Resolution at a City Meeting, authorize the separate payment of room and/or board expenses for specific reasons.

I. A Travel Policy Agreement: A travel policy agreement prior to leaving the City needs a signature issued by either the Mayor, City Clerk or City Council Member and the person attending training, meetings, or workshop.

TITLE 02 - ADMINISTRATION
CHAPTER 2 - COUNCIL PROCEDURES

Sections:

1. Presiding Officer
2. Meetings - Order of Business
3. Minutes
4. Quorum
5. Motions

Section 1. Presiding Officer.

A. The Mayor shall be the presiding officer at all meetings of the Council. If the Mayor is absent or disabled, the Council may appoint an acting Mayor.

Section 2. Meetings - Order of Business.

A. At every regular meeting of the City Council, the order of business shall be as follows:

1. Call to order
2. Roll Call
3. Minutes of Previous Meetings
4. Community Participation
5. Old Business
6. Reports
7. Correspondence
8. New Business
9. Adjournment

Section 3. Minutes.

A. Minutes of all Regular and Special Meetings shall be taken and kept in a journal as a Public Record and are to be made available to anyone upon request during regular City office hours.

Section 4. Quorum.

A. Four Council Members make up a quorum. Four Council Member's "yes" votes are required to pass an Ordinance, Resolution, or substantive motion (one directly related to an important matter) in a recorded roll call vote. All Council Members present shall vote unless the council, for special reasons permits a member to abstain. (withhold from voting)

B. At no time shall any Member participate in a council meeting while under the influence of an intoxicating beverage or drug.

Section 5. Motions.

A. Motions shall be used to call for a vote from the council and shall require a second. Any motions shall be written out if a Council Member so requests. After a motion is seconded and stated or read, the council may vote on it but the Council Member making the motion may withdraw the motion at any-time before the vote if the member seconding the motion agrees. Any motion passed may be canceled by a vote of a majority of the council.

TITLE 02 - ADMINISTRATION
CHAPTER 3 - ORDINANCES AND RESOLUTIONS

Sections:

1. Acts of the Council
2. Acts Required to be by Ordinance
3. Ordinance Procedure
4. Ordinance Form and Content
5. Emergency Ordinances
6. Resolutions - Reading and Posting
7. Affixing of City Seal

Section 1. Acts of the Council.

A. The Council shall act by Ordinance or Resolution. Law of a general and permanent nature shall be in the form of an Ordinance. An Expression of opinion, principles, acts or questions shall be in the form of a Resolution.

Section 2. Acts Required to be by Ordinance.

A. in addition to other actions which Alaska Statutes Title 29 on Municipal Government requires to be by Ordinance, the Council shall use Ordinance to:

1. Establish, change or do away with City Department;
2. Amend or repeal an existing Ordinance;
3. Fix the salary of Council Members;
4. Provide for sale of City property valued at more than twenty-five thousand dollars;
5. Provide for fine or other penalty, or establish rules or regulations for violation of which a fine or other penalty is imposed;
6. Provide for levying of taxes;
7. Make appropriations and supplemental appropriations or transfer appropriations;
8. Grant, renew or extend a franchise;
9. Regulate the rate charged by public utility;
10. Approve the transfer of a power to a borough;
11. Adopt, modify or repeal the City Plan, Zoning and Subdivision Ordinances, Building and Housing Codes, and the Official Maps;
12. Establish a procedure for the sale, lease or disposition of real property or interest in real property.

Section 3. Ordinance Procedure.

A. The following is the procedure for enacting an Ordinance;

1. The Ordinance is introduced in writing by the Mayor, Manager or a Member of the Council and read at a Regular or Special Council Meeting;
2. The Ordinance shall be set for public hearing by motion;
3. The proposed Ordinance, along with the time and place of the Ordinance shall be posted in 3 public places for at least 5 days before the public hearing is held;

5. The public hearing may be held at a Regular or Special Council Meeting. At the public hearing a copy of the Ordinance shall be available to all persons who request one or the Ordinance shall be read in full. Everyone interested shall have an opportunity to be heard;
6. After the public hearing, the Council shall consider the Ordinance and the opinion of the people and may then adopt it with or without Amendments.

Section 4. Ordinance Form and Content.

- A. All Ordinances enacted by the Council shall be in the following form;
1. The proposed Ordinance shall have a heading a number; ORDINANCE NO.
 2. A short summary of the Ordinance provisions shall be at the head of the Ordinance;
 3. Enacting clause. The enacting clause shall read; BE IT ENACTED BY THE PILOT STATION CITY COUNCIL AS FOLLOWS
 4. The provisions of the Ordinance will follow the enacting clause;
 5. A place for the introduction date and Public Hearing date will follow the provisions;
 6. The date of passage shall be noted and a place for the mayor's signature will be at the end;
 7. Attest (witnessing): The date the Ordinance is passed shall be attested to by the Clerk.

Section 5. Emergency Ordinances.

- A. The following are the requirements and procedures to pass an Emergency Ordinance;
1. Every Emergency Ordinance must contain a statement by the Council of why an emergency exists and a statement of facts about the emergency;
 2. The Ordinance can be passed at the same meeting it is introduced;
 3. The City Clerk must post the Emergency Ordinance in 3 public places and have copies available for anyone who requests them;
 4. Emergency Ordinance may not be used for the following purposes as set down by State Law; to grant, renew, or extend a franchise, levy taxes, or to regulate the rate charged by a public utility for its service.

Section 6. Resolutions - Reading and Posting.

A. Every Resolution shall be introduced in writing and shall be read aloud before a vote is taken so that all persons interested will have an opportunity to be heard. Every Resolution, unless a later is specified, will become effective following adoption and will be posted in the City office.

Section 7. Affixing of City Seal.

A. The City Seal shall be affixed to all City Ordinances and Resolutions, Contracts, Legal or Financial Agreements executed by the City. Such documents shall not be considered official until the City Seal has been affixed to them on the edge of the Mayor's signature.

B. The City Seal shall consist of a circular impression approximately 1¼ inch in diameter with "City of Pilot Station, two small stars, Alaska" around the outside edge and the words "Corporate Seal" with a small decorative design in the center.

TITLE 02 - ADMINISTRATION
CHAPTER 4 - THE MAYOR

SECTIONS:

1. Mayor as Executive
2. Compensation
3. Residence Requirement
4. Acting Mayor

Section 1. Mayor as Executive.

A. The Mayor is elected by and from the Council and is the Chief Executive Officer of the city. He or she shall preside at Council Meetings, act as ceremonial head of the City, and sign documents on the City's behalf with Council authorization. The Mayor shall;

1. Supervise enforcement of City law;
2. Report to the Council at the end of each Fiscal Year on the City Operations;
3. Prepare and make available for public distribution an annual report on City affairs;
4. Serve as City Personnel Officer unless the Council authorizes the Mayor to appoint a Personnel Officer;
5. Execute other powers and duties specified in Title 29 of the Alaska Statutes or lawfully prescribed by the Council.

Section 2. Compensation.

The Mayor may fill the City Manager or Administrator position if the Council has not made other specific arrangements concerning the long term vacancy of Manager or Administrator and make compensation for his administrative and community service work by recording his/her dates and hours of work. The Mayor is compensated on a basis and in an amount to be determined and approved by the City Council annually.

Section 3. Residence Requirements.

A. No Council Member is eligible to be elected to the position of Mayor unless he or she has been a resident of the City for a minimum of 3 years before the day of such election.

Section 4. Acting Mayor.

A. Should the office of Mayor become vacant or if the existing Mayor is disabled or otherwise unable to service until the Council may appoint an acting Mayor to serve until the Mayor resumes official duties, or until a new Mayor is elected. If the Council does not take such action the Vice-Mayor shall serve as Mayor.

TITLE 02- ADMINISTRATION
CHAPTER 5 - THE MANAGER

SECTIONS:

1. Manager as Executive
2. Compensation
3. Residence Requirements

Section 1. Manager as Executive.

A. The Manager is appointed by and from the Council and is the Executive Officer of the City. He or she shall present at Council meetings, sign documents on the City's behalf with Council authorization and act as ceremonial head of the City if the Mayor is not present. The Manager shall:

1. Appoint City Employees and Administrative Officers unless specifically prohibited by law. The Manager may hire necessary Administrative Assistants and may authorize an appointive Administrative Officer to appoint, suspend, or remove subordinates in his or her department;
2. Suspend or remove by written order City employees and administrative officers, unless specifically prohibited by law;
3. Supervise enforcement of City law;
4. Prepare the Annual Budget and City construction program for the Council;
5. Execute the Budget and construction program as adopted;
6. Make monthly financial reports to the council on City finances and operations;
7. Report to the council at the end of each fiscal year on the finances and operations;
8. Prepare and make available for public distribution an annual report on City affairs;
9. Service as City personnel officer unless the council authorizes the manager to appoint a personnel officer;
10. Execute other powers and duties specified in Title 29 of the Alaska Statutes or, lawfully prescribed by the Council.

Section 2. Compensation.

A. The Manager is compensated for his/her administrative and community service work by recording his date and hours to work. The Manager is compensated on a basis and in an amount to be determined and approved by the City Council annually.

Section 3. Residence Requirements.

A. The position of Manager will be first advertised to residents of the City if there are no qualified applicants the City Council will advertise the position outside the City.

TITLE 02- ADMINISTRATION
CHAPTER 6-CITY CLERK

SECTIONS:

1. Responsibilities of City Clerk

Section 1. Responsibilities of City Clerk.

A. The City Clerk shall have the following responsibilities;

1. Keep an itemized account of money received and paid;
2. Pay bills and meet payroll in a timely manner;
3. Deduct payments from correct budget categories;
4. Keep orderly files and records on accounts payable and accounts receivables;
5. Assist the Mayor, City Administrator, or City Manager in the preparation of the City Budget;
6. Assist the Mayor, City Administrator, or City Manager in carrying out the City Budget;
7. Assist the Mayor, City Administrator, or City Manager in the preparations of the monthly financial reports to be given to the City Council;
8. Assist the Mayor, City Administrator, or City Manager in the yearly statement of income and expenditures to be submitted to the council and the Department of Community and Regional Affairs;
9. Post notice of meetings to the council and the public;
10. Attend meetings;
11. Keep minutes in an orderly fashion;
12. Post notices, Ordinances, and Resolutions;
13. Keep an orderly indexed file of Ordinance, Resolutions, Rules, Regulations and Codes;
14. Attest and verify the validity and legality of public documents or papers;
15. Maintain an orderly filing system;
16. Meet all deadlines of correspondence, grants, payroll taxes or applications of a timely fashion;
17. Assist the Chief Administrator in the review and distribution of City mail.

- B. The City Clerk is the Supervisor of Elections and shall establish written regulations upon Council approval for all procedures necessary to carry out all general election rules contained in this code.

TITLE 02 - ADMINISTRATION
CHAPTER 7 - PUBLIC ACCESS TO RECORDS AND DOCUMENTS

SECTION:

1. Public Access
2. Confidential Exclusions

Section 1. Public Access.

A. All residents of Pilot Station shall have the right to fully and freely inspect all files and records maintained by the City of Pilot Station, upon request, the City Clerk, City Administrator, Mayor, Manager or any City Council Member will assist any resident in using the City Filing system. (During regular office hours)

B. All copies and copies of such documents may also be obtained at a .25¢ charge to the person requesting them.

Section 2. Confidential Exclusions.

A. Files relating to Police complaints and Personnel Matters other than Payroll records shall be excluded from the provisions of Section 1 of this chapter of this code.

TITLE 03- ELECTIONS

PILOT STATION CODE OF ORDINANCES

CHAPTER:

1. CITY ELECTIONS

TITLE 03 -CITY ELECTIONS
CHAPTER 1 -ELECTIONS

SECTIONS:

1. Administration of Election
2. Voter Qualifications
3. General Elections
4. Special Elections
5. 40% Vote Requirements
6. Run-off Elections
7. Tie Votes
8. Nominations
9. Election Judges
10. Place and Time for Opening and Closing of Polls
11. Prohibitions near the Polls
12. Questioned Ballots
13. Defective Ballots
14. Report of Elections
15. Absentee Ballots
16. Certification of Election
17. Contesting the Election
18. Election Materials

Section 1. Administration of Election.

A. The City Clerk is the Supervisor of Elections and shall establish written regulations upon Council approval for all procedures necessary to carry out the general rules in this ordinance.

Section 2. Voter Qualifications.

A. A qualified City voter is;

1. A United States citizen;
2. A permanent resident of the City at least 30 days before election day;
3. Shall not have been disqualified to vote because of previous conviction for a felony - (serious crime).

Section 3. General Elections.

A. The election for Council Members of other elected officials shall be held on 1st Tuesday of October of each year. Questions may be placed on the ballot at this time. Notice shall be posted in 3 places at least 20 days before the election.

Section 4. Special Elections.

A. The City Council can pass a Resolution to hold Special Elections on a date different than the Regular Elections. Notice shall be posted in 3 public places at least 20 days before the election.

Section 5. 40% of Votes Cast Requirement.

A. A candidate must receive greater than 40% of the votes cast for his or her respective office in order to win the election.

Section 6. Run-off Election.

A. If no candidate receives greater than 40% of the votes cast, the Council shall hold a run-off election between the 2 candidates receiving the candidate wins. Run-off elections must be held within 2 weeks from the date the Council certifies the election. Notice shall be posted in 3 public places for 5 days before the election.

Section 7. Tie Votes.

A. In the event of a tie vote, there shall be a new election for the candidates receiving the tie votes, the winner of the election shall hold the Council seat.

Section 8. Nominations.

A. A qualified City Voter may be nominated for City office no sooner than 30 days and no later than 10 days before the election follows:

1. By filing a Declaration of Candidacy under oath on a form provided by the City Clerk;
2. By petition of 10 resident voters on a form provided by the City Clerk.
3. Nominating petitions be turned in by 5:00 p.m. of the last day of its publication.

Section 9. Election Judges.

A. The Council shall each year choose 3 City voters as Judges to be the Election Board at the Polling Place and select one of the judges to chair the Board. The judges shall not be Council members or candidates for Council office. Each judge shall sign and file an oath with the City Clerk on or before election day, the remaining judges shall choose a qualified voter to fill the vacancy.

Section 10. Place and Time for Opening and Choosing the Polls.

A. The election will be held (Place specified) and the Polls will be open from (8:00 a.m. until 8:00 p.m.).

Section 11. Prohibitions near the Polls.

A. During the hours the polls are open no person who is in the polling place or within 100 feet of any entrance to the polling place may attempt to persuade a person to vote for or against a candidate or question on the ballots.

Section 12. Questioned Ballots.

A. If a voter's name is not on the Master Voter Registration List or there is some other question regarding the voters eligibility and the voter believes that he or she is registered to vote, then the voter shall sign an Oath and Affidavit of Eligibility and cast a Questioned Ballot.

Section 13. Defective Ballots.

A. If there are any ballots that are not clearly marked and the judge cannot determine who the voter intended to vote for, they shall be placed in an envelope marked Defective Ballots.

Section 14. Report of Elections.

A. Immediately after the polls close and the last ballot has been cast the Election Board Judges will tally the ballots in the presence of anyone who wishes and prepare a Report of Election Results which shall be signed by each judge, attached to the tally sheets, and submitted to the City Clerk along with all other election materials. The Clerk shall post the election results the morning after the election in 3 public places.

Section 15. Absentee Ballots.

A. Any qualified voter who expects to be absent from the City election day or who is unable to go to the voting polls because of physically disability may cast Absentee Ballot.

Section 16. Certification of Election.

A. A Council meeting shall be held 7 days after the election day at which time the City Clerk shall present the Report of Election Results plus all Questioned Ballots, Defective Ballots and Absentee Ballots arriving after election day. A final count shall be made by the council and Certificate of Election shall be issued and a copy provided to each newly elected official.

Section 17. Contesting the Election

A. Any qualified City voter who wishes to contest the election may do so in writing at the council meeting prior to the issuance of the Certificate of Election. The name of the voter contesting the election, the reason for the contest, and the council's decision shall be entered into the minutes of the meeting. The council may order an investigation or a recount of the ballots or declare the election invalid and order a new election. Any City voter who demands a recount shall pay all costs and expenses of the recount if it does not change the election results.

B. Also included in the ordinance is, it shall be legal for Election Judges to carry the Ballot Box in the City for the purpose of collecting votes.

Section 18. Election Materials.

A. The City Clerk shall retain all election materials in the permanent City files.

TITLE 04 - REVENUE AND FINANCE

PILOT STATION CODE OF ORDINANCES

TITLE 04

REVENUE AND FINANCE

CHAPTERS:

1. City Accounting Procedures
2. Budget Procedures
3. Water & Sewer Sur-Tax
4. Sales Tax
5. Social Service Fund
6. Cable Television System
7. City Utility Rate

TITLE 04 - REVENUE AND FINANCE
CHAPTER I - CITY ACCOUNTING PROCEDURES

SECTIONS:

1. Fiscal Year
2. Treasury
3. Financial Reporting
4. Checks

Section 1. Fiscal Year.

A. The Fiscal Year of the City shall begin on the first day of January and end on the last day of December of each Calendar Year.

Section 2. Treasury.

A. The City Manager or Administration shall be responsible for collection, custody and disbursement of all City funds.

Section 3. Financial Reporting.

A. The Manager or Administrator shall provide to the Council the following reports;

1. A monthly summary of the City's financial situation;
2. An annual statement of revenue and expenditures within 30 days after the close of the fiscal year.

Section 4. Checks.

A. All checks drawn on the City Treasury shall be prepared by the Manager, Administrator or Clerk and shall require the signatures of the City Manager and Clerk. In the absents of a signature of Manager, Clerk or both checks shall require the signature(s) of one or two of the five qualified Council members.

TITLE 04 - REVENUE AND FINANCE
CHAPTER 2 - BUDGET PROCEDURES

SECTIONS:

1. Preparation of the Budget
2. Scope of Budget
3. Public Hearing
4. Adoption of Budget

Section 1. Preparation of the Budget.

- A. The City Administrator, Treasurer or Clerk shall prepare the budget under the direction of the Manager.

Section 2. Scope of Budget.

- A. The budget shall be a complete financial plan for all of the operations of the City showing beginning cash balances, anticipated revenues, and itemized proposed expenditures. It shall include a comparative statement containing the estimated expenditures and revenues of the preceding fiscal year.

Section 3. Public Hearing.

- A. The Council shall determine a place and time for a public hearing on the budget prior to its adoption.
- B. Notice including the time and place for the hearing as well as a copy of the proposed budget shall be posted in 3 places within the City at least 2 weeks prior the hearing.

Section 4. Adoption of the Budget.

- A. The budget shall be adopted in ordinance form by December 1, (one month before the beginning of the new fiscal year) and posted in the City Office.

TITLE 04 - REVENUE AND FINANCE
CHAPTER 3 - SPECIAL 2% WATER AND SEWER SURTAX

SECTIONS:

1. Enactment of Sales Tax
2. Cessation of Billing for Water and Sewer User Fees
3. Water and Sewer Operating Fund

Section 1. Enactment of Sales Tax.

A. Effective January 1st, 1984, the City of Pilot Station shall enact a special 2% sales tax for the purpose of supporting the Pilot Station Municipal Water and Sewer System, thus bringing the total sales tax collected within the City of Pilot Station to 4%.

Section 2. Cessation of Billing for Water and Sewer User Fees.

Effective immediately upon passage of this Ordinance the City will cease to bill Water and Sewer users annual or any other user fees for such time as this ordinance shall be in effect, which shall be until the Ordinance is formally repealed by the City Council of Pilot Station.

Section 3. Water and Sewer Operating Fund.

A. For purposes of collection and accounting of this special tax, a special Water and Sewer operating fund shall be set up in a separate account, into which all collections of the special tax shall be deposited.

TITLE 04 - REVENUE AND FINANCE
CHAPTER 4 - CITY SALES TAX

SECTIONS:

1. Levying of Sales Tax
2. Definitions of Sales and Services
3. Exemptions
4. Collection
5. Tax and Returns
6. Procedures on Delinquencies

Section 1. Levying of Sales Tax.

A. There shall be levied and collected a sales tax equal to sum of (2) percent on the selling of all retail sales made within the City of Pilot Station, when the sales amount to twenty five cents (0.25) or more.

B. This same tax shall also be levied upon services provided within the City, excepting those exemptions spelled out in this code.

Section 2. Definitions of Sales and Services.

A. For the purpose of this Ordinance "Sales" shall mean all regular retail sales made in the course of business by a person or corporation licensed for such retail sales by the State of Alaska.

B. For purposes for this Ordinance "Services" shall mean regular services performed for or equipment regularly rented to one individual or corporation entity from another individual or corporation entity and shall include but shall not be limited to:

1. Charges for service to homes and/or places of business made by telephone and other Utilities.
2. Mechanical or other repair services performed on a regular per fee basis. Sale of Services shall not include wages, salaries or other payment for labor performed for an employer and shall also exclude contractual payments.

Section 3. Exemptions.

A. The following retail sales and sales of services are exempt from taxation.

1. Casual Sales - A casual and isolated sale not made in the regular course of business is exempt.
2. Church Sales - Sale of property or services by a church are exempt except where the sale is incidental to a business for profit.
3. Services provided on a per kilowatt basis by an electrical utility are exempt.
4. Outside City - Sales of good resulting from orders received by mail from outside the City are filled out by mail or other common carrier are exempt.
5. Sales of raw fish or raw fur are exempt.
6. Pilot Station Russian Orthodox Church and Pilot Station St. Spinola Catholic Church shall be exempt from Pilot Station City Sales Tax.
7. Pilot Station Traditional Council shall be exempt from Pilot Station City Sales Tax.
8. Rural Alaska Community Action Program, Inc. shall be exempt from Pilot Station City Sales Tax.

Section 4. Collection.

A. A seller of goods or services shall add the prescribed percentage to the selling price which the seller collects at the time of sale or at the time of collection of credit transaction.

B. The tax shall be stated separately on any sales receipt, invoice or other tangible evidence of sale.

Section 5. Tax and Returns.

A. All sellers shall on or before the 15th day following the end of the former month provide the City a written statement showing the amount of total sales for the month; the amount of taxable sales for the month along with a check payable to the City for the amount of tax due.

Section 6. Procedures on Delinquencies.

A. A penalty equal to five percent of the delinquent tax for the first month past due and ten percent for the following months shall be added to the tax and collected in the same amount as the tax.

TITLE 04 - REVENUE AND FINANCE
CHAPTER 5 - SOCIAL SERVICE FUND

SECTIONS:

1. Fund Establishment
2. Purpose and amount of Payment
3. Eligibility
4. Appropriation of Funds

Section I. Fund Establishment.

A. The City of Pilot Station shall establish a special fund for the provisions of social service payments to its citizens and shall open a special account for the maintenance of this fund.

Section 2. Purpose and amount of Payment.

A. Social service payments for purposes of hospital travel aid in disaster situations or other emergency situations as recognized by the Council. The amount not to exceed the approximate amount specifically needed.

Section 3. Eligibility.

A. A person shall be eligible to receive a payment from this fund if he or she is;

1. Able to show a clear and documented need for such assistance.
2. Determined by either three council members or the mayor and one council member.
3. To be unable to pay for such travel or other services themselves.

Section 4. Appropriation of Funds.

A. The City Council may appropriate funds into this account as needed from its general revenues if such revenues are sufficient, as well as seeking donations toward this fund from other governmental, business and charitable organizations within the City of Pilot Station.

TITLE 04 - REVENUE AND FINANCE
CHAPTER 6 - CABLE TELEVISION SYSTEM

SECTIONS:

1. Service of Cable Television
2. Extensions of Cable System Costs
3. Collections
4. Reconnection Fee
5. Exemption from Cable Fee(s)

Section 1. Service of Cable Television.

A. The City May provide cable television to any Residents, Businesses and Institutions (including Teacher Housing) in Pilot Station, Alaska.

B. The initial installation of Cable TV to all homes will also be performed at a charge to cover all cost, unless the Council determines that, due to unusual circumstances, such installation to a certain home would be prohibitively expensive. If such a case should arise, the homeowner in question may be asked to pay a portion of the cost of such installation.

Section 2. Extension Cable System Costs.

A. Cable Television - shall be extended to new homes as promptly as permitted by the City Budget and users ability to pay installation charges.

Section 3. Collections.

A. A current file of the rate structure and rates adopted by the City Council under this Ordinance: shall be available for public inspection at the City office during business hours. The initial rate structure shall be: \$45.00 per month.

B. Customers will be billed monthly. The bills will be mailed or hand delivered to the customers at the address on file with the Utility Clerk. The bill will contain a statement of present and past-due charges. All bills are due and payable to the City within thirty (30) days from the date the bill was mailed or delivered.

C. Bills not paid within thirty (30) days will be considered delinquent and will be charged a one-time five percent (5%) penalty and will continue to accrue one percent (1 %) monthly interest on any unpaid balances.

D. The City may take any of the following actions on any delinquent accounts:

1. Discontinue Cable Services.
2. Take any and all legal actions necessary to collect the debt.

Section 4. Reconnect Fee.

A. Once the City cable television line has been disconnected from a person's home/house, to reconnect cable services. a connection fee of \$25.00 plus the amount of the past due is to be paid to the City of Pilot Station before any reconnection is administered.

Section 5. Exemption from Cable Television Fee(s).

A. All City Employees including all City Council Members, any person(s) disabled, and all residents aged 60 years old and over will be required to pay 50% of their total monthly cable television fee. Exemption will remain in effect to said Employees and City Council Members so as long as the Employees and City Council Member remain Employed and City Council Members hold office.

TITLE 04 - REVENUE AND FINANCE
CHAPTER 7- CITY UTILITY RATE

SECTIONS:

1. Ownership
2. Determining Rate

Section 1. Ownership.

A. The City of Pilot Station owns and operates the Cable, Water, Sewer and Refuse Utilities. This Ordinance replaces the May 1983 Ordinance sections, which state that there shall not be any fees to the residents of Pilot Station for SAID Utilities.

Section 2. Determining Rate.

A. The City Council and Manager may set rates for the City Utilities to generate revenues to properly operate and maintain City Utilities. The City Utility rates will be determined by the City Council and Manager based on required revenues to operate City Utilities.

TITLE 05 - PUBLIC LANDS AND FACILITIES

PILOT STATION CODE OF ORDINANCES

TITLE 05

PUBLIC LANDS AND FACILITIES

CHAPTERS:

1. Public Facilities use Policy
2. Public Library
3. City Guest House
4. Cutting of Trees within City Limits
5. Acquisition, Management, and Disposal of Land

TITLE 05 - PUBLIC LANDS AND FACILITIES
CHAPTER 1 - PUBLIC FACILITIES USE POLICY

SECTIONS:

1. Use of Public Facilities
2. Definition of Public Facilities

Section 1. Use of Public Facilities.

A. All Public Facilities owned or operated by the City of Pilot Station shall be used solely for public purpose, meaning purpose which present equal opportunities to all members of the public without having the effect of unduly providing profit to any specific person or persons.

B. At no time may any public facility be used for the purpose of operating a profit oriented enterprise by any one or more members of the community, unless, at its discretion; the Council resolved to subsidize such an enterprise in order to provide or encourage the provisions of a service which would otherwise be unavailable within the City of Pilot Station, thereby fully benefiting the public interest.

C. All persons or organizations requesting the use of all public buildings or facilities owned and operated by the City of Pilot Station must pay a user fee of \$20.00 for each hour of use. The user fee will remain in effect from the beginning to the conclusion of the use of said buildings or facilities. The user fee is adopted to offset the high costs of maintaining said buildings for facilities, plus any unforeseen circumstances such as, but not limited to, damage to said buildings or facilities or its contents. All payments for usage must be payable to the City of Pilot, P.O. Box 5040. Pilot Station, AK 99650.

D. At the conclusion of buildings or facilities usage by the persons or organizations, the City Clerk or designee will be made available to receive and record such payments. At the adoption of this Ordinance, the City Office, or rental Lodging Facilities are exempt from this Ordinance. The City of Pilot Station also recognizes organizations such as the Pilot Station Eskimo Dance Group, the Catholic Church and the Russian Orthodox Church are exempt from paying such fee.

Section 2. Definition of Public Facilities.

A. The definition of Public Facilities shall be any building or other structure or facilities owned and/or operated for the public good by the Municipality of Pilot Station.

TITLE 05 - PUBLIC LANDS AND FACILITIES
CHAPTER 2-PUBLIC LIBRARY

SECTIONS:

1. Maintenance of Public Library
2. Library Funding
3. Public Input

Section 1. Maintenance of Public Library.

A. The City shall maintain a Public Library and provide the maximum level of library services possible within the restraints of the City Budget.

B. The City shall furnish and maintain a library building, the cost thereof to be paid from the City's General revenues.

Section 2. Library Funding.

A. The City shall seek materials grants from State or other sources, any such funding obtained to be spent solely on the acquisition of library materials.

B. The City shall seek CETA or other funding for the salary of the library staff.

Section 3. Public Input.

A. The City shall obtain public input on methods of use of any and all funds obtained or budgeted for library purposes at regularly held public hearings.

TITLE 05 - PUBLIC LANDS AND FACILITIES
CHAPTER 3 - CITY GUEST HOUSE

SECTIONS:

1. City Guest House
2. Rental Rates
3. Rental Contracts
4. Name of Facility
5. Dedication of Guest House Revenue

Section 1. City Guest House.

A. The City of Pilot Station shall operate and maintain a guest house, to be used for one of the following three purposes (categorized in order of priority);

Category 1. In order to provide a place of lodging for temporary City Employees whose place of residence is outside the City of Pilot Station.

Category 2. In order to provide a temporary place of lodging for traveling personnel whose visits to Pilot Station are clearly in the public interest (i.e. Nurses, Doctors, State Trooper Personnel, Social Security Representatives, etc.)

Category 3. For general rental purposes.

Section 2. Rental Rates.

A. City Guest House rental rates shall be set as follows, according to the category of use;

Category 1. No charge.

Category 2. The same rates as listed below for Class C, unless waived or reduced, at the discretion of the Council.

Category 3. \$50.00 per night per person or \$600.00 per month in which case the Council may, at its discretion, negotiate the rental rates. or, in emergency cases, waive the rental rate entirely.

Section 3. Rental Contracts.

A. The City shall provide a written rental contract to all those renting the City Guest House.

Section 4. Name of Guest House.

A. The City Guest House shall be known as the "Pilot Station Hotel".

Section 5. Dedication of Guest House Revenues.

A. All income obtained from Guest House rental shall be placed in the City's General Fund.

TITLE 05 - PUBLIC LANDS AND FACILITIES
CHAPTER 4-CUTTING OF TREES WITHIN CITY LIMITS

SECTIONS:

1. Prohibition
2. Definitions
3. Penalties
4. Waivers

Section 1. Prohibition.

A. The cutting or removal of trees shall be prohibited within the City limits of the City of Pilot Station, except those trees located on private lots, those which are in a location which makes their removal essential to the construction of roads or structures or those trees in a condition which endangers the public safety.

Section 2. Definitions.

A. Trees, for purposes of this code, shall be defined as any living organic; growth 2 inches or larger at the butt.

Section 3. Penalties.

A. Any Corporate entity or individuals violated this section will be subject to the imposition of fines not in excess of \$500.00 for each violation.

Section 4. Waiver.

A. The City Council may, at its discretion, grant special waivers of this section, upon the receipt and approval of a reasonable request from an individual or corporate entity.

TITLE 05 - PUBLIC LANDS AND FACILITIES
CHAPTER 5 -- ACQUISITION, MANAGEMENT, AND DISPOSAL OF LAND

SECTIONS:

1. Rights and Powers of City
2. Acquisition of Land
3. Industrial Sites
4. Inventory
5. Referendum
6. Temporary use of City Lands
7. Casual use of City Lands
8. Authority to Dispose of Real Property or Interest in Real Property
9. Disposal of Real Property
10. Notice of Proposed Disposal
11. Methods of Disposal
12. Leases
13. Definitions

Section 1. Rights and Powers of City.

A. The City Hall and may exercise all rights and powers in the acquisition, ownership, holding and disposal of real property in any manner not prohibited by law.

Section 2. Acquisition of Land.

A. The City may acquire own and hold real property or any interest in real property inside or outside the City boundaries by purchase, lease, exchange, transfer, donation, condemnation or declaration of taking under the City's power of eminent domain or any other method. Except as provided in sub-sections B. and C. of this section and unless otherwise provided by law, all acquisitions shall be by resolution, approved by a majority vote of the City Council. Real property shall be held in the name of the "City of Pilot Station".

B. Upon passage of a Non-Code Ordinance, the Mayor may act upon behalf of the City: acquisition of real property or interest in real property when the property to be acquired is conveyed from the Native Village Corporation under the provisions of Section 14(c)3 of the Alaska Native Claims Settlement Act (ANCSA). The Non-code Ordinance shall include a statement identifying the amount of land to be acquired and finding that the lands are sufficient for existing and foreseeable community needs.

C. The City may exercise the power of eminent domain and declaration of taking in the performance of power or function of the City in accordance with the procedures set out in A.S.09.55.250 -- A.S.09.55.460. The exercise of the power of eminent domain or declaration of taking shall be by ordinance which shall be submitted to the qualified voters at the next regularly scheduled General Election or a Special Election called for that purpose. A majority of the voters on the question is required for approval of the Ordinance.

D. The City Council may approve and authorize the purchase of real property by contract of sale, or deed of trust.

E. Prior to approval of the purchase of property under Section D., the Mayor is to furnish the City Council with an abstract of title, an appraisal of the real property, and a review of any problems in acquisition, but the failure to furnish the City Council any such materials shall not affect the validity of any acquisition or purchase of real property by the City.

Section 3. Industrial Sites.

A. The City may acquire own and hold real property, either inside or outside the City boundaries, as sites available for new industries which will benefit the City.

Section 4. Inventory.

A. Within one year after adoption of this Ordinance, the Mayor shall inventory and evaluate all real property owned by the City. The evaluation will consider desirable uses of the property, including projected need, if any, of the land for present or future recreational or other public use. If the City hereafter acquires any real property, the mayor shall evaluate the property within six months of the acquisition. The results of such inventories and evaluations will be reported to the City Council in the first scheduled public meeting after completion.

Section 5. Referendum.

A. The City Council may refer any question of the acquisition or disposal of real property or an interest in real property to voters at a Regular or Special Election at any stage of the acquisition or disposal process.

Section 6. Temporary use of City Lands.

A. The Mayor has the authority to issue special land use permits for the exclusive temporary use of City lands. A special land use permit does not convey an interest in the land and may be revoked for cause with a 30 day notice. Unless otherwise agreed to in writing, the land will be restored to its original condition upon expiration or revocation of the permit. Easements will not be granted under special land use permits.

B. Public comment shall be sought before the issuing of a special land use permit in situations where, in the opinion of the mayor, a hazardous or obnoxious use might significantly affect the surrounding area. Notice of the proposed action shall be published and a period for public comment shall be provided. When sufficient adverse comment is received, a public hearing shall be held.

C. A special land use permit shall not be granted for a term exceeding one year. Special land use permits are not transferable or renewable. Upon expiration, a special land use permit may be re-issued for a term not exceeding one year.

Section 7. Casual use of City Land.

A. No permit or lease is required for casual use of City land.

B. No liability shall accrue to the City due to individual casual use of City land.

C. The City shall notify the public of the location of City lands that are not open to casual use.

Section 8. Authority to Dispose of Real Property or Interest in Real Property.

A. The City may dispose of real property or an interest in real property in any manner not prohibited by law. All disposals shall be by Non-Code Ordinance.

Section 9. Disposal of Real Property.

A. The City may dispose of real property or an interest in real property which is no longer necessary for municipal purposes by Non-Code Ordinance. The minimum time between introduction and adoption of Ordinances for disposal other than by sealed bid or public outcry or lottery shall be 10 days longer than required for other Non-Code Ordinances. The Ordinance shall include:

1. A finding that the real property or interest in real property is no longer necessary for municipal purposes and a statement of facts upon which such a finding is based;
2. A legal description of the property;
3. Type of interest in property to be disposed of as defined in Section 13;
4. The method of disposal as identified in Section 11;
5. The value of the property or the value of the interest in property as determined under subsection B. of this Section;
6. The date of the proposed disposal and the time, place and manner in which the proposed disposal shall occur.

B. The value of the property or interest in property shall be fair market value as determined by an appraisal prepared by a qualified appraiser or assessor, or the City Council may determine the fair market value by any other means it deems appropriate.

Section 10. Notice of Proposed Disposal.

A. A notice of the disposal shall be posted in three conspicuous places within the City not less than 15 days before:

1. The date of the bid opening; or
2. The date of lottery; or
3. The date of the auction.

B. The notice shall include:

1. A legal description of the property and the type of the property to be disposed;
2. The method of disposal as identified in Section 11;
3. The assessed or estimated value of the property of interest in the property;
4. The date of the proposed disposal and the time, place and manner in which the Proposed disposal shall occur.

Section 11. Methods of Disposal.

A. All disposals shall be conducted in a fair and impartial manner. Procedures for conducting all disposals shall be set out in the Non-Code Ordinance authorizing each disposal.

B. Competitive Disposal. The City may conduct the following types of competitive disposals:

1. Sealed bid auction. The minimum bid for a sealed bid auction shall be the fair market value of the property or interest in property as determined under Section 9 - B.
2. Public outcry auction. The minimum bid for a public outcry shall be the fair market value of the property or interest in property as determined under Section 9 - B. and
3. Lottery. in the case of a lottery, the price of the property or interest in property shall be the value as set determined by the City Council.

C. Disposal for Public Services. The City Council may dispose of real property or an interest in real property to a Municipality, State or Federal entity or to a Non-profit Corporation or association, or a Native Village Council, to residents of the Municipality, without seeking bids and for less than the fair market value of the real property or interest in real property. If a disposal is made under this section, the Non-code Ordinance authorizing the disposal must include:

1. A finding that the disposal to the entity is for provision of a necessary public service and a statement of facts upon which such a finding is based;
2. A requirement that the conveyance of the property or property interest included a condition that the title will revert to the Municipality in the event the property is no longer used for the necessary public service justifying the disposal; and

3. In the event that the entity receiving the interest in real property is a Native Tribal Council, a requirement that the Native Tribal Council waive any immunity from suit for the purpose of the enforcing the reversion provision.

D. Disposal for Economic Development. The City Council may dispose of an interest in real property to any person or entity in furtherance of local trade or industry without seeking bids and for less than the value of that interest in real property as determined under Section 9 - B. ii' a disposal is made to further economic development, the Non-code Ordinance authorizing the disposal must include:

1. A finding that the property or property interest which is the subject of the disposal will be used in furtherance of local trade or industry; and
2. A requirement that the conveyance of the property or property interest disposed include a condition that title will revert to the Municipality in the event the property is no longer used for the local trade or industry justifying the disposal.

E. Miscellaneous Disposals. The City Council may settle disputed claims or litigation by by authorizing disposal of real property or an interest in real property.

F. Disposal for less than fair market value.

1. Upon a finding by the City Council that it is in the public interest, the City may convey real property for less than fair market value to a person who has a valid claim, of equitable interest in the property or in a substantial improvement located upon the property. That finding shall be incorporated in and made a part of the Non-Code Ordinance that accomplishes the conveyance.
2. Upon a finding by the City Council that it is in the public interest, the City may convey real property for less than fair market value to a bona fide City resident who seeks the parcel for development and use as a personal place of residence. The finding shall be incorporated in and made a part of the Non-Code Ordinance that accomplishes the conveyance. When a parcel of real property is disputed of pursuant to this subsection the document of conveyance must contain a condition subsequent which ensures that if the land is used for any other use other than residential use after the disposal the title will revert to the City.

Section 12. Leases.

A. Lease of Real Property for Public Services. The City Council may lease property to a Municipality, State or Federal entity or to Non-profit Corporation or Association, or a Native Tribal Council, when the recipient is providing a necessary public service to residents of the Municipality, without seeking bids and for less than the fair market value of the real property. If a lease is entered into under this section, the Non-Code Ordinance authorizing the least must include:

1. A finding that the lease is for provision of a necessary public service and a statement of facts upon which such a finding is based;
2. A requirement that the lease document include a condition of that the lease U terminate the title will revert to the Municipality in the event the property is no longer used for the necessary public service justifying the lease; and
3. In the event that the lessee is a Native Tribal Council a requirement that the Native Tribal Council waive any immunity from suit for the purpose of enforcing the termination and revision provision.

B. Lease for less than fair market value.

1. Upon a finding by the City Council that it is in the public interest, the City may lease real property for less than fair market value to a person who has a valid claim of equitable interest in the property or in a substantial improvement located upon the property. That finding shall be incorporated in and made a part of the Non-Code Ordinance that authorizes the lease.
2. Upon a finding by the City Council that it is in the public interest, the City may lease real property for less than fair market value to a bona fide City resident who seeks the parcel for development and use as a personal place of residence. That finding shall be incorporated in and made a part of the Non-Code Ordinance that authorizes the lease. When a parcel of real property is leased pursuant to this subsection, the lease document must contain a condition subsequent which ensures that if the land is used for any other use other than residential use for a life of the lease, the lease will terminate and title will revert to the City.

Section 13. Definitions.

Abstract of Title: A condensed history of the title to land together with a statement of all liens, charges, or liabilities to which the land may be subject.

Appraisal: An estimation of value of property by a qualified appraiser.

Bona fide Resident: One who has resided in the City for at least the thirty days previous, maintains and address in the City, and intends to make the City his/her permanent residence.

Casual Use: The temporary, safe, non-exclusive and non-surface-disturbing use of city land and includes but is not limited to such uses as: hiking, hunting, fishing, short-term camping, picnicking, skiing, snowmobiling or berry picking.

City Boundaries: The City limits established when the City was incorporated, inside which all City Ordinances are enforceable.

Competitive Disposal: A disposal of property wherein no preference is shown to any prospective bidder or group of bidders.

Contract of Sale: A contract between a willing seller and a willing buyer to transfer title to property.

Deed of Trust: An instrument, taking the place and serving the uses of a mortgage, by which legal title to real property is placed in a trustee, to secure the repayment of a sum of money or the performance of other conditions.

Disposal: The act of giving away or selling; the transfer of interest in property.

Disputed Claims: Claim for property that is protested by another, or for property which is also claimed by another.

Easement: A right or privilege in another's land, such as the right to cross for a specific purpose.

Economic Development: To promote the growth of the local economy; increase income of residents.

Eminent Domain: The power of a Municipality to convert private property to a public use.

Equitable Interest: A right (in property or other) enforceable in a court.

Evaluate: To judge the quality of

Federal Entity: The Federal government or an agency thereof. Hazardous Use: A use involving danger; perilous; risky.

Interest in Property: A right, claim, title or legal share in that property. Refers to the "bundle of rights", which may be transferred or conveyed separately or in total.

Inventory: A list of property, containing a description of each article of property.

Lease: Any agreement which gives rise to relationship of landlord and tenants; contract for exclusive possession of lands or tenements for a determinate period.

Legal Description: That part of a conveyance document which identifies the land or premises intended to be affected by that conveyance.

Litigation: Contest in a court of justice for the purpose of enforcing a right.

Lottery: A plan whereby the right to obtain interest in property, either by purchase or gift is decided by luck or chance through some type of drawing of names.

Municipality: A unit of local government organized under the laws of the State of Alaska. Non-Code Ordinance: An ordinance that is written to comply with the Code of Ordinances.

Non-Profit Corporation: An organization formed under the laws of the State of Alaska not to obtain a profit, but to supply an essential service to its constituents.

Obnoxious Use: A use which people may find objectionable; disagreeable; offensive: displeasing.

Public Outcry Auction: Sale of property to the highest bidder, at a public auction, where each prospective buyer has the right to enter successive bids until a price is reached which no higher subsequent bid is made.

Public Service: Deeds and enterprises which specially serve the needs of the general public.

Referendum: A method of submitting an important measure to the direct vote of the whole people.

Revert: With respect of property, title to go back to and lodge in former owner.

Sealed Bid: A written offer to purchase property, placed in an envelope. and opened along with all other bids (if any) at a public bid opening.

State: The State of Alaska or an agency thereof.

Substantial Improvement: A major change or addition to land or real property that makes it more valuable.

Temporary Uses: An exclusive use of City lands which has adjuration of one year or, involves minimal disturbance to the land, no permanent structures. and no improvements exceeding \$1,000.00.

Valid Claim: A legally enforceable claim by a third party.

TITLE 06-SANITATION

PILOT STATION CODE OF ORDINANCES

TITLE 06 SANITATION

CHAPTERS:

1. Waste Disposal
2. Water & Sewer

TITLE 06 - SANITATION
CHAPTER 1 - WASTE DISPOSAL

SECTIONS:

1. Honey-buckets
2. Garbage Dumping
3. City Assistance
4. Penalties

Section 1. Honey-buckets.

A. It shall be unlawful within the City limits of Pilot Station for honey-buckets to be dumped directly on upon ground where no sufficient hole has been dug.

B. All such honey-buckets dump sites shall be fenced around or otherwise protected to ensure the public safety.

Section 2. Garbage Dumping.

A. It shall be unlawful to dump garbage within the City limits of Pilot Station or on the surrounding lands or waters. The City's designated dump site shall be the only legal location for the dumping of trash.

Section 3. City Assistance.

A. Where a reasonable need for assistance is apparent and such a request is made, the City shall provide assistance in either the preparation of a suitable honey-bucket dump site or the transportation of trash to a legal dump site.

Section 4. Penalties.

A. A. Those in violation of this section shall be requested to do work necessary to bring their situation into compliance with this ordinance. If this is not done, the City may impose a fine of \$500.00.

TITLE 06- SANITATION.
CHAPTER 2- WATER AND SEWER SYSTEMS

SECTIONS:

1. General Provisions
2. Use of Public Water and Sewer Required
3. Building Water and Sewer Connections
4. Use of Public Sewers
5. Private Sewerage Systems
6. Collections
7. Savings Account for Major Expenditures
8. Protection from Damage
9. Powers and Authority to Inspect
10. Penalties
11. Commercial Meters

Section 1. General Provisions.

A. All rules and regulations contained herein, together with such additions and amendments as may be hereafter adopted, are hereby designated as the "Ordinance Regulating the Use of the Water and Sewer Systems" hereafter sometimes referred to as the ORDINANCE.

B. The principal objective of Water and Sewage Facilities is to provide safe water and collect sewage in a justified degree of treatment under the most favorable and economical conditions.

C. The provisions of the ORDINANCE shall be reviewed at intervals not exceeding five (5) years by the City Council with the objective of assessing the continued applicability of these provisions; to consider any recommendations proposed for their improvement and to determine: if, and what, changes are advisable due to advances in the technical methods or processes of water and sewer treatment available to the City of Pilot Station.

D. In the case of any other applicable regulation, by-law, ordinance or statute which differs from the rules and regulations of this ORDINANCE, the more strict shall apply.

E. The Water and Sewer Utility System shall be operated and maintained by a Utility Operator employed by the City.

Section 2. Use of Public Water and Sewer Required.

A. The owners of all houses, buildings or properties used for human occupancy, employment, recreation or other purpose situated within the City of Pilot Station and abutting any alley or right-of-way in which there is located a public water or sewer line is hereby required to install suitable, lavatory facilities and connect such facilities directly to the City's public water and sewer in accordance with the provisions of this ORDINANCE, within forty-five (45) days after date of official notice, provided that the building is within 200 feet of the City's main lines.

B. It shall be unlawful for any person to construct, maintain or use a source of water supply other than the City water system for drinking and sanitary purposes at any building which is located within 200 feet of the City water lines, unless an application for an individual water system has been submitted to and approved by the City Council.

C. It shall be for any person to construct, maintain, or use a source other than the City sewage system for disposing of sewage, liquids wastes, or human excrete from any budding which is located within 200 feet of the City water lines, unless an application for an individual sewage system has been submitted to and approved by the City Council.

D. It shall be unlawful for any person to operate or maintain an individual sewage disposal system unless such system is constructed and maintained in such a fashion that it does not contaminate any source of drinking, public or domestic water supply. Such systems shall comply the applicable standards of the Alaska Department of Environmental Conservation.

E. It shall be unlawful for any person to illegally discharge sewage or other domestic wastes on the surface of the grounds within the City other than sewage lagoon.

F. It shall be unlawful for any person using the City water and sewer service to fail to protect their service lines with insulation, heat tapes, or other approved means to protect them from cold weather. The customer shall own, install, maintain, and repair the customer service line at expense.

Section 3. Building Water and Sewer Connections.

A. No unauthorized person shall construct, alter, extend, or make any connections with the public water or sewer system. Any person proposing such action shall notify the City Council at least forty-five (45) days prior to the proposed change or connection and obtain written permission from the Pilot Station City Council. Unlawful alterations to the City lines will be subject to maximum penalty.

B. All costs and expenses related with the installation and connection to a public water and sewer system shall be borne by the owner of the project. The owner shall indemnify the City from any loss or damage that may be caused directly or indirectly by the installation of the water and sewer connection.

C. All individual water and sewer service connections, repairs, modifications, or disconnections shall be made only under the terms set forth by the Uniform Plumbing Code and City terms.

D. The City Council may require the owner of a project or customer to install a water meter so recorded flow can be used to determine the yearly water and sewer charges. Water saving fixture or holding tanks may also be required at the request of the City Council for high use water projects, buildings and connections.

E. Each customer on the City water and sewer system shall maintain and repair their individual water facilities. The customer is responsible for all water and sewer facilities beginning at the point of connection to the City's main water and sewer lines and throughout the connected building.

F. Water and sewer facilities shall be disconnected by the City where defective fixtures or misuses may affect the safe and proper operation of the City water and sewer system.

Section 4. Use of the Public Sewer.

A. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:

1. Any gasoline, benzene, fuel oil or other flammable or explosive liquid, solid or gas.
2. Any ashes, cinder, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch, manure, ground garbage, whole blood, hair, flashings, entrails and paper dishes, cups, milk containers or any other solid or viscous substance, whether whole or ground by garbage grinders, capable of causing obstruction to the flow in sewers or other interference with proper operation of the public sewage facilities.
3. Any garbage that has not been properly shredded. The installation and operation of a garbage grinder equipped with a motor of $\frac{3}{4}$ hp (0.76 hp metric) or greater shall be subject to the review and approval of the City Council.

Section 5. Private Sewerage Systems.

A. Where a public sanitary sewer is not available for connection from a building, the building shall be required to use the honey bucket system.

B. It is the intent of this SECTION to ensure that private means of sewage disposal are properly taken care of to prevent disease or death to humans and animals. When the sewage lagoon is not used for sewage disposal, the following applies:

1. Does not contaminate any drinking water supply.
2. Sewage is not accessible to insects, rodents or other possible carriers of disease. which may come into contact with food or drinking water in City limits.
3. Does not contaminate any subsurface waters or underground water used for drinking.
4. Does not give rise to a nuisance due to odor or unsightly appearance.

Section 6. Collections.

A. A current file of the rate structure and rates adopted by the City Council under this Ordinance shall be available for public inspection at the City Office- during business hours. The initial rate structure shall be:

Water - \$50.00
Sewer - \$50.00
Refuse - \$20.00

B. Customers will be billed monthly. The bill will be mailed to the customers at the address on file with the Utility Clerk. The bill will contain a statement of present and past due charges. All bills are due and payable to the City within thirty (30) days from the date the bill was mailed or delivered.

C. Bills not paid within thirty (30) days will be considered delinquent and will be charged a one-time five percent (5%) penalty and will continue to accrue a one percent (1%) monthly interest charge on any unpaid balances.

D. The City may take any of the following actions on any delinquent accounts:

1. Discontinue water, sewer, and refuse service.
2. Take any and all legal action necessary to collect the debt.

E. Customers requesting reconnection for any reason are required to pay a \$25.00 reconnection fee and pay all outstanding bills.

F. All City Employees including all City Council Members. any person(s) disabled, and all residents aged 60 years old and over will be required to pay 50% of their total monthly utilities (Water, Sewer & Refuse) fees. Exemption will remain in effect to said Employees and Council Member so as long as the Employees and City Council Members remain Employed and City Council Members hold office.

G. All monies collected for water and sewer facilities will be separately accounted for the City and reimbursed by action of the City Council and town manager. A minimum two City Council Members must approve disbursement of \$1,000.00.

Section 7. Savings Account for Major Expenditures.

A. A separate savings account may be utilized for major maintenance replacement expenditures associated with the Water and Sewer Facility. Savings account establishment for maintenance/replacement expenditures shall be through written policy of the City Council. The policy shall contain at least the following in writing. Major maintenance/replacement identification, estimated expenditures, estimated year of expenditures, payment amount, source of funding and when payments are to stop.

B. The City Council reserves the right to increase, decrease, stop or maintain regular deposits to a savings account for maintenance/replacement in that year. The City Council members holding office have the authority to withdraw saving account money only for the purpose of major expenditures/replacement cost which the fund was established.

C. When saving account money is not disbursed fully for major maintenance/replacement cost expenditures excess money shall remain in the account not to exceed the estimated future expansion cost for the water and sewer facilities.

Section 8. Protection from Damage.

A. No person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure or equipment which is part of the public water and sewer system. Any person violating this provision shall be subject to immediate arrest under the charge of unlawful mischief as set forth in Alaska Statutes.

Section 9. Power and Authority to Inspect.

A. The City Council and other duly authorized employees of the City of Pilot Station shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling and testing in accordance with the provisions of this Ordinance.

B. While performing the necessary work on private properties referred to in Section 9, "A" above the authorized employees of the City shall hold harmless the user against liability claims and demands for personal injury, except as such caused by the user negligence, and the employee shall be held harmless against property damage, except as such caused by the employee's negligence.

C. The City Council and other duly authorized employees of the City shall be permitted to enter all private properties through which the City holds a duly negotiated easement for the purpose of but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the sewer works lying within said easement. All entry and subsequent work, if any on said easement, shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

Section 10. Penalty

A. Any person found to be violating any provision of this Ordinance, except Section 8, shall be served by the City Manager with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease the violation.

B. Any person who shall continue any violation beyond the time limit provided for in Section 10 "A" above shall be guilty of a misdemeanor, and on conviction thereof shall be fined amount not exceeding (\$500.00) for each violation. Each day in which any such violation shall continue shall be deemed a separate offense.

C. Any person violating any of the provisions of this Ordinance shall become liable to the City for any expenses, loss, or damage caused by such offense.

D. Notwithstanding any of the foregoing provisions, the City may institute any appropriate action including injunction or other proceeding to prevent, restrain or abate violations hereof.

Section 11. Commercial Meters.

A. Meter Requirements: The City is authorized to require installation of a water meter at the expense of any Commercial, Industrial, or School user upon the customer's line and to charge for such service at an established meter rate as set forth by Resolution.

B. Location of Meters: Meters shall be placed either inside or under a heated building at such suitable places as are most convenient and are approved by the City. The meter will not be placed where damage to the meter or its related parts may occur; or in such a place as damaged to the meter could result in a loss of water from the system.

C. Joint use of Meters: The joining of several customers to take advantage of single minimum charge and/or large quantity rates is prohibited except under special contract, in writing, with the City, with the contract being for lease periods only, subject to discontinuation at the consensus of the Council.

TITLE 07 - PUBLIC SAFETY

PILOT STATION CODE OF ORDINANCES

TITLE 07 PUBLIC SAFETY

CHAPTERS:

1. Police Department
2. Fire Department
3. Curfew
4. Animal Control
5. Vehicle Safety
6. Use of Firearms
7. Public Intoxication
8. Radio Communication
9. Building Condemnation

TITLE 07 - PUBLIC SAFETY
CHAPTER 1 - POLICE DEPARTMENT

SECTIONS:

1. Establishment of Department
2. Police Department Personnel
3. Duties of Police
4. Policy on Carrying of Firearms
5. Policy on Consumption of Alcohol by Police Officers

Section 1. Establishment of Department.

- A. A City Police Department shall be established.

Section 2. Police Department Personnel.

A. The Police Department shall consist of at least one person who shall be called the "Police Chief". The Police Chief shall be a qualified person appointed by the Mayor and shall serve at the pleasure of the Mayor. The Police Chief may be paid at a rate to be determined by the Council.

B. The Police Chief shall have the following powers:

1. To ensure the Ordinances of the City of Pilot Station, the State of Alaska and the United States through negotiation, investigation, arrest, search and seizure, and other proper Police Officers as may be authorized by the appropriations of the Council.
2. To hire and fire additional Police Officers as may be authorized by the appropriations of the Council.
3. To deputize additional Police Officers for limited periods of time (not to exceed 7 days) as may be necessary to deal with a public health or safety emergency. The Police Chief may determine whether a public health or safety emergency exists.

C. As long as the State of Alaska employs an individual in the position of Village Public Safety Officer within the City of Pilot Station, that individual shall hold the position and title of Police Chief.

D. The City shall provide at least one other officer for the VPSO/Police Chief to work with and may also hire other additional Village Police Officers.

E. Both the VPSO/Police Chief and the Village Police Officer shall have the authority to deputize other Officers in emergency situations, who shall be paid at an hourly rate to be determined by the City Council.

Section 3. Duties of Police.

A. Both the VPSO/Police Chief and the Village Police shall be responsible for the following:

1. Being on call at all times to assist in keeping the peace.
2. Attending and keeping order at all public functions and community gatherings (i.e. movies, bingos, meeting, etc.)
3. Safeguarding and protecting City property and community facilities.
4. Notifying the Mayor or acting Mayor before leaving the village for any length of time.

B. The VPSO/Police Chief shall faithfully enforce the Ordinances of the City by filing written citations with any reasonably available State Judicial Officer.

C. The citation shall be filed in all cases where, in the judgment of the Police Chief, a Warning or other lesser action would not be a sufficient response to the act prohibited by the Ordinance or law.

D. The VPSO/Police Chief shall also be responsible for the following:

1. Developing and maintaining a citation system for enforcement of City Ordinance.
2. Assisting State and Federal Law Enforcement authorities in any matter permitted by law.
3. Maintaining records of at least the following matters: Persons arrested for violations of law, reasons for the arrest or citations, actions taken following arrest or citation by the Police Department, City Council or Court.
4. Performing other reasonable tasks specified by the Mayor or City Council.

Section 4. Policy on Carrying of Firearms.

A. Both the Pilot Station VPSO and the Village Police Officer shall be prohibited from, carrying firearms in the course of their work, unless an emergency situation, where human life may be threatened, is clearly in progress.

Section 5. Policy on Consumption of Alcohol by Police Officer.

A. Repeated excessive consumption of alcoholic beverages to the point of intoxication will be considered unacceptable for anyone employed by the City as a Police Officer and will be considered grounds for the termination of employment.

TITLE 07- PUBLIC SAFETY
CHAPTER 2 - FIRE DEPARTMENT

Section:

1. Establishments of Fire Department
2. Volunteer Fire Department
3. Fire Chief
4. Rules and Regulations
5. Training and Records
6. Equipment

Section 1. Establishments of Fire Department.

A. There shall be a fire department in and for the City to be known as the "Pilot Station Department Public Safety". It shall consist of a Fire Chief and Assistant Chief(s), and many other Officers and firefighters as may be deemed necessary for the effective operation of the department.

Section 2. Volunteer Fire Department.

A. Organization. Members of the Fire Department may organize into a volunteer association with the election of their own officers and by-laws.

B. Limitation on Powers of Volunteer Department. The functions and duties of the officers of the Volunteer Department shall not interfere with those of the regular department officers who are charged with responsibility for all fire service activities of the department. The voluntary association shall in no way limit the power of the Fire Chief. All property used by the Fire Department is and remains the property of the City, all expenses of the Fire Department shall be paid by check upon proper voucher by the expenses of the regular City authorities.

Section 3. Fire Chief.

A. Appointment The Fire Chief shall be appointed by the City Council and shall be responsible to that body. The appointment shall be for an indefinite period of time and with tenure of office depending upon good conduct and efficiency. The Fire Chief shall be technically qualified through training and experience and shall have the ability to command. The Fire Chief shall be removed only for just cause and after a public hearing before the Council.

B. Power and Duties

1. The Fire Chief shall determine the number and kind of companies who the department is to be composed and shall determine the response of such companies to alarms.
2. The Fire Chief shall appoint all other officers and firefighters (both paid and volunteer). Such appointments shall, insofar as possible, follow, are and impartial competitive examination. All officers shall be accountable to the Fire Chief or the Chiefs representative.
3. The Fire Chief shall submit a tentative budget for the department upon the request of the Council.
4. The Fire Chief shall assist the proper authorities in suppressing the crime of arson by investigation or causing to be investigated the cause, origin and circumstances of all fires.

Section 4. Rules and Regulations.

A. The Fire Chief shall maintain and enforce an up-to-date comprehensive set rules regulations governing the discipline, training, and operation of the Fire Department. Such rules, regulations and any deletions, changes or additions shall be effective when approved and filed with the Council. The Fire Chief shall carry out strictly the enforcement of these rules and regulations and is authorized to suspend or remove from service any officer or firefighter as provided in the rules and regulations.

Section 5. Training and Records.

A. Drills and Training. The Fire Chief or the Chiefs representative shall, at least two times per month, provide for suitable drills covering the operation and handling of all equipment essential for efficient department operation. In addition, the Chief shall provide, at least four times per year, sessions of instruction to include such subjects as first aid, water supplies and other subject related to fire suppression.

B. Records. The Fire Chief shall see that complete records are kept of all apparatus, equipment, personnel, training, inspections and fire and to the other department activities.

C. Reports. Current records and comparative data for previous years and recommendations for improving the Department shall be an annual report. Such other reports may be required concerning the Department in general, giving suggestions and recommendations for major improvements and listing other data so as to maintain a complete record of the activities of the Department shall also be prepared.

Section 6. Equipment.

A. City owned Equipment.

1. The Fire Chief shall be responsible to the Council for recommending such apparatus or other firefighting equipment as may be required to maintain department efficiency, and for providing suitable arrangements and equipment for reporting fires or emergencies, and for notifying all members of the Department assure prompt response to such incident.
2. The Fire Chief or the Chiefs representative shall have power to assign equipment for response to calls for outside aid where agreements are in force and in other cases only when the absence of such equipment will not jeopardize protection of this City.
3. No person shall use any fire apparatus or equipment for any private use, nor shall any person willfully and without authority take away or conceal article used in any way by the Department.
4. No person shall enter any place where fire apparatus is housed or hand apparatus or equipment belonging to the Department unless accompanied by or given special permission of any officer or authorized member of the Department

B. Private Vehicles of Volunteers.

1. Insignia. Each member of the Department driving a private vehicle shall be issued suitable insignia to be attached to the vehicle designating him as member of the Department.
2. Blue Light. All personal vehicles of the Department members shall be equipped with a flashing blue light and shall have right-of-way over all other traffic responding to an alarm but shall observe all City Traffic Ordinance.

TITLE 07 - PUBLIC SAFETY
CHAPTER 3 - CURFEW

Section:

1. Curfew Hours During School Year
2. Curfew Hours for Weekends During School Year
3. Summer Vacations and School Holidays
4. Violations and Penalties

Section 1. Curfew Hours During the School Year.

A. A child attending Kindergarten thru Sixth (6th) grade shall not be permitted outside the dwelling in which he/she resides from 9:00 p.m. to 6:00 a.m. The curfew for students in seventh (7th) through twelfth (12th) grades shall be 10:00 p.m. to 6:00 a.m. The curfew hours are applicable Sunday through Thursday. Exceptions will be made only for students who are accompanied by a parent, legal guardian, or a person otherwise lawfully charged with the custody and control over the student.

Section 2. Curfew Hours for Weekends During the School Year.

A. On Friday, Saturday, and the nights prior to a school holiday, the curfew for students in kindergarten through sixth (6th) grade shall be 10:00 p.m. to 6:00 a.m., for students in the seventh (7th) through twelfth (12th) grades, the curfew shall be 12:00 midnight to 6:00 a.m.

Section 3. Summer Vacations and School Holidays.

A. During the summer vacation, school holidays, and children who do not attend school, the curfew for children through the age of eighteen (18) shall be 12:00 midnight to 6:00 a.m., unless accompanied by parent legal guardian, or a person otherwise lawfully charged with the custody and control over the student.

Section 4. Violation and Penalties.

A. The student or child in violation of the set curfew will be subject to citation from the Village Public safety Officer/Village Police Officer. A parent, legal guardian, or person otherwise lawfully charged with the custody and control over the student or child shall permit the student or child to violate the curfew. The parent or legal guardian or person otherwise lawfully charged with the custody and control over the student shall be fined as follows if the student or child violated curfew.

- First Offense Warning
- Second Offense.....\$25.00 citation
- Third Offense.....\$50.00 citation
- Fourth Offense.....\$75.00 citation

TITLE 07 - PUBLIC SAFETY
CHAPTER 4 - ANIMAL CONTROL

Sections:

1. Prohibition of Loose Dogs
2. Procedure for Enforcement
3. Rabid Dogs
4. Penalties
5. Destruction of Loose Dogs
6. Canine Vaccination Requirement

Section 1. Prohibition of Loose Dogs.

A. It shall be prohibited for any dogs to be allowed to run loose within the City limits of Pilot Station.

Section 2. Procedure for Enforcement.

A. Any loose dog not seen to be dragging a chain or lease, whose owner cannot be identified, may be killed and disposed of immediately by a Police Officer;

B. If the dog is seen to be dragging a chain or lease, a reasonable attempt shall be made to contact the owner before disposal is carried out.

C. If the owner of a loose dog is known, the owner must be contacted and given a warning. If the owner then fails to tie the dog within 48 hours of receiving this warning, the dog will be killed and disposed of properly by the Police Officer.

Section 3. Rabid Dogs.

A. If a dog is suspected of having rabies, the owner will be required to produce proof of vaccination. If this is not immediately done, the Police will be directed to kill and properly dispose of the dog.

Section 4. Penalties.

A. Penalties for the first violation, after a warning has been given, will be a fine in the amount of \$20.00.

B. Penalty for the second offense will be a fine in the amount of \$50.00 (Fines payable to the City of Pilot Station).

C. In addition to this, if damage to person or property has been done the owner of the offending dog shall be required to pay damages to the victim, to be determined by the City Council and the parties involved.

Section 5. Destruction of Loose Dogs.

A. It shall be prohibited for anyone other than a Police Officer to kill a dog which is tied to a sled or other vehicle or structure, even if that dog is unattended.

B. It will be illegal for anyone other than a Police Officer or other person deputized for enforcement of this Ordinance to kill dogs in the progress of such enforcement.

Section 6. Canine Vaccination Requirement.

A. All dogs appearing to be over the age of 6 months must be vaccinated against rabies. A service the City must make available to the owner at no charge.

TITLE 07 - PUBLIC SAFETY
CHAPTER 5 - VEHICLE SAFETY

Sections:

1. Speed Limits Within City
2. Driving While Intoxicated (DWI)
3. Licenses
4. Equipment
5. Reckless Driving
6. Motorized Vehicle Curfew
7. Definitions
8. Citations
9. Vehicle Impoundment
10. Applicability or State Law

Sections 1. Speed Limits

A. No person shall operate any motorized vehicle at a speed exceeding 20 miles per hour within the limits of Pilot Station.

B. Penalties

1. First offenders shall be given a warning by the Police Department.
2. The penalty for a second offense shall be a fine not exceeding twenty-five dollars (\$25.00).
3. The penalty for a third offense shall be a fine not exceeding seventy-five dollars (\$75.00).

Sections 2. Driving While Intoxicated (DWI)

A. No person shall operate any motorized vehicle within the limits of the City of Pilot Station while impaired by liquor or drugs. The arresting officer shall establish proof of impairment.

B. Penalties

1. First offenders shall be given a warning by the Police Department.
2. The penalty for a second offense shall be a fine not exceeding twenty-five dollars (\$25.00).
3. The penalty for a third offense shall be a fine not exceeding seventy-five dollars (\$75.00).

Sections 3. Licenses

A. License Requirement. No person shall operate a motorized vehicle upon a public road or vehicular roadway within the City of Pilot Station without a valid driver's license issued under provisions of A.S. Chapter 28.15 for the type of vehicle being driven.

B. Penalties

1. First offenders shall be given a warning by the Police Department.
2. The penalty for a second offense shall be a fine not exceeding twenty-five dollars (\$25.00).
3. The penalty for a third offense shall be a fine not exceeding seventy-five dollars (\$75.00).

Section 4. Equipment.

A. Headlights. No person shall operate a motorized vehicle unless the vehicle is equipped with at least one headlight(s) (with or without non-multiple beam) so aimed and of sufficient intensity to reveal vehicles at a distance of at least 100 feet ahead during hours of darkness under normal atmospheric conditions. Such headlight(s) shall be so aimed that glaring rays are not projected into the eyes of an oncoming driver.

B. Taillights. No person shall operate a motorized vehicle without at least one rear lamp exhibiting a red light that is plainly visible from a distance of 500 feet to the rear during hours of darkness under normal atmospheric conditions.

C. Headlight Exception for Emergency Use of Vehicle. In an emergency situation, snowmobiles and cars without working headlight equipment may be used, providing that the speed of such vehicle shall not exceed ten (10) miles per hour.

D. Penalties.

1. A warning will be issued advising the violator to repair the problem within ten (10) days or else show reasonable cause why this cannot be done.
2. For the second offense, a fine will be issued in the amount of twenty-five dollars (\$25.00).
3. For the third offense, a fine will be issued in the amount of fifty dollars (\$50.00)
4. For any additional offenses, a fine will be issued in the amount of one hundred dollars (\$100.00).

Section 5. Reckless Driving.

A. Reckless Driving: No person shall operate a motorized vehicle in a reckless manner over or along the public ways, streets, or highways of the City. For the purpose of this section, to "operate in a reckless manner" shall be construed to mean the operation of a vehicle upon the public ways, streets or highways in such a manner so to indicate either willful or wanton disregard for the safety of person or property, without due caution and circumspection and at a speed or in a manner that would endanger, or be likely to endanger, any person or property.

B. Penalties: There will be no warning for the first offense. All violations will be subject to mandatory fines as set forth below. Only in extreme emergencies will mitigating circumstances be considered in the implementation of the fines set out below.

1. First offense fine - seventy-five dollars (\$75.00).
2. Second offense fine - one hundred fifty dollars (\$150.00).
3. Third offense fine - two hundred dollars (\$200.00).

C. Impoundment. Any vehicle operated in violation of this section may be impounded by the Public Safety Department and not released by the Department until all costs relating to the violation are paid. Such costs may include, but may not be limited to, towing impoundment charges, and any costs assessed under: Section 5(B) of this Title. Impoundment charges may not exceed twenty dollars (\$20.00) per day.

D. Sale of Impounded Vehicles. Any vehicle impounded for more than thirty (30) days may be sold at public auction by the Public Safety Department for collection off the cost under paragraph B and C of this Section, plus any costs incurred as a result of sale. A notice of public auction must be posted in three public places at least thirty days prior to the date of sale. A copy of the notice shall be sent to the owner of the vehicle at least thirty days prior to the date of sale. This public auction shall be by sealed bid and the Department shall establish a minimum acceptable bid. The owner of the vehicle shall be entitled to the balance of the sale price after payment of the costs assessed under this section.

Section 6. Motorized Vehicle Curfew

A. Curfew: There shall be two curfews - one for adults and one for minors:

1. Adult Motorized Vehicle Curfew. The adult motor vehicle curfew shall be 12:00 midnight to 6:00 a.m. on weekends.
2. Minor Motorized Vehicle Curfew. The curfew under the age of 18 shall be from 10:00 p.m. to 6:00 a.m. on weekdays and from 11:00 p.m. to 6:00 a.m. on weekends.

B. Exceptions: Exceptions to the curfew will be during times of community events, during subsistence use or scheduled work hours. These times will be extended to: (1) one hour after the end of the community event; (2) upon the return from subsistence gathering; or (3) after scheduling work.

C. Penalties

1. For each and every curfew violation, a fine will be issued in the amount of seventy-five dollars (\$75.00) and the vehicle shall be impounded by the City. Fines shall be paid to the City of Pilot Station. At the time the fine is paid, the vehicle will be released. There will be no storage charge for the vehicle for the first forty-eight (48) hours of storage. After forty-eight (48) hours, there will be a \$20.00 per day fee until the fine is paid. If the violator is a minor, the parent(s) or legal guardian(s) shall be responsible for pay for pay the fine and any vehicle storage fees incurred.

Section 7. Definitions.

A. Definition of Motorized Vehicle". The term motor vehicle shall include, but not be limited to, a car, truck, 4-wheeler, snow machine, motorbike, boat with motor, or any other apparatus propelled by a motor.

B. Definition of "Intoxicated Person". An intoxicated person shall be defined as: (1) a person who has been excessively consuming alcoholic beverages; (2) a person whose judgment and coordination has been impaired by alcohol thus adversely affecting his/her ability to operate the craft; (3) a person who has been seen by a Village Police Officer or by several persons operating any motorized vehicle while exhibiting the behavior described herein.

C. Definition of "Emergency Vehicle". An emergency vehicle shall include any vehicle used for emergencies or patrol by the Department of Public Safety or any other department during the time of crises

Section 8. Citations.

A. Where evidence of a violation is clear, the Police Department may impose all fines described in this chapter of the City Code, using a written citation system, with all fines payable to the City Clerk

Section 9. Vehicle Impoundment

A. In all DWI cases where a threat to public safety is observed, the vehicle in question may be impounded by the Police Department until such time as the threat to the public safety is past.

Section 10. Applicability of State Law.

A. All State Laws applicable to specific types of vehicles addressed in this Ordinance supersedes the provisions of this Ordinance if found to be a conflict.

TITLE 07- PUBLIC SAFETY
CHAPTER 6- USE OF FIREARMS

Sections:

1. Prohibition of Use Within City Limits
2. Prohibition of Use While Intoxicated
3. BB and Pellet Guns
4. Procedure for Enforcement
5. Penalties
6. Definitions

Section 1. Prohibition of Use Within City Limits.

A. It shall be unlawful for any person to discharge a firearm within the City limits of Pilot Station, except on the following occasions:

1. New Year's Eve Celebration
2. The shooting of dogs in accordance with City Code
3. Subsistence hunting purposes along the airport road and on the Yukon River to the City of Pilot Station.

Section 2. Prohibition of Use While Intoxicated.

A. It shall be illegal at all times for any person who has been consuming alcoholic beverages to discharge a firearm within the City limits of Pilot Station.

B. It shall be illegal at all times for any intoxicated person to handle and/or brandish a firearm in a threatening manner.

Section 3. BB and Pellet Guns.

A. It shall be illegal at all times for children to use or possess BB or Pellet guns within the City of Pilot Station, except under adult supervision.

Section 4. Procedure for Enforcement.

A. Procedure for enforcement will be that the City Police or City Council or any deputized person shall confiscate the weapon used in violation of this code and retain it until such time as the violator is dealt with under the provisions of Section 5 of this Code.

Section 5. Penalties.

A. Penalties for violations of section 1, 2, and 3 of this chapter shall be as follows:

1. The penalty for the first violation shall be a consultation form the City Council
2. The penalty for a second violation shall be a consultation from the City Council and a \$25.00 fine.
3. The penalty for a third violation shall be a consultation from the City Council and the permanent confiscation of the weapon involved.

Section 6. Definitions.

A. The definition of "drunk and disorderly" shall be as follows: intoxicated to the point of being disruptive and disorderly, thereby constituting a hazard to him or herself or any other person or property.

B. The definition of a "a public place" shall be as follows: any community facility or establishment or any outdoor location being used for a public purpose or function.

TITLE 07 - PUBUC SAFETY
CHAPTER 7 - PUBLIC INTOXICATION

Section:

1. Prohibition of Public Intoxication
2. Procedure for Enforcement
3. Protective Custody
4. Billing of Protective Custody Expense
5. Trespass

Section 1. Prohibition of Public Intoxication

A. It shall be unlawful for any person to appear in a public place within the City of Pilot Station while in state of drunken disorderliness.

Section 2. Procedure for Enforcement

A. Any person seen or reported to be drunk or disorderly in a public place within the City of Pilot Station will immediately be removed to his or her place of residence by a Police Officer.

B. If this person is violent or in any way resists such removal, the person will be taken into protective custody within the City's Sleep-Off center until such time as that person is able to be released at no risk to him/her or the community.

C. If the return of such a person to his or her place of residence is seen to cause a safety hazard of any kind, then that person will be taken into protective custody within the City's Sleep-Off center.

D. The Police Officer in charge of the situation may take any steps necessary to ensure the safety of those involved, including body search, temporary confiscation of all potentially dangerous objects, and the use of body restraints as needed for safety purposes.

Section 3. Protective Custody

A. Confinement within the City's Sleep-Off center will constitute protective custody. In no case will an arrest be made, or an entry made into that person's criminal record in regard to such confinement.

Section 4. Billing of Protective Custody Expense

A. All persons taken into protective custody under the terms of this chapter shall be billed for the cost of such confinement as determined by the City Council.

Section 5. Trespass

A. Drunk and disorderly trespass upon private premises and refusal by a drunk and disorderly person to leave such premises shall also be prohibited by this chapter and subject to all provisions thereof.

TITLE 07 - PUBLIC SAFETY
CHAPTER 8 - RADIO COMMUNICATION

Sections:

1. Regulation
2. Prohibition
3. Penalties

Section 1. Regulation.

A. The usage of Citizen's Band & VHF radios within and around the City of Pilot Station shall be regulated by the City of Pilot Station.

Section 2. Prohibition.

A. The following usages of Citizen's Band Radios shall be prohibited:

1. The transmission of communications containing obscene, indecent, or profane words, language or meaning.
2. Transmission which intentionally interfere with the communications of another station.
3. The transmission of music, whistling or other sound effects, or transmission made for any amusement or other entertainment purposes, or transmission made solely to attract attention.

Section 3. Penalties.

A. The penalties for violations of the provisions of this chapter shall be as follows:

1. The penalty for a first offense shall be \$100.00 or 20 hours community service.
2. The penalty for second offense shall be \$200.00 or 40 hours community service.
3. The penalty for a third offense shall be the Council write up a statement & confiscate the radios.

TITLE 07 - PUBLIC SAFETY
CHAPTER 9 - BUILDING CONDEMNATION

Section:

1. Hazardous Structure Demolition
2. Owner Notification
3. Owner's Option to Improve
4. Required Public Hearing

Section 1. Hazardous Structure Demolition

A. The City of Pilot Station may dismantle and or raise to the ground any dilapidated structure or building within the City of Pilot Station regardless of its ownership, which is clearly seen by the Council to be causing a serious and immediate safety hazard to the public, providing that the conditions set out in sections two through four of this chapter have been met.

Section 2. Owner Notification

A. The owner of the affected structure or building must be adequately notified of the City's intention at least thirty (30) days prior to the date of condemnation.

Section 3. Owner's Option to Improve

A. Within a period of thirty (30) days after notification of the City's intention to condemn the affected property, the owner shall have the option to improve the affected property through bringing it up to an adequate standard of safety or otherwise safeguarding the public from the hazards caused by the affected property, thus avoiding condemnation by the City.

Section 4. Required Public Hearing

A. A public hearing must be held to discuss any proposed City Council action on the affected property at least 30 days prior to the actual date of condemnation.

TITLE 08 - ALCOHOL

PILOT STATION CODE OF ORDINANCES

TITLE 08

ALCOHOL

CHAPTERS:

1. Prohibition of Hard Liquor Importation

TITLE 9 - PERSONNEL

PILOT STATION CODE OF ORDINANCES

TITLE 09

PERSONNEL

TITLE 09 – PERSONNEL POLICY

Section 1. Personnel Policy

The following shall be the General Employee Personnel Policy of the City of Pilot Station and shall constitute the basic framework for the terms of employment of all regular/part-time City Employees, (excluding project labor and short term help).

A. Probationary Employment.

A-1. Length & Purpose of Probationary Periods.

All regular full-time and part-time City Employees shall be given a 90 day probationary period commencing on the starting date of their employment. This period will be utilized for the evaluation of new employees and for the elimination of any new employee whose performance or conduct does not meet acceptable standards.

A-2 Transfer of Probationary time worked to Permanent Employment.

If a regular City Employee is evaluated favorably and retained after the probationary period, the probationary period of the 90 days shall be counted as regular employment for purposes of the computation of benefit hours shall be accrued.

A-3 Benefit Hours Accrued during Probationary Periods.

Benefit hours shall accrue normally for employees during their probationary periods but may not be used and shall not be paid until after an employee has been favorably evaluated and retained, following the completion of his or her probationary period of employment.

A-4. Pay Raises During Probationary Periods.

(Except where an employees job duties are significantly increased).

No pay raise may be granted during any employee's 90 day probationary period.

B-1. Method of Pay Rate Determination.

Following the adoption of this Ordinance, all pay rates shall be set by Resolution of the City Council, with the exception of that of the Mayor or City Manager, whose rate of pay shall be set Non-code Ordinance.

B-2. Pay-scale Categories.

The City Council shall, when setting wages or salaries by Resolution, set these wages or salaries according to the type of work being performed. The City Council shall by Resolution assign a permanent pay-scale to each category of City Employment according to the importance of the work being performed, the level of responsibility attached to the work, the difficulty, and the working conditions involved.

B-3. The overall level of the Pay-scale set by the City Council shall be subject to the level of funding available within the City Budget and the discretion of the City Council and shall not be required to follow pay-scale levels set by any other entities or organizations.

B-4. Graded Pay-scale.

All such pay-scales shall be granted according to the amount of years in a position by a specific employee, with a primary rate for a probationary employee, an increased secondary rate for an employee serving between 6 months and 2 years of employment, and a further increased tertiary rate for all employees having worked for 2 years or more in a specific position.

B-5. Budgetary Restrictions.

The importance of graded raises in all categories of City pay-scale shall be subject at all times to the amount of funding available within the City Budget.

B-6. Pay-scales and Employment Position Transfers.

A City employee being transferred from one employment position to another within the same category of City employment shall retain the pay-scale status in effect at the time of transfer of the employee's position. However, should an employee transfer from a position within one category of City Employment to a position within another category with employee's pay-scale will be the starting grade for that category of employment.

C. Working Hours and Overtime Policy.

C-1. Work Week.

All regular employed full-time City Employees including the Police Officers, shall work a 10 hour week unless their duties and responsibilities are of such a nature as to warrant an irregular work week (not exceeding 40 hours). All employees shall have 2 days a week off.

C-2. Overtime Policy.

In cases of emergency, or where required for the performance of an essential City service an employee may be required to work at times/days when he/she is normally off. At no times will regular full-time employees of the City be paid overtime. Any hours worked 30 - 40 hour, shall be considered a regular rate of pay.

D. Attendance Requirements.

D-1. Employees are expected to perform their job duties on regular basis, in accordance with the requirements and responsibilities of their position, unless instructed otherwise by the City Mayor or City Clerk.

E. Medical Leave and Method of Accrual

E-1. Medical Leave.

All regular full-time and permanent part-time employees shall accrue medical leave at the rate of one day per month of service, to be paid, at the employer's regular pay—scale based upon the average daily amount of hours worked by that City Employee during the previous year.

E-2. Maximum Accumulation of Medical Leave.

Maximum accumulation of medical leave shall be limited to 12 working days for employees having one to two years of service with the City or 20 working days for employees having two or more years of service with the city. All medical leave accumulated in excess of the maximum shall be forfeited.

E-3. Conditions for Use of Medical Leave.

Medical leave is to be used only when an employee is actually unable to work due to illness, injury, or the necessity of being absent for purpose of attending a medical or dental appointment. All employee claims for medical leave shall be substantiated with an explanatory note from a Doctor, Community Health Aide or other Medical Personnel, and provided to the City Administration upon returning to work. At no time will any Medical Leave be paid if this condition is not met. All employees shall be required to notify the City Mayor, Vice-Mayor, or Secretary, requesting approval before taking medical leave. Failure to have the leave approved will result in non-payment of medical leave and will be considered an unexcused absence. City Clerk can notify the Council.

F. Annual Leave and Method of Accrual.

F-1. Rate of Accrual

All full-time or permanent part-time employees shall accrue annual leave time at the rate of 10 working days per year of steady City employment for employees having from 1 to 2 years of service with the City and at the rate of fifteen (15) working days per year for employees having over 2 years of service with the City. At no time shall any City Employee accrue more than 1 year's accumulation of annual leave time.

F-2. Usage of Annual Leave Time.

No annual leave time may be taken until an employee has completed a 90 day of satisfactory service with the City. Annual leave time may be taken at any time during subsequent employment, subject to the approval of the City Mayor or Vice-Mayor. Annual leave may not be in granted in periods of less than 5 days.

F-3. Arrangements for Annual Leave.

Any employee wishing to take annual leave must notify the City Mayor or Vice-Mayor at least two weeks prior to the starting date of leave. All employees shall be given adequate opportunity for the usage of annual leave; no employee shall be permitted to waive annual leave for purposes of receiving extra compensation.

F-4 Annual Leave and Termination or Resignation of Employment.

Any regular full or part-time employee shall upon termination of City Employment be paid at the regular rate of pay for all annual leave accumulated to the date of termination, subject to the maximum accumulation of leave provisions above, (F-1). The same provision shall hold true in the case of a resignation, provided that proper notice of impending resignation (see I-4) is given to the city prior to the actual date of resignation. If this requirement is not met, an employee shall forfeit all annual leave time accrued as of the date of resignation.

F-5. Rate of Annual Leave Pay.

The rate of annual leave pay shall be determined on a monthly average of the amount of compensation rate.

F-6 Effect of Holidays upon Annual Leave.

Holidays occurring during an employee's scheduled annual leave shall not be charged to his/her annual leave.

G. Holidays.

The following shall be designated as official City Holidays for all Employees:

- | | | |
|---------------------|---------------------|---------------------|
| 1. NewYear's Day | 4. Labor Day | 7. Floating Holiday |
| 2. Memorial Day | 5. Thanksgiving Day | |
| 3. Independence Day | 6. Christmas Day | |

All full-time and permanent part-time employees shall receive one (1) day's pay for each designated holiday, paid at a rate on their pay-scale and average daily hours in effect at the time of the Holiday. Official City Holidays which fall on Sunday shall be observed on the following Monday; those which fall on a Saturday shall be observed on the preceding Friday. Paid Holidays shall be received only by those employees having been with the service of the City for longer than a 90 day.

H. Leave without Pay.

H-1. Maternity Leave Provisions.

A female employee who has been retained by the City beyond her 90 day probationary period is entitled to take a maximum of nine (9) weeks of leave immediately preceding, during, following childbirth. Such employees shall have the option of using medical leave, and/or annual leave, or leave without pay. As required, an employee on maternity leave may be replaced on a temporary basis, without losing the rights to her position with the City.

H-2. General Leave without Pay.

The City Mayor may, in consultation with the City Council grant leave, without pay to a full-time or permanent part-time employee for a period not to exceed one month. Such leave considered only at such times as the employee submits a written explanation of the specific leave without pay request, and when it is desirable to retain the employee for further services. During the employee's absence on leave without pay the absent employee's position may be filled by a new appointment, temporary promotion, or temporary re-assignment.

On completion of such an approved leave, the employee may return to his/her original position in the City. Medical and Annual Leave benefits shall not accrue during leave without pay. Leave without pay, may be granted in increments as small as 1 day but may not exceed ten (10) working days per year for an employee having up to 2 years of service with the City and 20 working days per year for an employee having over 2 years of service with the City.

H-3. Jury or Court Leave.

Employees shall be granted time off with pay when serving as a juror or when required to serve as a witness in any Municipal, State or Federal Court. Payment received from a court for service as a juror exclusive of per diem and travel expenses shall be turned into the City.

H-4. Emergency Leave.

The City Mayor, Vice-Mayor or City Clerk may grant emergency leave without pay to full-time or permanent part-time employees not to exceed five (5) days at any time when critical illness or death has occurred within the employee's immediate family. Similar leave without pay may be granted for purpose of attending funerals and will be granted on a case basis by the City Mayor, Vice-Mayor or City Clerk.

I. Terminations.

I-1. Terminations for cause and Requirements of Notice thereof

Any City employee may be terminated by the Mayor for the following cause;

- 1) Neglect of duty, 2) Inefficiency, 3) Carelessness or negligence with City funds or property
- 4) Theft or destruction of City property, 5) Being in an intoxicated state while on duty
- 6) Operating City equipment or vehicles while intoxicated.

In the case of an employee not yet having completed his/her probationary period of employment one (1) verbal warning from the City Mayor shall be required before an employee may be dismissed, except when being dismissed for cause #4 or #6: in such cases immediate termination of employment shall be permissible for all City employees, regardless of years of service to the City.

In cases where the City Mayor intends to terminate (for cause) a City Employee of more than 2 years' service with the City, a written warning shall be provided in addition to and subsequent to a verbal warning, prior to actual termination or the employee.

Any employee terminated for causes #4 or #6, as detailed above, shall be denied the payment of any accrued leave time due the employee as of the date of employee termination.

I-2. Grievance/Appeal Procedures

Only a full-time or permanent part-time employees who has passed the 90 day probationary, shall have the right, if terminated on grounds, by the City Mayor to appeal his/her termination directly to the City Council at its next schedule meeting and may be reinstated to his/her position with the City by vote of a quorum of the City Council. If reinstated, after having been terminated on ground an employee shall be entitled to receive full pay for anytime missed due to unjust termination.

I-3. Layoff

If due to City Budgetary restrictions or changes in the department program and policies of the City, it becomes necessary for the City to reduce its number of employees, the City Administration, after consultation with the City Council may abolish any position, as required. At the time of such layoffs, all accrued annual leave hours shall be paid in full to the laid off employee. Such layoffs may not be appealed.

I-4. Resignation

An employee wishing to resign his/her position with the City shall submit a written letter of resignation to the Administration at least ten (10) working days before the effective date of the resignation. In the case of administrative or supervisory employees, a thirty-day notice must be provided to the City Council. All City employees in good standing, when providing notice of resignation, shall state his/her reason for departure from the employment of the City in the written notice. In all cases, any employees resigning from service with the City without providing adequate notice, as described above, shall be denied payment of resignation. If proper notice is provided, any such accrued hours shall be paid in full to the employee in question at the time of his/her resignation.

J. Hiring

J-1 Hiring Preference.

Other qualifications being equal, preference in hiring shall be given to permanent residents of the City of Pilot Station.

J-2 Non-Discrimination.

The City may not practice any form of discrimination in its hiring policies, as State Law requires.

J-3. Nepotism

All employees are hired by a vote by the City Council. If a Council Member is related to the applicant, the Council Member must abstain from the vote.

K. Exemptions from the Provisions of this Policy.

K-1. Temporary and Project Labor.

Temporary and Capital Project Employees shall not be included in the provisions of this Personnel Policy and shall be paid in a manner and in an amount commensurate with the type and level of grant funding available for the project.

L. Payroll.

L-1. Payroll shall be prepared twice monthly for all City Employees, within two working days of the closing date of each period by the City Clerk.

L-2. Payroll Advances.

Payroll advances may be awarded to all City Employees at the discretion of the City Administration but shall at no time be taken more than twice in one pay period and shall at no time exceed $\frac{3}{4}$ of the earned wages available. At no time will pay advances for hours not previously worked (or amounts not yet earned) be paid.

L-3. Payroll Deductions.

Any amount owed to the City for pay advance or other reasons shall be deducted from an employee's payroll at the first payroll date following the date the debt was incurred.

N. Insurance Coverage.

N-1. All employees of the City of Pilot Station shall be covered by Workmen's Compensation Insurance at all times.