



FAIRBANKS CITY COUNCIL
AGENDA NO. 2025-12
REGULAR MEETING – JUNE 23, 2025
MEETING WILL BE HELD VIA [ZOOM WEBINAR](#) AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

REGULAR MEETING

6:30 p.m.

1. ROLL CALL
2. INVOCATION
3. FLAG SALUTATION
4. CEREMONIAL MATTERS (Proclamations, Introductions, Recognitions, Awards)
5. CITIZENS' COMMENTS, oral communications to the City Council on any item pertaining to City business that is not up for public hearing. The total comment period is 30 minutes, and testimony is limited to three minutes. Any person wishing to speak needs to sign up on the list located in the hallway or must have signed up in advance using the procedures for providing online testimony found at the City's website. Respectful standards of decorum and courtesy should be observed by all speakers. Remarks should be directed to the City Council as a body rather than to any particular Councilmember or member of the staff. In consideration of others, please silence all cell phones and electronic devices.
6. APPROVAL OF AGENDA AND CONSENT AGENDA

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

8. SPECIAL ORDERS

- a) The Fairbanks City Council will hear interested citizens concerned with the following alcohol license application for renewal. Public testimony will be taken and limited to three minutes.

Lic. #	DBA	Type	Licensee	Address
3020	American Legion Post #57	Club	American Legion Post #57	1634 Cushman Street

9. MAYOR'S COMMENTS AND REPORT

- a) Special Reports

10. COUNCILMEMBERS' COMMENTS

11. UNFINISHED BUSINESS

- a) Ordinance No. 6315 – An Ordinance Amending the 2025 Operating and Capital Budgets for the Second Time. Introduced by Mayor Pruhs. SECOND READING AND PUBLIC HEARING.

12. NEW BUSINESS

- *a) Resolution No. 5178 – A Resolution Authorizing Payment to Alaska Public Risk Alliance (APRA) for Municipal Insurance Coverage. Introduced by Mayor Pruhs.
- *b) Ordinance No. 6316 – An Ordinance Establishing a Paramedic Recruitment Bonus Program. Introduced by Mayor Pruhs.
- *c) Ordinance No. 6317 – An Ordinance Amending Fairbanks General Code Chapter 22 Elections. Introduced by Jerry Cleworth.

13. WRITTEN COMMUNICATIONS TO THE CITY COUNCIL

- *a) Appointments to the Fairbanks Diversity Council

14. COMMITTEE REPORTS AND COUNCILMEMBERS' COMMENTS

15. CITY CLERK'S REPORT
16. CITY ATTORNEY'S REPORT
17. EXECUTIVE SESSION
18. ADJOURNMENT



MEMORANDUM

TO: Mayor Pruhs and City Council Members

FROM: D. Danyielle Snider, City Clerk



SUBJECT: Alcohol License Renewal Application

DATE: June 18, 2025

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

Lic. #	DBA	License Type	Licensee	Address
3020	American Legion Post #57	Club	American Legion Post #57	1634 Cushman Street

Pursuant to FGC Sec. 14-178 the Council may determine whether to protest alcohol license renewal applications after holding a public hearing. As required by FGC Sec. 14-167(b), I have sent written notice of the public hearing to the above-listed licensee.

This renewal application is scheduled to go before the ABC Board for consideration on June 24, 2025. The City's 60-day response deadline to AMCO is July 18, 2025.

There are no department-recommended protests for this alcohol license renewal application.

ORDINANCE NO. 6315

**AN ORDINANCE AMENDING THE 2025 OPERATING
AND CAPITAL BUDGETS FOR THE SECOND TIME**

WHEREAS, this ordinance incorporates the changes outlined on the attached fiscal note to amend the 2025 operating and capital budgets.

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

SECTION 1. There is hereby appropriated to the 2025 General Fund and Capital Fund budgets the following sources of revenue and expenditures in the amounts indicated to the departments named for the purpose of conducting the business of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2025 and ending December 31, 2025 (see pages 2 and 3):

GENERAL FUND

REVENUE	APPROVED COUNCIL APPROPRIATION	INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
Taxes (all sources)	\$ 28,913,515	\$ -	\$ 28,913,515
Charges for Services	6,579,500	261,000	6,840,500
Intergovernmental Revenues	2,476,080	385,390	2,861,470
Licenses and Permits	2,193,805	4,000	2,197,805
Fines and Forfeitures	551,000	-	551,000
Interest and Penalties	1,515,000	-	1,515,000
Rental and Lease Income	158,539	10,000	168,539
Other Revenues	250,000	100,000	350,000
Other Financing Sources	684,287	-	684,287
Total revenue appropriation	\$ 43,321,726	\$ 760,390	\$ 44,082,116
EXPENDITURES			
Mayor Department	\$ 892,030	\$ 2,000	\$ 894,030
Legal Department	262,760	-	262,760
Office of the City Clerk	631,872	-	631,872
Finance Department	1,066,350	-	1,066,350
Information Technology	2,935,442	15,000	2,950,442
General Account	6,976,881	50,000	7,026,881
Police Department	8,246,201	615,823	8,862,024
Communications Center	3,011,380	615,565	3,626,945
Fire Department	10,808,559	80,000	10,888,559
Public Works Department	9,863,143	-	9,863,143
Engineering Department	1,186,431	-	1,186,431
Building Department	849,750	-	849,750
Total expenditure appropriation	\$ 46,730,799	\$ 1,378,388	\$ 48,109,187
2024 unassigned fund balance	\$ 19,076,765	\$ (69,910)	\$ 19,006,855
Prior year encumbrances	(274,662)	-	(274,662)
Transfers to other funds	(4,770,000)	-	(4,770,000)
Other changes to the budget	1,635,589	(617,998)	1,017,591
2025 estimated unassigned fund balance	\$ 15,667,692	\$ (687,908)	\$ 14,979,784

Minimum unassigned fund balance requirement is 20% of budgeted annual expenditures but not less than \$10,000,000. 20% of budgeted annual expenditures is \$ 9,621,837

CAPITAL FUND

	APPROVED COUNCIL APPROPRIATION	INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
REVENUE			
Transfer from Permanent Fund	\$ 724,486	\$ -	\$ 724,486
Transfer from General Fund	4,000,000	-	4,000,000
Property Repair & Replacement	150,000	-	150,000
Public Works	250,000	-	250,000
Garbage Equipment Reserve	291,600	-	291,600
IT	75,000	-	75,000
Police	300,000	-	300,000
Communications Center	140,000	-	140,000
Fire	760,000	-	760,000
Building	10,000	-	10,000
	<hr/>	<hr/>	<hr/>
Total revenue appropriation	\$ 6,701,086	\$ -	\$ 6,701,086
	<hr/>	<hr/>	<hr/>
EXPENDITURES			
Property Repair & Replacement	\$ 6,063,649	\$ 610,000	\$ 6,673,649
Public Works Department	1,830,687	-	1,830,687
Garbage Equipment Reserve	849,050	-	849,050
IT Department	247,440	86,000	333,440
Police Department	942,680	50,000	992,680
Fire Department	1,755,260	35,000	1,790,260
Road Maintenance	3,959,329	-	3,959,329
Building Department	67,000	-	67,000
	<hr/>	<hr/>	<hr/>
Total expenditure appropriation	\$ 15,715,095	\$ 781,000	\$ 16,496,095
	<hr/>	<hr/>	<hr/>
2024 fund balance	\$ 21,341,786	\$ (305)	\$ 21,341,481
Prior year encumbrances	(3,787,165)	-	(3,787,165)
Prior year reappropriations	(1,319,588)	-	(1,319,588)
Transfers from other funds	4,491,326	-	4,491,326
Other changes to the budget	(8,398,582)	(781,000)	(9,179,582)
2025 estimated fund balance	<u>\$ 12,327,777</u>	<u>\$ (781,305)</u>	<u>\$ 11,546,472</u>
	<hr/>	<hr/>	<hr/>
Estimated unassigned capital fund balance for projects			<u><u>\$ 6,179,158</u></u>

SECTION 2. This ordinance also appropriates the use of emergency snow removal funds in the amount of \$250,000 as designated by the Mayor.

SECTION 3. All appropriations made by this ordinance lapse at the end of the fiscal year to the extent they have not been expended or contractually committed to the departments named for the purpose of conducting the business of said departments of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2025 and ending December 31, 2025.

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

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

FISCAL NOTE
ORDINANCE NO. 6315
AMENDING THE 2025 OPERATING AND CAPITAL BUDGETS
FOR THE SECOND TIME

GENERAL FUND
\$760,390 Increase in Revenue
\$1,378,388 Increase in Expenditures

Revenue

1. Tax Revenue
2. Charges for Services
 - \$375,000 increase to ambulance services (Resolution 5168)
 - (\$120,000) decrease to fire protection services due to changes in fire service area
 - \$6,000 increase to fire inspections (Resolution 5168)
3. Intergovernmental Revenues
 - \$49,910 increase to SEMT reimbursement
 - \$335,480 increase to community assistance program
4. License and Permits
 - \$4,000 increase to private ambulance license (Ordinance 6303)
5. Interest and Penalties
6. Rental and Lease
 - \$10,000 increase to Denali Commission Lease (Ordinance 6310)
7. Other Revenue
 - \$100,000 increase to investment income for Series II account
8. Other Financing Sources

Expenditures

1. Mayor's Office
 - \$2,000 increase to community promotions
2. City Attorney's Office

3. City Clerk's Office
4. Finance Department
5. Information Technology
 - \$15,000 increase to computer service fiber
6. General Account
 - \$50,000 increase to street lighting for maintenance
7. Police Department
 - \$615,823 increase to salaries and benefits (Ordinance 6311)
 - Provide legal defense funds for the Police Chief as a benefit (annual cost \$72)
8. Communications Center
 - \$615,565 increase to salaries and benefits (Ordinance 6311)
9. Fire Department
 - \$20,000 increase to training for new hires and fire marshals
 - \$60,000 increase to professional services for ambulance billing (\$50,000) and SEMT fees (\$10,000)
10. Public Works
11. Engineering
12. Building Department

CAPITAL FUND
\$0 Increase in Revenue
\$781,000 Increase in Expenditures

Revenue

1. Other Financing Sources

Expenditures

1. Property Repair & Replacement
 - \$60,000 increase for fire training center upgrades phase I
 - \$500,000 increase for fire training center upgrades phase II
 - \$50,000 increase for Golden Heart Plaza security upgrade
2. Public Works
3. Garbage Equipment Reserve
4. IT Department
 - \$86,000 increase for storage area network (two units)
5. Police Department
 - \$50,000 increase for police vehicles upfits
6. Communications Center
7. Fire Department
 - \$35,000 increase for fire tender vehicle
8. Road Maintenance

**ORDINANCE NO. 6315, AS AMENDED
(PROPOSED SUBSTITUTE)**

**AN ORDINANCE AMENDING THE 2025 OPERATING
AND CAPITAL BUDGETS FOR THE SECOND TIME**

WHEREAS, this ordinance incorporates the changes outlined on the attached fiscal note to amend the 2025 operating and capital budgets.

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

SECTION 1. There is hereby appropriated to the 2025 General Fund and Capital Fund budgets the following sources of revenue and expenditures in the amounts indicated to the departments named for the purpose of conducting the business of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2025 and ending December 31, 2025 (see pages 2 and 3):

GENERAL FUND

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Charges for Services	6,579,500	261,000	6,840,500
Intergovernmental Revenues	2,476,080	385,390	2,861,470
Licenses and Permits	2,193,805	4,000	2,197,805
Fines and Forfeitures	551,000	-	551,000
Interest and Penalties	1,515,000	-	1,515,000
Rental and Lease Income	158,539	10,000	168,539
Other Revenues	250,000	100,000	350,000
Other Financing Sources	684,287	(3,000,000)	(2,315,713)
Total revenue appropriation	\$ 43,321,726	\$ (2,239,610)	\$ 41,082,116
EXPENDITURES			
Mayor Department	\$ 892,030	\$ 2,000	\$ 894,030
Legal Department	262,760	-	262,760
Office of the City Clerk	631,872	-	631,872
Finance Department	1,066,350	-	1,066,350
Information Technology	2,935,442	15,000	2,950,442
General Account	6,976,881	50,000	7,026,881
Police Department	8,246,201	615,823	8,862,024
Communications Center	3,011,380	615,565	3,626,945
Fire Department	10,808,559	80,000	10,888,559
Public Works Department	9,863,143	-	9,863,143
Engineering Department	1,186,431	-	1,186,431
Building Department	849,750	-	849,750
Total expenditure appropriation	\$ 46,730,799	\$ 1,378,388	\$ 48,109,187
2024 unassigned fund balance	\$ 19,076,765	\$ (69,910)	\$ 19,006,855
Prior year encumbrances	(274,662)	-	(274,662)
Transfers to other funds	(4,770,000)	(3,000,000)	(7,770,000)
Other changes to the budget	1,635,589	(617,998)	1,017,591
2025 estimated unassigned fund balance	\$ 15,667,692	\$ (3,687,908)	\$ 11,979,784

Minimum unassigned fund balance requirement is 20% of budgeted annual expenditures but not less than \$10,000,000. 20% of budgeted annual expenditures is \$ 9,621,837

CAPITAL FUND

	APPROVED COUNCIL APPROPRIATION	INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
REVENUE			
Transfer from Permanent Fund	\$ 724,486	\$ -	\$ 724,486
Transfer from General Fund	4,000,000	-	4,000,000
Property Repair & Replacement	150,000	-	150,000
Public Works	250,000	-	250,000
Garbage Equipment Reserve	291,600	-	291,600
IT	75,000	-	75,000
Police	300,000	-	300,000
Communications Center	140,000	-	140,000
Fire	760,000	-	760,000
Building	10,000	-	10,000
	<hr/>	<hr/>	<hr/>
Total revenue appropriation	\$ 6,701,086	\$ -	\$ 6,701,086
	<hr/>	<hr/>	<hr/>
EXPENDITURES			
Property Repair & Replacement	\$ 6,063,649	\$ 1,010,000	\$ 7,073,649
Public Works Department	1,830,687	-	1,830,687
Garbage Equipment Reserve	849,050	-	849,050
IT Department	247,440	86,000	333,440
Police Department	942,680	50,000	992,680
Fire Department	1,755,260	35,000	1,790,260
Road Maintenance	3,959,329	-	3,959,329
Building Department	67,000	-	67,000
	<hr/>	<hr/>	<hr/>
Total expenditure appropriation	\$ 15,715,095	\$ 1,181,000	\$ 16,896,095
	<hr/>	<hr/>	<hr/>
2024 fund balance	\$ 21,341,786	\$ (305)	\$ 21,341,481
Prior year encumbrances	(3,787,165)	-	(3,787,165)
Prior year reappropriations	(1,319,588)	-	(1,319,588)
Transfers from other funds	4,491,326	-	4,491,326
Other changes to the budget	(8,398,582)	(1,181,000)	(9,579,582)
2025 estimated fund balance	<u>\$ 12,327,777</u>	<u>\$ (1,181,305)</u>	<u>\$ 11,146,472</u>
	<hr/>	<hr/>	<hr/>
Estimated unassigned capital fund balance for projects			<u><u>\$ 5,779,160</u></u>

SECTION 2. This ordinance also appropriates the use of emergency snow removal funds in the amount of \$250,000 as designated by the Mayor.

SECTION 3. All appropriations made by this ordinance lapse at the end of the fiscal year to the extent they have not been expended or contractually committed to the departments named for the purpose of conducting the business of said departments of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2025 and ending December 31, 2025.

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

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

FISCAL NOTE
ORDINANCE NO. 6315, AS AMENDED
AMENDING THE 2025 OPERATING AND CAPITAL BUDGETS
FOR THE SECOND TIME

GENERAL FUND
(\$2,239,610) decrease in Revenue
\$1,378,388 Increase in Expenditures

Revenue

1. Tax Revenue
2. Charges for Services
 - \$375,000 increase to ambulance services (Resolution 5168)
 - (\$120,000) decrease to fire protection services due to changes in fire service area
 - \$6,000 increase to fire inspections (Resolution 5168)
3. Intergovernmental Revenues
 - \$49,910 increase to SEMT reimbursement
 - \$335,480 increase to community assistance program
4. License and Permits
 - \$4,000 increase to private ambulance license (Ordinance 6303)
5. Interest and Penalties
6. Rental and Lease
 - \$10,000 increase to Denali Commission Lease (Ordinance 6310)
7. Other Revenue
 - \$100,000 increase to investment income for Series II account
8. Other Financing Sources
 - **(\$3,000,000) transfer to the Risk Fund**

Expenditures

1. Mayor's Office
 - \$2,000 increase to community promotions

2. City Attorney's Office
3. City Clerk's Office
4. Finance Department
5. Information Technology
 - \$15,000 increase to computer service fiber
6. General Account
 - \$50,000 increase to street lighting for maintenance
7. Police Department
 - \$615,823 increase to salaries and benefits (Ordinance 6311)
 - Provide legal defense funds for the Police Chief as a benefit (annual cost \$72)
8. Communications Center
 - \$615,565 increase to salaries and benefits (Ordinance 6311)
9. Fire Department
 - \$20,000 increase to training for new hires and fire marshals
 - \$60,000 increase to professional services for ambulance billing (\$50,000) and SEMT fees (\$10,000)
10. Public Works
11. Engineering
12. Building Department

CAPITAL FUND
\$0 Increase in Revenue
\$1,181,000 Increase in Expenditures

Revenue

1. Other Financing Sources

Expenditures

1. Property Repair & Replacement
 - \$60,000 increase for fire training center upgrades phase I
 - \$500,000 increase for fire training center upgrades phase II
 - \$50,000 increase for Golden Heart Plaza security upgrade
 - **\$400,000 increase for the Golden Heart Plaza landscape project**
2. Public Works
3. Garbage Equipment Reserve
4. IT Department
 - \$86,000 increase for storage area network (two units)
5. Police Department
 - \$50,000 increase for police vehicles upfits
6. Communications Center
7. Fire Department
 - \$35,000 increase for fire tender vehicle
8. Road Maintenance
 - Reallocate \$112,000 from 7th Avenue project to Joyce Street and 8th Avenue storm drain projects

RESOLUTION NO. 5178

A RESOLUTION AUTHORIZING PAYMENT TO ALASKA PUBLIC RISK ALLIANCE (APRA) FOR MUNICIPAL INSURANCE COVERAGE

WHEREAS, Resolution No. 5173 approved the City's General Liability, Workers' Compensation, Auto Liability, Property, Public Officials Liability, Mobile Equipment, Police Professional Liability, and Cyber Liability policies to be provided under a Participant Membership Agreement with the Alaska Public Risk Alliance (APRA); and

WHEREAS, the current Participant Membership Agreement between the City of Fairbanks and Alaska Municipal League Joint Insurance Association (AMLJIA) will expire on June 30, 2025; and

WHEREAS, the City's Broker of Record, Hale & Associates, has received and reviewed APRA's proposal for the period July 1, 2025, to June 30, 2026, in the amount of \$1,957,433; and

WHEREAS, the administration has met with David Hale of Hale & Associates, has reviewed APRA's proposal and the service provided by APRA, and concurs with the recommendation by Hale & Associates to accept the proposal.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fairbanks, that:

Section 1. The Council approves the proposal and authorizes the Mayor to execute all necessary documents to secure coverage with APRA under the terms of the proposal.

Section 2. The effective date for this resolution is six days after approval.

David Pruhs, City Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

CITY OF FAIRBANKS

FISCAL NOTE

I. REQUEST:

Ordinance or Resolution No: 5178

Abbreviated Title: RESOLUTION AUTHORIZING PAYMENT TO APRA FOR MUNICIPAL INSURANCE

Department(s): ALL

Does the adoption of this ordinance or resolution authorize:

1) additional costs beyond the current adopted budget? Yes _____ No x

2) additional support or maintenance costs? Yes _____ No x

If yes, what is the estimate? see below

3) additional positions beyond the current adopted budget? Yes _____ No x

If yes, how many positions? _____

If yes, type of positions? _____ (F - Full Time, P - Part Time, T - Temporary)

II. FINANCIAL DETAIL:

PROJECTS:	COST
CITY OF FAIRBANKS INSURANCE	\$1,957,433
TOTAL	\$1,957,433

FUNDING SOURCE:	TOTAL
RISK FUND	\$1,957,433
TOTAL	\$1,957,433

City of Fairbanks insurance includes General Liability, Workers' Compensation, Auto Liability, Property, Public Officials, Mobile Equipment, Police Professional Liability, and Cyber Liability.

Reviewed by Finance Department: Initial mb Date 6/16/2025

ORDINANCE NO. 6316

**AN ORDINANCE ESTABLISHING A PARAMEDIC
RECRUITMENT BONUS PROGRAM**

WHEREAS, the Fairbanks Fire Department (FFD) continues to struggle to recruit paramedics; and

WHEREAS, the current minimum cost to the City of Fairbanks to send one employee through the paramedic program is \$16,000 for tuition and up to \$120,000 in salaries, overtime, and benefits; and

WHEREAS, the City of Fairbanks has had success in filling other positions where recruitment was a challenge by offering a recruitment bonus; and

WHEREAS, providing a \$20,000 recruitment bonus for licensed paramedics would make the City of Fairbanks a more competitive employer.

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

SECTION 1. The paramedic recruitment bonus program within the Fairbanks Fire Department is hereby reestablished with the following criteria:

An applicant who is a licensed paramedic will be paid a \$20,000 “sign-on bonus.” The City will pay 50% of the bonus within 30 days of the employee completing their probationary period and 50% of the bonus after the employee has completed three years of service. No applicant may receive a sign-on bonus more than once, and no applicant may receive a sign-on bonus if they have been employed by the Fairbanks Fire Department within 12 months of rehire. Applicants who accept a “sign-on bonus” and do not complete three years of service are subject to payback provisions.

SECTION 2. The Sign-on Bonus Agreement (Attachment A) is approved.

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

SECTION 4. This program will sunset on December 31, 2025 unless extended by resolution of the City Council.

SECTION 5. The effective date of this ordinance shall be six days after adoption.

David Pruhs, City Mayor

AYES:

NAYS:

ABSENT:

ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

CITY OF FAIRBANKS
FISCAL NOTE

I. REQUEST:

Ordinance or Resolution No: 6316

Abbreviated Title: ORDINANCE ESTABLISHING PARAMEDIC RECRUITMENT INCENTIVE BONUS

Department(s): FIRE

Does the adoption of this ordinance or resolution authorize:

1) additional costs beyond the current adopted budget? Yes _____ No X

2) additional support or maintenance costs? Yes _____ No X

If yes, what is the estimate? see below

3) additional positions beyond the current adopted budget? Yes _____ No X

If yes, how many positions? _____

If yes, type of positions? _____ (F - Full Time, P - Part Time, T - Temporary)

II. FINANCIAL DETAIL:

EXPENDITURES:	Total
SALARY AND BENEFITS	
TOTAL	

FUNDING SOURCE:	Total
GENERAL FUND	
TOTAL	

The Fire Department paramedic recruitment incentive bonuses will be paid from salary savings. The City will pay 50% (\$10,000) of the bonus within 30 days of the employee completing their probationary period and 50% (\$10,000) of the bonus after the employee has completed three years of service.

Reviewed by Finance Department:

Initial mb

Date 6/19/2025

**Attachment A
to Ordinance No. 6316**



**Fairbanks Fire Department
Paramedic Sign-On Bonus Contract
Approved July 14, 2025**

This agreement is made between the CITY OF FAIRBANKS (“City”) and _____ (“Employee”).

WHEREAS, this contract will apply to a licensed paramedic who begins employment for the City of Fairbanks Fire Department (“Department”) and who meets the eligibility requirements in Ordinance No. 6316; and

WHEREAS, the City wishes to bestow upon the Employee a “Sign-on Bonus” as an incentive for the Employee to accept employment at the City and to remain satisfactorily employed in the Department for at least three full years; and

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

THEREFORE, the City and the Employee agree to the following terms:

1. The City, acting through the Department, agrees to pay the Employee \$20,000 as a Sign-on Bonus in return for the Employee accepting the City’s offer of employment. Half of the amount will be paid directly to the Employee within 30 days following the successful completion of their probationary period. The second half of the amount will be paid directly to the Employee after three years of service.
2. The City will apply all required federal and state tax deductions and will report all payments made under this Agreement as required by federal and state law. Taxes will be withheld as bonus earnings from the Sign-on Bonus and reported to the Internal Revenue Services as income on the Employee’s Form W-2. The Sign-on Bonus is not considered “salary” and shall not be included for purposes of retirement benefit calculations or salary increases.
3. The Department will adhere to all relevant City and Department policies during the hiring process and in making bonus payments to employees.
4. In return for accepting the Sign-on Bonus, the Employee agrees to work for the Department on a regular and full-time basis for at least three years beginning _____ and ending on _____. Should the Employee resign, quit, or be terminated for cause before the above stated ending date, the Employee shall repay a prorated amount of the Sign-on Bonus as provided in the following paragraphs.
5. The Employee’s failure to remain employed by the Department for three years will trigger the Employee’s duty to repay, pro-rata, the amount paid by the City pursuant to paragraph 1 above. (This amount may be more than the Employee received due to tax or other withholdings.) For example, if the Employee leaves one year prior to the end date, they will repay 12/36 of such amount. To facilitate this repayment, the Employee, by signing below, expressly gives the City a

lien on all their salary, wages, and other sums payable to them by the City. In addition, the Employee hereby authorizes the City to withhold all amounts so due from any sum payable to the Employee by the Department and the City. The Employee also agrees that any tax consequences resulting from the repayment of the Sign-on Bonus or any portion thereof will be the sole and exclusive responsibility of the Employee.

6. If the Employee fails to remain employed by the Department for three years for reasons beyond their control (e.g. injury, illness or death), other than just cause termination, the Department may in its sole discretion waive all or part of the liability owed by the Employee. Any such waivers must be approved in writing by the Mayor.
7. If any part of the Agreement is found to be invalid or unenforceable, the other parts shall remain valid and enforceable, and the Employee agrees, represents, and warrants that they will be held to any applicable repayment of the Sign-on Bonus.

BY SIGNING BELOW, the Employee certifies that they have not accepted a financial incentive for accepting employment at the City, other than as described in this Agreement.

IN WITNESS THEREOF:

Employee Signature

Date

Employee Printed Name

Fire Chief Signature

Date

Mayor Signature

Date

cc: Personnel File

ORDINANCE NO. 6317

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE
CHAPTER 22 ELECTIONS**

WHEREAS, regular City of Fairbanks elections are held in conjunction with Fairbanks North Star Borough elections; and

WHEREAS, the City aims to maintain consistent election codes and procedures with the Borough to ensure consistency and uniformity for voters and efficiency in the conduct of elections; and

WHEREAS, the City Clerk has identified sections of the Fairbanks General Code that require clarification, additional guidance, or alignment with current procedures.

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

Section 1. That Fairbanks General Code Chapter 22 - Elections is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~striketrough~~ font]:

Sec. 22-1. - Definitions.

The following definitions and clarifications apply to this chapter:

Days includes weekends and holidays.

Election includes any regular or special election of the City of Fairbanks.

Election official means the city clerk and employees of the city clerk's office, temporary election workers, **absentee voting officials**, election board members, and members of counting or review boards.

Electronic transmission means delivery by facsimile transmission and transmission through email or a website established by the city clerk.

Oath includes affirmation **or sworn statement on penalty of perjury**.

Office means any elective office under the ordinances of the city.

Polling place means a place designated and open for voting, including early voting and absentee voting locations.

Precinct means the territory established by the state **within which resident voters may cast votes at one polling place.**

Proposition includes question.

Publication means **notice printed in** a newspaper of general circulation **distributed in the city** or posting in public places.

Questioned voter means;

1. **a voter whose name does not appear on the register in the precinct where they attempt to cast a vote;**
2. **a voter whose name appears on the precinct register but who does not present identification or is not personally known to an election official at that polling place;**
or
3. **a voter who is questioned, for good cause, in writing at the polling place.**

Registration or registered refers to the form of registration required by the State of Alaska. For city elections, a person is considered eligible to cast a vote if registered to vote in state elections in a city precinct at least 30 days prior to the election.

Regular election means a general election to fill city offices as required by section 22-6.

Signature ~~or subscription~~ includes **any** mark intended as a signature ~~or subscription~~.

Special election means any **city** election held at a time other than when a regular **or runoff city** election is held.

Swear includes affirm.

Total votes cast means the total number of votes cast for each seat for candidates whose names are printed on the ballot and votes properly cast for the same seat in the write-in section(s) of the ballot. Ballots counted as blank votes or as over-votes in a particular race shall not be added into the total votes in determining votes cast.

Voter means any person who presents **themselves** for the purpose of **registering to vote or** voting, either in person or by absentee **application or** ballot.

Sec. 22-2. - Incorporation of state and federal law.

All provisions of the Constitution of the United States, the state constitution, and any laws pursuant to either constitution affecting city elections are incorporated in this chapter as if fully set out in this section.

* * * * *

Sec. 22-8. - Precincts and polling places.

- (a) The precincts established by the state and set forth in the Alaska Administrative Code shall be the precincts for all elections. The city clerk shall secure a polling place for each

precinct for each election. Wherever practicable, the polling place shall be located within the precinct.

- (b) No later than 20 days before each regular and special election, the city clerk shall publish in one or more newspapers of general circulation in the city the locations of the precinct polling places. Such publication shall be repeated at least once no later than the day prior to the election.
- (c) For runoff elections, the notice of the locations of the precinct polling places may be included in or separate from the notice of the election, and ~~publications~~ shall be **published** at least once no later than five days prior to the runoff election.

Sec. 22-9. - Declaration of candidacy by affidavit; ~~candidate biographical information and nonpartisan position statement.~~

- (a) At least 95 days before each regular election, the city clerk shall publish in one or more newspapers of general circulation in the city a notice of offices to be filled at the election and the manner of declaring candidacy.
- (b) Any qualified person may have their name placed on the ballot as a candidate for not more than one elective office by filing no earlier than July 15 at 8:00 a.m., nor later than July 29 at 5:00 p.m., with the city clerk, a sworn declaration of candidacy. If July 29 falls on a Saturday or a Sunday, the filing deadline will be 5:00 p.m. the following Monday. Candidates for elective council office shall file a conflict of interest statement in accordance with the provisions of AS 39.50 at the time of filing a declaration of candidacy. Each candidate shall file the name and address of the campaign treasurer with the state public offices commission in accordance with the provisions of AS 15.13 no later than seven days after the date of filing a declaration of candidacy. A \$25.00 filing fee shall accompany every declaration of candidacy.
- (c) Declaration of candidacy affidavits shall be provided by the city clerk and shall include: ~~a provision for a statement by the candidate affirming their qualifications to fill the office for which they are filing.~~
 - (1) the full name of the candidate and the manner in which they wish their name to appear on the ballot;**
 - (2) all residential addresses of the candidate during the year immediately preceding filing for candidacy;**
 - (3) the current mailing address of the candidate;**
 - (4) the office for which the candidate declares;**
 - (5) an affirmation that the candidate is qualified for the office as provided by law;**
 - (6) a certification by the candidate that the information provided in the declaration is true and accurate;**
 - (7) the date of the declaration and a notarized signature of the candidate; and**
 - (8) any other information that the city clerk reasonably requires to determine whether the candidate is qualified for the office as provided by law.**

- (d) **Declarations of candidacy may be filed with the city clerk by electronic transmission or mail. If filed electronically, the declaration, along with all required forms, must be received by the deadline set forth in subsection (b) of this section. If mailed, the declaration, along with all required forms, must be received by the city clerk no later than the Tuesday following the filing period deadline. Non-compliance with this subsection will result in the candidate's name not appearing on the ballot.**~~Any candidate desiring to withdraw their declaration of candidacy may do so at any time during the period for filing a declaration of candidacy and up to five business days following the closing date for filing. All declarations of candidacy which are not withdrawn shall be preserved by the city clerk for one year.~~
- (e) Persons filing for elective office as a write-in candidate shall file a declaration of candidacy under this section. Write-in candidates may file only after the official filing period has closed and not later than 5:00 p.m. on the day immediately preceding the election.
- (f) Each declaration of candidacy form will contain the following phrase immediately above the signature of the candidate, "I understand that false statements made on this form are criminal violations."
- (g) Each **candidate for mayor or member** of the city council shall have resided within the city for one year immediately prior to the filing ~~of the~~ declaration of candidacy.
- (h) The city clerk shall determine whether each candidate for city office is qualified as provided by law. At any time during the election the city clerk may disqualify any candidate whom the clerk finds is not qualified and immediately notify that candidate by certified mail.
- ~~(i) Qualified candidates for city mayor and city council may provide biographical and non-partisan information in accordance with this section to be compiled by the city clerk into a candidate pamphlet.~~
- ~~(j) On a form prescribed by the city clerk, candidates may submit their biographical information, non-partisan position statement, and recent photograph to the city clerk's office. In order to be included in the candidate pamphlet, submissions must be received no later than 5:00 p.m., ten business days following the close of the filing period for a regular city election and no later than 5:00 p.m., five business days following the close of the filing period for a special city election.~~
- ~~(k) The biographical information may not exceed 150 words. The non-partisan position statement may not exceed 250 words. Articles such as "a," "an," and "the" will be counted as words. Biographical information and non-partisan position statements must be typewritten and may be submitted in person, by mail, or electronically.~~

- ~~(l) Candidate photographs should be a clear image of only the candidate, taken within one year of submission, and be of a quality suitable for reproduction. Photographs may be submitted in person, by mail, or electronically.~~
- ~~(m) The city clerk shall reject any information or photograph that is not in compliance with this section. The city clerk shall reject any portion of a candidate's biographical information or position statement deemed by the city clerk to be obscene, libelous, profane, defamatory, or affiliated with any political party.~~
- ~~(n) The city clerk shall compile and make available to the public a candidate pamphlet containing all information submitted in accordance with this section. The pamphlet will be available to the public no later than 30 days prior to a regular election and no later than 15 days prior to a special election and will, at a minimum, be published on the city website. Paper copies will be available at the city clerk's office.~~
- ~~(o) The city clerk will add a disclaimer to the candidate pamphlet noting that the candidate information and photograph is presented as submitted by the candidate without any changes to grammar, spelling, or punctuation and that the city has not verified the accuracy of the information provided by candidates.~~

Sec. 22-9.1 – Amendment to and withdrawal of declarations of candidacy.

- (a) Any candidate desiring to withdraw their declaration of candidacy may do so at any time during the period for filing a declaration of candidacy and up to five business days following the closing date for filing. The city cannot guarantee that a candidate's name will be removed from the ballot if the candidate's request for withdrawal is received after the deadline.**
- (b) A filed declaration of candidacy may not be changed. If a candidate who has already filed desires to file for a different seat, they must withdraw and file a new declaration of candidacy affidavit in accordance with section 22-9.**

Sec. 22-9.2 – Municipal election information pamphlet.

- (a) A municipal election information pamphlet shall be compiled by the city clerk's office containing candidate and proposition information in accordance with subsection (b). In addition, the city clerk shall include in the pamphlet information on early and absentee voting, polling place locations, sample ballots, and any other election information approved by the city clerk.**
- (b) Qualified candidates for city mayor and city council may provide biographical and non-partisan information in accordance with this section for inclusion in the pamphlet.**
 - (1) On a form prescribed by the city clerk, candidates may submit their biographical information, non-partisan position statement, and recent**

photograph to the city clerk's office no later than 5:00 p.m. ten business days following the close of the filing period for a regular city election and no later than 5:00 p.m., five business days following the close of the filing period for a special city election.

- (2) The biographical information may not exceed 150 words. The non-partisan position statement may not exceed 250 words. Articles such as "a," "an," and "the" will be counted as words. Biographical information and non-partisan position statements must be typed and may be submitted in person, by mail, or electronically.
- (3) Candidate photographs should be a clear image of only the candidate, taken within one year of submission, and be of a quality suitable for reproduction. Photographs may be submitted in person, by mail, or electronically.
- (4) The city clerk shall reject any information or photograph that is not in compliance with this section. The city clerk shall reject any portion of a candidate's biographical information or position statement deemed by the city clerk to be obscene, libelous, profane, defamatory, or affiliated with any political party.
- (5) The city clerk will add a disclaimer to the election pamphlet noting that the candidate information and photograph is presented as submitted by the candidate without any changes to grammar, spelling, or punctuation and that the city has not verified the accuracy of the information provided by candidates.

- (c) The city clerk shall make the municipal election information pamphlet available to the public on the city website and at the city clerk's office no later than 30 days prior to a regular election and no later than 15 days prior to a special election.

Sec. 22-10. - Election officials.

- (a) For precincts within the city, the city **clerk, subject to the approval of the city** council, ~~and the borough assembly~~ shall appoint at least three election **officials**~~judges~~ in each precinct to constitute the election board of that precinct. The city clerk is the election supervisor. One election **official**~~judge~~ shall be designated as chair and shall be ordinarily responsible for administering the election in that precinct. The city clerk may appoint additional election officials at any polling place **as necessary**~~where they are needed~~ to conduct an orderly election.
- (b) All election officials should attend a training session unless personally and specifically excused for cause by the city clerk. If any appointed election official is not able or refuses to serve on election day, the city clerk may appoint a replacement for that official.
- (c) Each election **official**~~judge~~ serving at a precinct polling place must be a qualified voter and, if possible, a resident within the precinct to which they are appointed.
- (d) All election officials, before entering upon their duties, must subscribe to the oath required of all public officers by the state constitution in the manner prescribed by the city clerk.

- (e) Candidates and the contact person(s) or sponsor(s) on an initiative or referendum shall not serve as election officials. **No person may serve as an election official if they have a familial relationship with a candidate on the city ballot** ~~Certain familial relationships may not exist between a candidate and an election official in regular, runoff, or special elections. Those familial relationships~~ **means** are:
- (1) ~~M~~**m**other, mother-in-law, stepmother;
 - (2) ~~F~~**f**ather, father-in-law, stepfather;
 - (3) ~~S~~**s**ister, sister-in-law, stepsister;
 - (4) ~~B~~**b**rother, brother-in-law, stepbrother;
 - (5) ~~S~~**s**pouse;
 - (6) ~~G~~**g**randparent; or
 - (7) ~~P~~**p**erson sharing the same living quarters.
- (f) The city clerk may appoint not more than two ~~people aged 16 and 17~~ as youth election workers at each precinct. A youth election worker must:
- (1) ~~B~~**b**e a citizen of the United States;
 - (2) be 16 or 17 years old;**
 - ~~(32)~~ ~~O~~**o**btain written permission from a parent or legal guardian;
 - ~~(43)~~ ~~A~~**a**ttend mandatory training on polling place election procedures; and
 - ~~(54)~~ ~~S~~**s**erve under the supervision of the precinct chair.

Sec. 22-11. - Form of ballots.

- (a) Ballots shall be prepared in the manner prescribed by law for state elections, insofar as such prescription is applicable to nonpartisan elections. The ballots shall be **consecutively numbered in series**, the number being placed in an area set off by perforations for ease of removal and on a portion of the ballot that can be seen when the manner in which the ballot is marked is concealed from view.
- (b) All candidates ~~for~~**to** the same office shall be shown on one ballot. The title of each office to be filled shall be followed by the printed names of all candidates for that office, and provisions shall be made for write-ins equal in number to the positions to be filled. The names of candidates shall be printed as they appear upon the declaration of candidacy, except that any honorary or assumed title or prefix shall be omitted. **A candidate's name appearing on the ballot may include a nickname or familiar form of a proper name that the candidate is known by, as specified on the declaration of candidacy.** The words "Vote for not more than _____," with the appropriate number replacing the blank, shall be placed before the lists of candidates for each office. **The order for placement of candidate names for each office shall be randomly determined by the city clerk** ~~Names of candidates shall appear on the ballot in rotated positions as prescribed in AS 15.15.030(6) for state elections.~~

- (c) Following the offices and candidates, there shall be placed on the ballot or on separate ballots as the city clerk may determine necessary, all propositions or questions to be voted on. The words "YES" and "NO" shall be placed below the statement of each proposition or question. The city clerk shall determine the number of ballots to be used to present all offices; and propositions ~~and questions~~ to the qualified voter.
- (d) Each ballot shall bear the words "Official Ballot" and the date of the election.
- (e) The city clerk shall have printed and available at each polling place on election day and in the city clerk's office preceding the election, the appropriate tinted sample ballots for each election.

Sec. 22-12. – Preparation and dDistribution of ballots.

(a) The city clerk may contract for the preparation, printing, and distribution of ballots without obtaining competitive bids.

- ~~(b)~~ (a) The city clerk shall have the ballots in possession at least 15 days before each regular election or ~~tenseven~~ days before each runoff or special election. At that time the ballots may be inspected by any candidate whose name is on the ballot, or their authorized agent, and any mistake discovered shall be corrected immediately. Sufficient ballots for the registered voters of each precinct shall be delivered to the election board for that precinct prior to or on the date of the election before the opening of the polls. Sufficient ballots will be delivered to the early voting station prior to or on the date early voting begins.
- ~~(c)~~ (b) The ballots shall be delivered in a separate sealed package, with the number of ballots enclosed clearly marked on the outside of the package. A receipt shall be taken from the election board member to whom each package is delivered ~~in person or by mail; these receipts to be preserved with other records of the election for one year.~~

* * * * *

Sec. 22-14. - Voting systems~~devices and machines.~~

- (a) Voting devices and machines will be used for all regular, runoff and special elections unless determined not to be practicable by the city clerk. Where the city and the borough are conducting elections simultaneously, voting devices or machines shall be used by both entities or by neither. The laws of the state concerning voting devices and machines are incorporated in this chapter as if fully set out in this section except for provisions in conflict with this chapter. All necessary supplies for the assistance of voters, such as sample ballots, instructions, booths, etc., shall be provided in the same manner as when paper ballots are used.
- (b) Nothing in this chapter prohibits the use of other ballot counting systems which have been approved for use in state elections. The city clerk, subject to any further approval as may be required by law, may prescribe rules for the use of these systems

or may adopt such rules, regulations, and procedures as have been adopted for use in state elections.

Sec. 22-15. - Absentee voting.

- (a) Any qualified voter may vote an absentee ballot for any reason.
- (b) The city clerk will provide absentee ballots, small and large envelopes, and an affidavit by which a voter shall declare their qualification to vote, followed by a provision for attestation by a witness who is 18 years of age or older.

(c) Absentee ballot envelopes will be examined by the canvass board which will determine whether the absentee voter is qualified to vote at the election and whether the ballot was properly cast.

(d) No person may receive a fee from a voter for attesting to any voter's certificate required in absentee voting.

(e) Election officials shall maintain a list, open to public inspection, of the names of voters, with at least one identifier, who voted absentee. The record must contain the date the ballot was sent to the voter (if by mail or electronic transmission), the date the ballot was marked by the voter, the date the ballot was postmarked (if by mail), and the date the ballot was received by the clerk's office.

(f) *Absentee voting in person.*

- (1) A qualified voter may apply for an absentee ballot in person on any date after the ballots are prepared and available, up to and including the day before the date of the election.

(2) In-person absentee voting locations shall be designated by the city clerk and shall be identified by signage.

- ~~(32)~~ On receipt of an application in person for an absentee ballot and exhibition of proof of identification as required in section 22-17**(d)**, the **election official**~~city clerk~~ shall issue the ballot to the applicant.

- ~~(43)~~ On receipt of an absentee ballot in person, the voter shall proceed to the voting booth to mark the ballot in secret, to place the ballot in the small envelope, and to place the small envelope in the larger envelope in the presence of the election official who will sign and date **the larger envelope** as the attesting official. The election official shall then accept the ballot and immediately place the ballot in the ballot box.

(5) If a voter improperly marks or otherwise damages a ballot, they shall return it to the election officials, concealing the manner in which it is marked from view, and request a new ballot. The election officials shall destroy the damaged ballot after having made note on the ballot statement and issue a new ballot to the voter. A voter requesting replacement of a damaged or mismarked ballot may receive no more than three ballots.

- (64) **Absentee voting officials shall deliver to the clerk a registry of all in-person absentee voters by the close of business on the day following the election**~~The election official shall keep a record of the names and signature of all voters who cast absentee ballots and the dates on which the ballots were cast.~~

(gd) *Absentee voting—Special needs.*

- (1) A qualified voter with a disability who, because of that disability, is unable to go to a polling place to vote may vote a special needs ballot. Special needs ballots shall be issued and accounted for in accordance with the rules adopted by the state for use in state elections and in effect at the time of the local election.

(he) *Absentee voting by mail.*

- (1) A qualified voter may apply for an absentee ballot by mail if postmarked not earlier than the first day of the calendar year in which the election is to be held **and not**~~or~~ less than seven days before any election. The application shall include the address to which the absentee ballot shall be returned, the applicant's full Alaska residence address, and the applicant's signature.
- (2) After receipt of an application by mail, the city clerk shall send the absentee ballot and other absentee voting material to the applicant by **the most expeditious mail service**~~first-class mail~~. The materials, including a pre-addressed mailing envelope, shall be sent as soon as they are ready for distribution.
- (3) Upon receipt of an absentee ballot by mail, the voter, in the presence of a person over the age of 18 years, may proceed to mark the ballot in secret, place the ballot in the small envelope, place the small envelope in the larger envelope, and sign the voter's certificate on the back of the larger envelope. The witness shall sign as attesting official, ~~and shall date their signature,~~ **and clearly print their name.**
- (4) **The city clerk shall require a voter casting an absentee ballot by mail to provide proof of identification or other information to aid in the establishment of the voter's identity.**
- (54) To be counted in the election, an **by-mail** absentee ballot must be postmarked on or before election day and be received by the clerk's office no later than the Tuesday following the election. **By-mail** ~~A~~absentee ballot envelopes received after that time shall not be opened, but shall be marked "invalid" with the date of receipt noted thereon. Such envelopes shall be retained with other election records and destroyed in accordance with the city records retention schedule. ~~Absentee ballot envelopes shall be examined by the canvas board which shall determine whether the absentee voter is qualified to vote at the election and whether the ballot was properly cast.~~

(if) *Absentee voting by electronic transmission.*

- (1) A qualified voter may apply for an absentee ballot to be sent by electronic transmission ~~if. Such request is~~ **must be made no earlier than the first day of the calendar year in which the election is to be held and before**by noon (Alaska Standard Time) the day immediately preceding the election. Absentee ballots will be electronically transmitted to the location designated in the application. If no location is designated, and if the request is received no later than seven days prior to the

election, the ballot will be mailed in the manner provided for absentee ballots by mail. The clerk may impose reasonable conditions for electronically transmitting absentee ballots.

- (2) A ballot electronically transmitted shall contain a copy of the ballot to be used at the election in a form suitable for transmission. A photocopy of the computerized ballot card to be used by persons voting in person at the polling places is acceptable.
- (3) **Upon receipt of an absentee ballot by electronic transmission, the voter, in the presence of a person over the age of 18 years, may proceed to mark the ballot in secret, place the ballot in the small envelope, place the small envelope in the larger envelope, and sign the voter's certificate on the back of the larger envelope. The witness shall sign as attesting official, date their signature, and clearly print their name.**
- (4) **The city clerk shall require a voter casting an absentee ballot by electronic transmission to provide proof of identification or other information to aid in the establishment of the voter's identity.**
- (53) Electronically-transmitted ballots may be submitted by mail in accordance with the requirements of subsection (h)(4) of this section.
- (64) **To be counted in the election, an electronically transmitted absentee ballot must be received by the clerk's office no later than the closing of polls on election day.**~~A voter may transmit the ballot electronically no later than the day before the election.~~ The ballot shall be counted in the same manner as other absentee ballots, even though this procedure may reveal to one or more election officials the manner in which a particular absentee voter cast their ballot. However, it shall be unlawful to display **an electronically transmitted**~~telefax~~ ballot in a manner revealing the way in which a particular voter cast their ballot to any person other than the ~~municipal~~**city** clerk, a member of the **city** clerk's staff, the election official in the course of their duties, or an attorney advising the **city** clerk on legal questions concerning the ballot. **Electronically transmitted absentee ballots received after the closing of polls on election day will be marked "invalid" with the date of receipt noted thereon. The ballots will be retained with other election records and destroyed in accordance with the city records retention schedule.**

Sec. 22-15.1. - Early voting.

- (a) *Administration of early voting.* The city clerk shall provide general administrative supervision over the conduct of early voting, to include designating early voting election officials, designating the time and location of early voting, and establishing procedures relating to early voting. Prior to election day, the city clerk shall mark the precinct registers of those voters who voted early or give to the election board in each precinct a list of voters from the precinct who have voted early. If a voter who voted an early ballot appears at their regular precinct on election day, the voter may not vote a regular ballot but may vote a questioned ballot.

- (b) *Dates and times of early voting.* Early voting will begin no later than 15 days before each regular election and no later than ten days before each special or run-off election and will continue up to and including the Thursday prior to election day.
- (c) *Providing ballots to early voters.* An early voter appearing before an election official will be issued a ballot upon ~~verification that the voter's residence address on the official registration list is current and upon:~~

(1) Verification that the voter's residence address on the official registration list is current;

- ~~(2)~~ Showing proof of identification as required in this chapter; and
- ~~(3)~~ Signing the early voting register.

Voter assistance and ballot handling procedures set forth in this chapter will apply to early voting. If a voter is not eligible for early voting, the voter may apply for an absentee ballot.

- (d) *Counting of ballots.* Early voting ballots will be counted in accordance with the ballot counting procedures in this chapter, including the completion of a ballot statement by the election officials.

Sec. 22-16. - Special or advisory elections.

The city clerk may administer a special or advisory election by mail at the direction of the city council. If by mail, the city clerk shall administer the election in accordance with the provisions of the Charter and this chapter relating to special elections and absentee voting by mail.

Sec. 22-17. - Voting procedures at the polls.

(a) On the day of the election, each election board shall open the polls for voting at 7:00 a.m., shall close the polls for voting at 8:00 p.m., and shall keep the polls continuously open during the time between those hours. The election board shall report to the polling place by 6:30 a.m. so that voting will start promptly at 7:00 a.m. The chairperson of the election board shall rotate times at which election officials may be relieved for breaks or meals; provided, however, that at all times at least two election officials are present at the polling place.

- ~~(b)~~ Before issuing any ballots, the election board must, in the presence of any persons assembled at the polling place, open and exhibit the ballot box to be used at the polling place. The ballot box then shall be closed and shall not be opened again or removed from the polling place until the polls have closed.
- ~~(c)~~ The election ~~officials~~~~judges~~ shall keep an original register in which each voter, before receiving their ballot, shall sign their name and give both their residence and mailing address. A record shall be kept in the registration book in the space provided of the name of persons who offer to vote but who actually do not vote, and a brief statement of explanation. The signing of the register constitutes a declaration by the voter that they are

qualified to vote. If a person's name does not appear on the official registration list of the precinct in which the person seeks to vote, the person may vote a questioned ballot.

- (~~de~~) Before being allowed to vote, each voter shall exhibit to an election ~~official~~judge one form of identification, including but not limited to an official voter registration card, driver's license, birth certificate, passport, or hunting or fishing license. ~~An election judge may waive the identification requirement if they know the identity of the voter.~~ A voter who is unable or unwilling to~~cannot~~ exhibit a required form of identification and whose identity is not personally known by an election official at that polling place shall be allowed to vote a questioned ballot.
- (~~ed~~) When the voter is qualified to vote, the election ~~official~~judge shall give the voter an official ballot. ~~The voter shall~~Marking of ballots must take place in ~~retire to a booth or private place to mark the ballot. The ballot must be voted at the polling place, and n~~No ballot may be removed from the polling place until the election ~~officials~~judges have completed their post-election duties.
- (~~fe~~) A qualified voter who cannot read, mark the ballot, or sign their name may request an election official or not more than two persons of their choice to assist them. If an election official is requested, they shall assist the voter. If any other person(s) is requested, the person(s) shall state upon oath before the election official that they will not divulge the vote cast by the person whom they assist.
- (~~gf~~) If a voter improperly marks or otherwise damages a ballot, they shall return it to the election officials, concealing the manner in which it is marked from view, and shall request a new ballot. The election officials shall destroy the damaged ballot after having made note on the ballot statement~~recorded its number~~ and shall issue a new ballot to the voter. A voter ~~may request~~ing replacement of a damaged or mismarked ballot may receive no more than three ballots~~times~~.
- (~~hg~~) Fifteen minutes before closing the polls and at the time of closing the polls, an election official shall announce both the designated closing time and the actual time at which the announcement is made. Failure to make the announcement ~~at~~ 15 minutes prior to closing time shall not in any way invalidate the election or extend the time for closing of the polls. Upon closing, no person will be allowed to enter the polling place for the purpose of voting. Every qualified voter present and in line at the time prescribed for closing the polls may vote.
- (~~ih~~) When the polls are closed and the last ballot has been cast, the election board shall account for all ballots by completing a ballot statement containing the number of official ballots supplied in a manner prescribed by the city clerk.
- (~~ji~~) The election board shall count the number of questioned ballots and shall compare that number to the number of questioned voters in the register. Discrepancies shall be noted on the ballot statement.

- ~~(j) Poll watchers will be allowed at city precincts with the same rights and under the same restrictions as provided for under state law and Fairbanks North Star Borough ordinance.~~

Sec. 22-17.1 - Prohibitions at polling places.

- (a) During the hours that the polls are open, no election official may discuss any political party, candidate, or issue while on duty.**
- (b) During the hours the polls are open, no person who is in the polling place or within 200 feet of any entrance to the polling place may attempt to persuade a person to vote for or against a candidate, proposition, or question, nor may any person conduct other political activities that may pertain to any future city election or potential city ballot proposition. The election board shall post warning notices in the form and manner prescribed by the city clerk.**
- (c) No voter may exhibit a ballot to an election official or any other person so as to enable any person to ascertain how the voter marked the ballot.**
- (d) While the polls are open, no election official may open any ballot received from a voter, mark a ballot by folding or otherwise so as to be able to recognize it, or otherwise attempt to learn how a voter marked a ballot, or allow the same to be done by another person.**
- (e) No person may leave the polling place with an official ballot they received to mark.**

Sec. 22-17.2 – Poll watchers.

- (a) Each candidate or organized group that sponsors or opposes a proposition may designate one person at a time to be a poll watcher in each precinct.**
- (b) Each candidate or organized group that sponsors or opposes a proposition wishing to assign poll watchers shall request authorization from the city clerk no later than 5:00 p.m. the Tuesday prior to the election. The authorization must include:**
- 1. the name of the person to act as a poll watcher;**
 - 2. the name, address and contact information of the candidate, group, or organization the poll watcher is representing;**
 - 3. the date of the election; and**
 - 4. the precinct the poll watcher wishes to observe.**
- (c) The poll watcher must present authorization as defined in subsection (b) of this section to the election official upon request. The poll watcher will be provided an area to view all actions of the election board. If the poll watcher does not provide the requested authorization, an election official may require the poll watcher to leave the polling place.**

(d) The poll watcher observing may:

- 1. observe the conduct of the election; and**
- 2. check the polling booths after each voter to make sure campaign materials have not been left in the booth.**

(e) The poll watcher may not:

- 1. have any duties in the conduct of the election;**
- 2. be allowed to touch any of the election materials; and**
- 3. interfere or disturb the orderly conduct of the election.**

(f) If the poll watcher violates any provision in this chapter, the election official may require the poll watcher to leave the polling place.

Sec. 22-18. - Questioning procedure.

- (a) Every election official shall question, and any person qualified to vote in the precinct may question, a person attempting to vote if the questioner has good reason to suspect that the questioned person is not qualified to vote in the election. All questions regarding a person's qualifications to vote shall be made in writing, setting out the reason(s) for the question. A questioned person, before voting, shall subscribe to an oath or affirmation on a form provided by the election official, attesting to the fact that in each particular the person meets all the qualifications of a voter, is not disqualified, and has not already voted at the same election. If the question is to residence within the precinct or voting area, the questioned person shall also state the place from which they came immediately before living in the precinct where offering to vote. After the questioned person has executed the oath or affirmation, the person may vote. If the questioned person refuses to execute the oath or affirmation, the person shall not vote.
- (b) If a voter's polling place is in question, the voter shall vote a questioned ballot after complying with subsection (a) of this section.

Sec. 22-19. - Disposition of questioned votes.

A voter who casts a questioned ballot shall vote their ballot in the same manner as prescribed for other voters. After the election official ~~or judge~~ removes the numbered stub from the ballot and the voter votes the ballot, the voter shall insert the ballot into a small blank envelope and put the envelope into a larger envelope on which the statement the voter previously signed is located. These larger envelopes shall be sealed and deposited in the ballot box. When the ballot box is opened, these envelopes shall be counted and compared to the voting list, segregated, and delivered to the election canvass board. The election canvass board shall review **all questioned ballots to determine eligibility of the voter** and ~~judge the applicability of all questioned ballots.~~

Sec. 22-20. - Unused ballots.

The number of unused ballots shall be recorded, and all such ballots shall be disposed of as instructed by the city clerk before ballot box is opened. The number of ballots damaged or mismarked by voters and replaced by election officials pursuant to section 22-17 shall also be recorded. ~~The record of unused ballots and damaged and replaced ballots shall be preserved for at least 30 days after certification of the election.~~

Sec. 22-21. - Counting ballots.

- (a) In optical scan or other computer-read or electronic ballot precincts, when the polls have closed and the last vote has been cast, the election board shall immediately transmit election results to the city clerk following the written instructions provided to each precinct. Once the election results have been transmitted, the election board shall open the ballot box and place all ballots in the tamper-proof containers provided. The election board shall remove all questioned ballots and place them in the container provided. The election board shall proceed with the ballot accountability and poll closing procedures provided by the city clerk.
- (b) The city clerk may issue rules prescribing the manner in which the precinct ballot count is to be accomplished so as to assure accuracy in the count and to expedite the process. The election board shall account for all ballots by completing a ballot statement containing ~~(1) the number of official ballots received;~~ (2) the number of official ballots voted; ~~(3) the number of official ballots spoiled;~~ and (4) the number of official ballots unused and destroyed. The board shall count the number of questioned ballots and shall compare that number to the number of questioned voters who signed the register. Discrepancies shall be noted, and the numbers shall be included in the certificate prescribed by the clerk.
- (c) Ballots may not be counted before 8:00 p.m., local time on the day of the election.

Sec. 22-22. - Rules for determining mark.

All canvassing and counting of ballots will be conducted according to the following rules:

- (1) A failure to properly mark a ballot as to one or more candidates does not in itself invalidate the entire ballot.
- (2) A voter may mark their ballot only by using a cross mark, "X" mark, diagonal, horizontal or vertical mark, solid mark, circle, or asterisk with a pencil or pen. The marks will be counted only if they ~~are substantially inside the ovals provided, or touching the oval so as to indicate clearly that the voter intended~~ to mark the particular candidate or answer to a proposition ~~oval to be designated~~.
- (3) If a voter marks fewer names than there are persons to be elected to the office, the vote will be counted for each candidate properly marked.
- (4) If a voter marks more names than there are persons to be elected to the office, the votes for that office will not be counted.

- (5) Improper marks on the ballot will not be counted and will not invalidate properly made marks for other candidates or answers to propositions properly made.
- (6) Any erasure or correction invalidates only that section of the ballot on which it appears.
- (7) Write-in votes are not invalidated by writing in the name of a candidate whose name is printed on the ballot unless ~~the printed name is for the same office and has also been marked or unless~~ the election board determines, on the basis of other evidence, that the ballot was so marked for the purpose of identifying the ballot.
- (8) In order to vote for a write-in candidate, the voter must write in the candidate's name in the space provided and, in addition, mark the oval opposite the candidate's name in accordance with subsection (2) of this section.
- (9) Stickers may ~~cannot~~ be used on the ballot. Use of stickers may cause that portion of the ballot to be invalidated.

Sec. 22-23. – Ballot security and tally of votes.

(a) **Ballot security.**

- (1)** The city clerk shall issue instructions and shall provide forms and supplies for the tally of votes cast by paper ballot so as to assure accuracy and to expedite the process. The election board shall canvass and count the votes according to the rules for determining marks on ballots prescribed in section 22-22.
- (2)** The election board shall canvass the ballots in a manner that allows watchers to see the ballots when opened and read.
- (3)** No person handling the ballot after it has been taken from the ballot box and before it is placed in the envelope for delivery to the city clerk may remove a ballot from the immediate vicinity of the polling places or have a marking device in hand.

(b) **Delivery of ballots and tally of votes by computer.**

- (1) Election ~~officials, judges and clerks~~ serving at the counting center shall be appointed in the same manner as those serving at the polling places. Any qualified voter of the city, except a candidate for city office or a member of a candidate's immediate family or contact person(s) and sponsor(s) on an initiative or referendum may be appointed for this service.
- (2) Upon receipt of the ballot container, an election official at the counting center shall test the seal and certify that it has not been broken. If there is a discrepancy, it shall be brought to the city clerk's attention immediately.
- (3) After certification that the seal on the ballot container was intact upon receipt, an election official at the counting center ~~official~~ shall break the seal and remove the ballots. Those ballots that cannot be processed by the computer due to physical damage shall be stamped "DEFECTIVE" and shall be delivered to the canvass board.
- (4) Three election officials, as a board, shall prepare facsimiles of all defective ballots, recording ballot numbers in the manner prescribed by the city clerk in order to permit verification of duplication, if necessary, at a later date. Facsimile ballots shall

be placed with the valid, non-defective ballots of the precinct to be delivered to the computer area for tally of votes. Defective ballots of which facsimiles have been prepared and rejected ballots shall be placed in an envelope bearing the number of the precinct at which they were cast ~~and shall be preserved by the city clerk for one year.~~

- (5) Only those ballots marked in accordance with section 22-22 shall be counted.
- (6) Computer tally~~ing~~ of votes cast shall be directed by the city clerk, shall be observed by an independent review board, and shall be open to the public. When the tally of votes has been completed, the voted ballots shall be sealed into containers and delivered to the city clerk ~~to be preserved for one year.~~ Ballot containers may not be opened without authorization of ~~unless the city clerk is ordered to do so by the city council or by the court.~~
- (7) Write-in votes will only be tabulated manually when the total number of write-in votes for an office exceeds the smallest number of votes cast for a candidate for that office whose name is printed on the ballot.
- (8) Votes cast for a candidate who is disqualified shall not be counted.**

Sec. 22-24. - Canvass of returns.

- (a) Before each election, the city clerk, subject to approval of the city council, shall appoint four or more qualified voters; who shall constitute the election canvass board for that election. All members of the election canvass board, before entering upon their duties, must subscribe to the oath required of all public officers by the Constitution of the State of Alaska in the manner prescribed by the city clerk.
- (b) On the day following each election, or as soon as is practicable, the election canvass board shall meet in public session and canvass all election returns. In full view of those present, the election canvass board shall judge the applicability of absentee and questioned ballots, shall open and tally those accepted, and shall compile the total votes cast in the election. The canvass of the ballot vote counted by precinct election boards and early voting station election officials shall be accomplished by reviewing the tallies of the recorded vote to check for mathematical error by comparing totals with the precinct's or the early voting station's certificate of results. All obvious errors found by the election canvass board in the transfer of totals from the tally sheets to the certificate of returns shall be corrected by the canvass board. If in the opinion of the canvass board a mistake has been made in the returns which is not clearly an error in the transfer of results from the tallies to the certificate of results, the canvass board may recommend a recount of the precinct(s) or early voting station results be made for that portion of the returns in question.
- (c) The canvass board shall begin reviewing questioned and absentee ballots the day following the election. All ballots received must be reviewed and counted by the Tuesday following the election. No questioned or absentee ballot shall be counted if the voter has failed to properly execute the oath and affidavit, if the witness has failed ~~fails~~ to affix their signature and print their name, if the voter's registration has been cancelled under state law, or if the voter fails to enclose their marked ballot inside the envelope provided. ~~The canvass board will review all questioned and absentee ballots to determine eligibility of~~

~~the voter.~~ If a ballot is rejected, the clerk shall send a statement to the voter stating why their ballot could not be counted~~processed~~. All rejected questioned and absentee ballots shall be enclosed in a separate envelope with statements of the basis for the rejection. If a questioned or absentee ballot is accepted, the canvass board shall place the valid ballot in a separate container to be opened and counted on the Tuesday following the election.

- (d) Upon completion of the canvass, the canvass board shall prepare a certificate of the results of votes cast by early, absentee~~ballot~~, questioned~~ballot~~, and ~~by~~ regular ballot and shall prepare and submit a written report of the results to the city council.

Sec. 22-25. - Votes required for election to office; certification of the election.

- (a) To be elected to the office of city mayor, a candidate must receive over 40 percent of the votes cast for that office. A runoff election for the office of mayor shall be held between the two candidates receiving the highest number of votes if no candidate receives over 40 percent of the votes cast.
- (b) To be elected to the office of city council, a candidate must receive the greatest number of votes cast for that seat.
- (c) As soon as possible after completion of the canvass, the city council shall meet in public session to receive the report of the canvass board. If after considering the report the city council determines that the election was validly held, such conclusion shall be declared and entered upon the minutes of the meeting.
- (d) If the canvass board reports a failure to comply with provisions of state law and city ordinance or illegal election practices have occurred and that such failure is sufficient to change the outcome of the election, the city council may order further investigation or take other appropriate action, such as excluding~~exclude~~ the votes cast or ordering a new election in one or more precincts where such failure or illegal practices ~~have occurred from the total returns or may declare the entire election invalid and order a new election.~~
- (e) If the canvass board reports an apparent discrepancy in the returns of one or more precincts, the city council may order a recount of the votes cast in those precincts. Such recount shall be conducted immediately by the canvass board and the results reported to the city council.
- (f) In case of failure to elect because of a tie vote, the city clerk shall immediately proceed with a recount of votes. If there is still a failure to elect because of a tie after completion of the recount, the election shall be determined fairly by lot from among the candidates tying in a meeting of the city council and under its direction. After the determination has been made by lot, the city council shall certify the result.
- (g) Upon certification of a valid election, the ~~city council shall direct the~~ city clerk ~~shall to~~ deliver to each person elected to office a certificate of election signed by the city clerk and authenticated by the seal of the city.

Sec. 22-26. - Recount application and automatic recounts.

- (a) A defeated candidate or ten qualified voters who believe there has been a mistake made by an election official or by the canvass board in counting the votes in an election may file an application requesting a recount. The recount application shall be filed with the city clerk no later than 5:00 p.m. on the Monday following the election or one business day after completion of the canvass, whichever is later. The date on which the city clerk receives an application, rather than the date of mailing or transmission, determines whether the application is filed within the time allowed under this section. The applicant shall include a deposit in cash or certified check for \$200.00 per election precinct to be recounted. The deposit shall be applied against any costs incurred pursuant to subsection (e) of this section or refunded if there is no liability for recount costs.
- (b) Recount application forms shall be provided by the city clerk. The application shall specify with particularity the grounds for the contest, the particular election precinct(s) (to include absentee, questioned, and early voting ballots) for which the recount is to be held, the particular office, proposition, or question for which the recount is to be held, and that the person making the application is a candidate or that the ten persons making the application are qualified voters of the city. The application for a recount shall bear the notarized signature of the candidate or the ten qualified voters seeking the recount.
- (c) **As soon as practicable after**~~Upon receiving an~~ **recount** application in substantially required form, the city clerk shall appoint a recount board of four or more qualified voters to conduct the recount of ballots as soon as possible of the precinct(s) cited in the application for recount. The rules governing the counting of marked ballots by the election board shall be followed. The city clerk shall make the final determination on which ballots or parts of ballots were properly marked. **The city clerk shall give t**~~Those requesting the~~ **recount, and** ~~those whose election is recounted~~ **notice of the time and place of the recount,** and the **recount proceeding shall be open to the public**~~shall be allowed to attend the recount proceeding.~~ **For efficiency, the city clerk may include two or more applications in a single review and count of votes.**
- (d) Upon completion of recount, the recount board shall certify the results of the recount to the city council. The city council shall declare the final election results, ~~and direct the city clerk~~ **shall**~~to~~ deliver to each person elected to office a certificate of election signed by the city clerk and authenticated by the seal of the city.
- (e) The applicant for the recount shall pay all costs and expenses incurred in a recount of an election demanded by the applicant if the recount fails to reverse any result of the election or if the difference between the winning and losing vote on the result for which the recount is requested is more than one percent.
- (f) If two or more candidates having the highest number of votes for the same office, to which only one candidate is to be elected, are separated by ten votes or less, the city clerk shall initiate a recount of that race. The clerk shall cease a recount under this subsection if a

defeated candidate concedes the election in writing no later than the close of business two days after completion of the canvass.

Sec. 22-27. - Contest of election.

A defeated candidate or any ten qualified voters who caused the recount of an election may bring an action in the superior court within ten days after the city council has concluded that the election was validly held and the results entered upon the minutes. Such legal action shall be upon the grounds set forth in AS 15.20.540 for contesting state elections. The judge shall render a decision as required by AS 15.20.560 for state elections. If no such action is commenced within the ten-day period, the election and the election results shall be conclusive, final, and valid in all respects.

Sec. 22-28. - Expenses.

- (a) The city shall pay all necessary election expenses, including those of securing polling places and providing ballot boxes, ballots, voting booths or screens, national flags, and other supplies and any wages to election officials unless otherwise provided by this chapter.
- (b) The city shall pay each election ~~official~~board member and canvass board member for the time spent at their election duties, including the receiving of instructions. Election ~~official~~worker pay shall be equivalent to the hourly rate paid to similar election officials for regular borough elections.

Sec. 22-29. - Preservation of election ballots, papers and materials.

The city clerk shall preserve all precinct election certificates, tallies and registers, receipts for ballots, all voted ballots and declarations of candidacy filed for 30 days after election certification. These materials may be destroyed after their retention period has lapsed unless an application for a recount has been filed and not completed, or unless their destruction is stayed by an order of the court. Certificates of the canvass board are to be preserved as permanent records.

Sec. 22-30. – Authority to expend funds~~Disclosure of campaign contributions and expenditures.~~

- ~~–(a) Each candidate and group shall disclose all pre-election contributions and expenditures by filing with the city clerk true and correct copies of all reports and forms required under AS 15.13.040 and AS 15.13.110 to be filed with the state public offices commission. Such forms and reports shall be filed with the city clerk no later than the close of business on the first day following the mailing or other transmission of the forms and reports to the public offices commission.~~
- ~~–(b) Prior to expending any public funds to inform the public or promote awareness of any issue on a city ballot under this section, the mayor, a member of the city council, or any~~

department head shall first obtain the approval of the city council, which shall, by motion, approve or disapprove such expenditures. Any funds expended under this subsection shall be for informational purposes only, **and no public funds will be spent to advocate a position in an attempt to influence an election.**

Section 2. That the effective date of this ordinance is six days after adoption.

David Pruhs, City Mayor

AYES:

NAYS:

ABSENT:

ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney



City of Fairbanks

MEMORANDUM

To: City Council Members
From: David Pruhs, City Mayor
Subject: Request for Concurrence – Fairbanks Diversity Council
Date: June 18, 2025

There are currently two City-appointed vacancies on the Fairbanks Diversity Council, and I have selected two individuals for appointment. I hereby request the concurrence of the City Council to the appointment of the following new members:

Seat A	Erica Dillard	Term Expires: June 30, 2028
Seat K	Deirdre Hamilton	Term Expires: June 30, 2027

Ms. Hamilton's application and Ms. Dillard's application and resume are attached.

Thank you.



City of Fairbanks, Alaska

Fairbanks Diversity Council

Board Details

The purpose of the Fairbanks Diversity Council (FDC) is to provide a citizens’ forum to the City Council and the Borough Assembly, provide advice and recommendations to promote equal opportunity for all members of the public, serve as a diversity advisory board, and recommend adoption of a Diversity Action Plan.

The Fairbanks Diversity Council has adopted the following Mission Statement:

The City of Fairbanks recognizes that our community is a diverse one, with a wide variety of ethnic backgrounds, cultures, beliefs and orientations and recognizes this diversity as an asset and resource for our community. The establishment of a Fairbanks Diversity Council can provide the City Council and Fairbanks North Star Borough Assembly with advice and recommendations to promote equal opportunity for all members of the public.

Overview

- ☐ **Size** 14 Seats
- ☐ **Term Length** 3 Years
- ☐ **Term Limit** N/A

Additional

Board/Commission Characteristics

The FDC will consist of 11 voting members, 10 of which will be appointed by the City Mayor and subject to approval by the City Council. All members must be members of the Fairbanks community. One of the voting members will be appointed by the Fairbanks North Star Borough (FNSB) Mayor, subject to confirmation by the Borough Assembly. All appointments of the public members shall be for three-year terms, without compensation. The City Mayor shall serve as the non-voting Chairperson of the FDC. The Mayor may appoint a chairperson from the membership of the FDC. If the Mayor appoints a chairperson, the person will remain a voting member and will serve a one-year term as chairperson. The FDC will choose a vice chairperson from among its members. The person chosen will serve a one-year term as vice chairperson. When the term of the chairperson expires, the vice chairperson will become the chairperson, and the FDC will choose a new vice chairperson from among its members. If the Mayor chooses to serve as the chairperson, the vice chairperson will not progress to the chairperson position. The Mayor will remain a non-voting member of the FDC even if not serving as chairperson. The FDC may organize committees and adopt administrative rules and procedures to accomplish its purposes.

Meetings

A quorum shall be necessary to conduct a meeting. A quorum shall consist of a majority of the appointed voting members of the FDC. The business of the FDC shall be transacted by a majority vote of voting members present after a quorum is established. All meetings shall be held, and notices and agendas shall be posted, in compliance with the Alaska Open Meetings Act. Meetings are held on the second Tuesday of each month at 5:30 p.m. in the City Council Chambers at City Hall. Minutes of FDC proceedings shall be kept and filed in accordance with applicable laws dealing with public records. In all matters of parliamentary procedure not covered by rules and procedures adopted under Ordinance No. 5939, the current version of Robert's Rules of Order will govern. The FDC shall keep permanent records or minutes of all meetings. The minutes shall promptly be filed in the office of the City Clerk and shall be open to public inspection. The City Clerk shall supply the FDC with administrative support.

[Approved Resolutions](https://www.fairbanksalaska.us/bc-diversity)

Enacting Legislation

FGC 2-231 through 2-235

Enacting Legislation Website

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

Joint Commission Details

The FDC shall include 11 public voting members broadly selected to represent the diverse people of the Fairbanks community. Ten members shall be appointed by the City Mayor subject to the approval of the City Council. One member shall be appointed by the Fairbanks North Star Borough Mayor subject to the approval of the Fairbanks North Star Borough Assembly.

Email the Commission Members

diversitycouncil@fairbanks.us



Profile

Deirdre

Hamilton

First Name

Last Name

Email Address

Street Address

Suite or Apt

Fairbanks

City

AK

State

Postal Code

Are you a City of Fairbanks resident? *

☒ Yes

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Fairbanks Diversity Council: Submitted

Interests and Experiences

Question applies to Fairbanks Diversity Council

Please tell us how your diversity will benefit and contribute to the mission and purpose of the Fairbanks Diversity Council. You may list any group, club, organization, etc. that you are formally affiliated with.

I love diversity. I want my opinion to be heard and help.

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

I am an Alaska Native.

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

I raised 4 kids. I helped raise 4 grandkids. I need my life to able to do as much good & help as needed.

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

Raising mixed grandkids.

Profile

Erica

First Name

Dillard

Last Name

Email Address

Street Address

Fairbanks

City

Suite or Apt

AK

State

Postal Code

Mailing Address

Are you a City of Fairbanks resident? *

☒ Yes

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Fact Finding Commission: Submitted
Fairbanks Diversity Council: Submitted

Interests and Experiences

Question applies to Fairbanks Diversity Council

Please tell us how your diversity will benefit and contribute to the mission and purpose of the Fairbanks Diversity Council. You may list any group, club, organization, etc. that you are formally affiliated with.

My diverse background, coupled with my educational experiences and personal affiliations, makes me a strong candidate for the Fairbanks Diversity Council. Growing up as a military brat, I've gained a deep appreciation for different cultures and communities. My academic pursuits in psychology, justice, and sociology have equipped me with the knowledge and understanding necessary to address complex issues of diversity and inclusion. Working at Mount Edgecumbe High School and marrying a Yup'ik man from Bristol Bay have deepened my commitment to supporting Alaska Native youth. My experiences in a sorority, along with my work in early childhood education and over two decades in the mental health field, have helped me cultivate strong interpersonal skills and a commitment to fostering a more equitable and inclusive society. I am eager to contribute my unique perspective and leadership skills to the Fairbanks Diversity Council's mission of promoting diversity, equity, and inclusion in our community.

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

I am interested in serving on a City board or commission because I am passionate about representing all individuals within our community and ensuring they have a voice and a platform to speak for themselves. My commitment to diversity and inclusion drives me to advocate for equitable representation and to foster an environment where everyone feels heard and valued. My extensive experience in the mental health field, spanning over two decades, has equipped me with a deep understanding of the challenges and needs of diverse populations. Additionally, being in a multicultural marriage has provided me with unique insights into the importance of cultural sensitivity and the value of diverse perspectives. These experiences have honed my ability to navigate complex social dynamics and to promote inclusivity and understanding within our community. I am eager to bring my skills, experiences, and passion to the board or commission, contributing to its mission of promoting diversity, equity, and inclusion in our city.

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

Please see attached resume.

[Upload a Resume](#)

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

Nothing additional to what has been written above or attached.

Erica A. Dillard

OBJECTIVE

To acquire and secure a challenging position in a reputable agency in order to utilize and expand my education, knowledge, and skills.

Jul 2008 to present **Youth Counselor** (Jul 2008 – November 2008), **Food Services Manager** (November 2008 – Apr 2009), **Coordinator II** (Apr 2009 – Jan 2011), **Acting Director** (Jan 2011 – Feb 2012) **Coordinator I** (Feb 2012 – Mar 2014), **Quality Assurance Specialist** (Mar 2014 – April 2022), **Quality Assurance Manager** (April 2022 – August 2023), **Acting Director of Quality Assurance** (August 2023 – December 2023) and **Director of Quality Assurance** (December 2023 – Present).
Family Centered Services of Alaska
Fairbanks Alaska 99709

Worked as part of a multidisciplinary team intended to provide direct care, intervention and counseling, and function as a role model to SED youth ages 7-17.

Prepared meals in accordance with the Food and Safety regulations. Documented daily meal intake and budgeted in accordance with the allotted purchase order fund.

Coordinated and facilitated treatment team meetings. Updated guardians on residential client status. Developed and monitored Individualized Service Plans. Provided ongoing support and supervision to staff as assigned (supervised Youth Counselors, as a Coordinator II and supervised 3 Foster homes as Coordinator I).

Responsible for the administration, direct daily operation, planning, and goal establishment to ensure the long-term viability and expansion of the Residential Diagnostic Treatment Center (RDT). Provided leadership, guidance, and supervision to RDT staff, including but not limited to evaluation and recommendations for hiring and termination. Ensured that RDT policies and procedures were consistent with State of Alaska and Federal agency laws, regulations, and policies. Developed, managed, and controlled fiscal resources of the program to assure that funding is sufficient to provide quality services.

Oversee the formatting and development of client progress notes, as well as training staff on proper completion of tasks associated with any corrections needed. Conduct internal reviews of client charts in the EMR system to ensure all licensing and Medicaid regulations are being met. Inform program directors of the review results, as well as the progress on all follow-up reviews. Supervise two Quality Assurance Specialists, one Clinical Quality Assurance Specialist, and the EMR System Administrator. Manage the agency's CARF accreditation by ensuring continued compliance with CARF's standards and coordinate activities related to maintaining accreditation. Also, restructuring the QA department to assure we are meeting industry standards of providing Quality Improvement and striving to meet and exceed our agency KPI's.

Oct 2005 to May 2008 **Student Library Assistant**
Rasmuson Library
Fairbanks, Ak 99775

Assisted patrons with book, media, and reserve checkouts. Collected books from book drops. Shelved, set-up and checked in books. Performed floor pickups. Directed patrons to books

and articles both online and in the library.

May 2007 **Behavioral Health Technician**
to *Sitka Counseling and Prevention Services*
Aug 2007 *Sitka, Ak 99835*

Provided direct supportive services to program participants as assigned by supervisor. Monitored client activities, completed documentation, and oriented new participants to the facility and to program policies/rules. Assured that our program-maintained standards compliance. Provided crisis intervention. Planned Therapeutic Recreation for groups. Steered department philosophy toward purposeful interventions and therapies. Worked with and assisted other clinical staff on special projects and duties, led group activities with clients; communicated professionally and respectfully with clients and treatment team. Entered client's progress on AKaims.

May 2006 **In Home Support Specialist** and **Lead Caregiver**
to *Center for Community* and *Betty Elliason Child Care Center*
Aug 2006 *Sitka, Ak 99835* *Sitka, Ak 99835*

&
May 2007 Helped youth with Autism and Fragile X Syndrome to attain personal goals; such as: bathing,
to housekeeping, behavioral skills and etc. Evaluated training needs in writing. Developed and
Aug 2007 implemented Individual Program Plans with behavioral objectives for assigned clients.
Supervised school aged children throughout the day. Participated and planned field trips,
lesson plans and other daily events. Maintained professional rapport with parents and co-workers.

Aug 2003 **Residential Advisor**
to *Dormitory Management/ Mount Edgecumbe High School*
May 2005 *Sitka, Ak 99835*

Supervised a floor of 86 teen girls my first year and 52 in my second year along with the main dorm lounge. Built a strong personal rapport and relationship of mutual trust with these students. Circulated the floor frequently, looking out for problems and being visibly available to all. Responsible for such regular assignments as medication, room checks, lights out, bed checks, Quiet Time (homework), passes, Check-in, etc. Conducted monthly floor meetings, kept daily log of activities and reported incidents.

Gained trust of students, defused emotional situations such as suicidal thoughts

EDUCATION

Aug 2021 **University of Alaska Fairbanks**
to *Fairbanks, Ak 99775*
Dec 2022 *Master of Arts, Justice Administration*

Master's Project: Bridging the cultural divide: Creating therapeutic foster homes in rural Alaska

Aug 2005 **University of Alaska Fairbanks**
to *Fairbanks, Ak 99775*
May 2008 *Bachelor of Arts, Psychology*

Double minor: Justice and Sociology

Active member in Sigma Sigma Sigma Sorority

Worked with Habitat for Humanity in New Orleans with the UAF Leadership office

Participated in yearly Leadership conferences

Held both Recruitment and President chair in sorority

Assisted and helped organize Student Health Fair at West Valley High School

Aug 2003 **University of Alaska Southeast**
to *Sitka, Ak 99835*
Dec 2004 *Associate of Arts, General Studies*

Jan 2001 **Kodiak College**
to *Kodiak, Ak 99615*
May 2003

Aug 1995 **Baker High School**
to *Mobile Al 36608*
May 1999 *High School Diploma*

LANGUAGE SKILLS

Know basic American Sign Language

Participated in two semesters of ASL

REFERENCES

Available on request