



CITY OF NORTH POLE *Alaska*

REGULAR CITY COUNCIL MEETING Monday, October 21, 2013

Committee of the Whole – 6:30 p.m.
Regular City Council Meeting – 7:00 p.m.

COUNCIL MEMBERS

Richard Holm -Alt. Dep. Mayor Pro Tem 488-1776
Sharron Hunter-Mayor Pro Tem 488-4282
Thomas McGhee 455-0010
Preston Smith 488-8824

MAYOR

Bryce Ward – 488-7314

CITY CLERK

Kathy Weber, MMC 488-8583

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance to the US Flag**
National Anthem sung by NPMS – Shahiba Bhattarai, Lindsay Moisan, Ashley Roberts, Brittany Roberts
3. **Invocation**
4. **Approval of the Agenda**
5. **Approval of the Minutes**
6. **Communications from the Mayor**
 - Proclamations
Principals Appreciation Month
Extra Mile Day
North Pole High School – Morgan Conrow - September
North Pole High School – Jordan Copeland – October

- Certification of the October 1, 2013 Elections
- Oath of Office New City Council Members
- Community Reception

7. Council Member Questions of the Mayor

8. Communications from Department Heads, Borough Representative and the City Clerk

9. Ongoing Projects Report

10. Citizens Comments (Limited to Five (5) minutes per Citizen)

11. Old Business

12. New Business

- Award of the 2014 Heating Fuel Bid
- Approval for Mayor Ward to File Declaration of Candidacy and Financial Commitment for Election to The 2014 Alaska Municipal League Board of Directors, District 7.
- Request for City Clerk to Attend the AAMC Conference from November 17 – 19 in Anchorage, Alaska
- 2013 State Homeland Security & Emergency Management of Grant Award, EMW-2013-SS-00098, in the Amount of \$60,000
- Intergovernmental Agreement for Roles and Responsibilities Under Alaska Pollutant Discharge Elimination System (APDES) Municipal Storm Water Permit No. AKS-053406
- Approval of Resolution 13-16, A Resolution of the North Pole City Council Designating City Officials Authorization to Sign on City of North Pole Accounts

13. Council Comments

14. Adjournment

The City of North Pole will provide an interpreter at City Council meetings for hearing impaired individuals. The City does require at least 48 hours notice to arrange for this service. All such requests are subject to the availability of an interpreter. All City Council meetings are recorded on CD. These CD's are available for listening or duplication at the City Clerk's Office during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. or can be purchased for \$5.00 per CD. The City Clerk's Office is located in City Hall, 125 Snowman Lane, North Pole, Alaska.

Committee of the Whole – 6:30 P.M.
Regular City Council Meeting – 7:00 P.M.

A regular meeting of the North Pole City Council was held on Monday, October 7, 2013 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

CALL TO ORDER/ROLL CALL

Mayor Ward called the regular City Council meeting of Monday, October 7, 2013 to order at 7:07 p.m.

There were present:

Mr. Holm
Ms. Hunter
Mr. McGhee
Mr. Smith
Mayor Ward

Absent/Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Thomas McGhee

APPROVAL OF AGENDA

Mr. McGhee moved to Approve the Agenda of October 7, 2013

Seconded by Mr. Holm

Discussion

None

Mr. Holm moved to consent the following items under New Business as follows:

- a. Request for Council Members to Attend NEO (Newly Elected Officials) and AML Conference in Anchorage from November 18 – 22, 2013
- b. Recommendation To Award Snow Removal Contract To Heel, LLC - Hawks Enterprises
- c. Recommendation To Award Mobile Radios Bid To Motorola Solutions
- e. Request To Accept Department Of Public Safety Grant To Continue The Byrne JAG Funding In The Amount Of \$50,000

- f. Resolution 13-14, A Resolution Supporting The Tier 2 Application To The Rasmuson Foundation For The North Pole Branch Library Project

Seconded by Mr. McGhee

Discussion

None

On the Amendment

PASSED

YES – 5 –Hunter, Smith, Holm, McGhee, Ward

NO – 0

Absent – 0

On the main motion as amended

PASSED

YES – 5 –Hunter, Smith, Holm, McGhee, Ward

NO – 0

Absent – 0

APPROVAL OF MINUTES

Mr. McGhee moved to Approve the minutes of September 16, 2013

Seconded by Mr. Holm

Discussion

None

PASSED

YES – 5 –Hunter, Smith, Holm, McGhee, Ward

NO – 0

Absent – 0

COMMUNICATIONS FROM THE MAYOR

Presentation on the new DEC regulations for air quality by Cindy Heil of DEC

For more information go to www.dec.state.ak.us/air

- Great News about Eielson AFB and the 18th aggressor squadron, as many of you have heard the Air Force has abandoned their effort s to move the F-16's from Eielson to Elmendorf in Anchorage. The efforts of the interior delegation and the congressional delegation as well as local leaders and the public have been well spent. Congratulations

and thanks to all of those who participated in the meetings and wrote comments to the USAF.

- GVEA and the City of North Pole have identified the amount of sales tax due for the properties that were not charged sales tax on their electric bills. The principal amount due based on information provided to us by GVEA is \$100,258.85 with interest due of \$58,026.38 for a total due of \$158,285.23. GVEA has assured us all bills have been corrected.
- Last week a Representative from Lockheed Martin came up to speak on the F-35 series aircraft that have been mentioned as a potential aircraft to be based at Eielson AFB. The F-35 is a 5th generation aircraft that has many capabilities. Some misconceptions: it is not louder than an F-16. Some models can take off vertically. The AF has already constructed over 40 aircraft. The price per aircraft is within 5% of an F-16. The technological capability of an F-35 is unsurpassed by any other aircraft. The F-35 has the ability to control the battle field from the cockpit.
- Operation Kid Safe has a station in Fairbanks. Operation Kid Safe is a program that helps parents teach children how to be safe and gives parents the tools to take precautionary steps to protecting their children. The Kid Safe Station is located at the Lithia Dealer on South Cushman. The station does not collect data but transcribes fingerprints and a picture with a description of your child on a piece of paper that parents can keep in a safe place and that can be used (in case of emergency). For more information you can visit the website <http://www.kidsafeprints.com/>
- Arctic Winter Games 2014 had the semi-official lighting of the AWG monument at the Carlson Center last Friday, it is currently lit up with LED lights and the torch will be lit during the games in March 2014. The monument is truly a magnificent memorial to the games that have been held here in 1982, 1988 and soon in 2014.
- Last Friday was the Mayors Bowl where the North Pole Patriots battled the Lathrop Malamutes for the title of champion of the Mayors Bowl. North Pole has never lost to Lathrop and didn't waver on their record. North Pole beat Lathrop at their homecoming game and ensured that I didn't have to wear a stinky Lathrop jersey at today's council meeting.
- The North Pole City budget will be made public on the 28th of October.
- Council is strongly encouraged to mark your calendar to attend the "Council orientation on November 2nd". This orientation will go over council meeting procedure, reading financials and introductions to department staff and facilities as well as much more.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

Ms. Hunter asked what time the orientation will be held.

Ms. Weber stated that it would be from 9:00 am – 3:00 p.m

Ms. Hunter asked about what could be done to make sure that those who are required to be paying sales tax does that.

Mayor Ward said that we do monitor our sales tax and it is the responsibility of the public to pay the sales tax.

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Director of City Services, Bill Butler **Building Department**

- Paperwork submitted by developer for building permit to convert the funeral home on Perimeter Drive to an assisted living facility
 - New application will push construction permits in North Pole to over \$11.5 million

Public Works

- Summer hires last day was September 30
- Weber, Inc. will be contributing earth moving services for the site that will be the location of dog park and start of the exercise trail
- Constructed a gravel storage site and gravel loading platform on Utility garage lot
- 2013-2014 snowplowing bid is before Council this evening

Utility Department

- Sewer Lining Project
 - Achieved Substantial Completion on September 25
 - Remaining work involves work on several manholes, road patching and landscaping
 - All project work must be completed by mid-October
 - Estimate engineering and construction will cost \$2.4 million--\$1.5 million less than original estimate
 - Investigating with ADEC transferring balance of grant funds to another Utility project
- DEC grants manager visited to inspect recently funded projects within the City

Natural Gas Utility Board

- Regulatory Commission of Alaska (RCA) held over two weeks of hearings in Anchorage
 - The hearings were originally scheduled to last only four days

RCA is scheduled to now make a determination in November of entity it will grant the service area outside of City of Fairbanks (the decision was originally planned to be made in mid-October)

Police Department, Chief Dutra

- Ofc. Missimer- Introduction
- We have received checks in the amount of \$1493.80 for a 2008 case, \$18,741.75 from a 2010 case and \$4163.23 from a 2011 case. As you can see these funds come in significantly after the cases are initiated.
- We are pretty confident we have resolved some of our leaking into our kitchen area. Tom from Public works and I were looking for water infiltrations and we found two places where water was coming in. Temp covered these spots and it looks like water has stopped.
- Officer Milne is doing well at academy apparently at last report he was #1 in academics. We are very proud of his efforts.
- Stats - uptick in DUI's in September year over year.
- We just retrieved one of our patrol cars \$4,000 in repairs. Second vehicle with transmission issue this year.
- More than likely we will be switching to our new uniforms before the next council meeting. We have switched to black uniforms. They look very professional and have same patches and badges. These uniforms will allow us to keep the same color scheme for many years to come. This turn will be a cost savings over long term. I will be wearing this uniform at the next council meeting.
- We have wrapped up our Chena Lakes contract. Officer Fisher is now back in the patrol rotation. Although this helps it still places our patrol staff down 3. I found out last night another officer injured themselves. Not sure what affect this will have or how long. Ofc. Gore is now on patrol on her own. Successfully completed FTO.
- We just heard from AHSO – They have approved our grant for traffic Officer \$119,326.00. This will fund almost all of our traffic officers cost. Again I will remind the council this represents a significant amount of money contributed to support our DUI enforcement.
- Preparedness fair was a success. We had three officers there. Well attended from what I understand. Those who attended said it was a success.
- We had a visit by DHS&EM and we passed with flying colors.
- I will be bringing a bid in front of you next meeting. This bid is for design and RFP preparation for NPPD heating and cooling system. Part of SOA legislative grant.
- Operation glow stick – 500 lanyards. We always like supporting this annual safety event.
- Sexual predators – two episodes and both episodes have been successful in that one was convicted at trial and the second was arrested on sex offender registration violations. Both because of the hard work of Lt. Rathbun and Sgt. Binkley.
-

Fire Department, Chief Lane

- None

Accountant, Lisa Vaughn

- You have the August financial statements. There is nothing unusual for this time of year. The RFP for audit services for the 2013 audit and subsequent five years is out, proposals are due by October 30. So far, we have received one intent form, from BDO.
- We received a check for \$22,832.69, for PFD garnishments. I am a little concerned because this is less than half of the budgeted amount of \$48,000. We should be receiving one or two more checks but normally they are substantially less.
- We are currently working on the budget. It will be to council by October 28.

Borough Representative, Mayor Ward

- There was nothing to report.

City Clerk

The Municipal Election for the City of North Pole was held Tuesday, October 1, 2013 for the following:

CITY OF NORTH POLE COUNCIL SEATS

(All offices serve at-large)

City Council Seat.....3-year term	Incumbent – Thomas McGhee
City Council Seat.....3-year term	Incumbent – Richard Holm
City Council Seat.....1-year term	Incumbent – Preston Smith
City Council Seat.....1 year term	Vacant -
City Council Seat.....2-year term	Vacant -

There were 6 candidates who filed for the 5 open seats. They were Elizabeth Holm, Thomas McGhee, Preston Smith, Michael Welch, and Kevin McCarthy.

Attached are the unofficial results of the election. There are still absentee and question ballots that will be counted tomorrow and we will have our election certified at the October 21, 2013 meeting along with the swearing in of the candidates. Official information on the elections will be posted to our website at www.northpolealaska.com. Election days are always very long days which start at 6:00 a.m. and don't end until the last transmission of votes. We were again, the last to transmit and didn't leave the FNSB building until after 10:00 p.m.

- The Public Surplus auction was a success. The auction brought in \$1,893.01. We will post our unsold items again on the auction and see if we can sell the remaining items as larger lots. This has been a lot of tedious work over the past month and now that the auction is over I am trying to keep up with getting items picked up and shipping outside of Alaska.

- I will be going to the FNSB tomorrow afternoon to work with the election board on the absentee and question ballots. The official report should be out by Thursday and I will notify everyone when I receive the results.
- I will be attending the Caselle Conference next week in Henderson, Nevada and will be looking at their program that has just come out on document management. This is covered by the grant from the state legislature and I will be actively pursuing the best program that the City can get. More vendors will be at the AAMC Conference in November and I hope to have something put together by the end of the year.
- Code Book Publishing has started the legal review and recodification. They have been sending me different fonts to choose from and various layouts. I have decided to stay with the current layout as it is neat and easy to read.
- We have had a number of bids go out this past month. All bids go through my office and I handle the advertising through the Fairbanks Daily Newsminer, sending bids to the plansroom, putting bids on the City website and keeping all bids up to date (ie) addendums.

The following is a list of bids that we currently have open:

Name of Bid	Bid Number	Bid Date	Bid Time
City of North Pole Heating Fuel Oil for 2014	IFB Heating Fuel 2014	10/16/13	2:00 p.m.
North Pole Police Department Bi-directional amplifier & Distributed Antenna System (DAS)	IFB-PD-13-01	10/23/13	3:00 p.m.
City of North Pole Professional Auditing Services	RFP 13-01	10/30/13	2:00 p.m.

- The FNSB is asking for a head count as to who is planning on attending the joint work session with AIDEA on October 9th from 6 – 8 p.m. They need this information so they can configure the room for that evening.
- Request that all council members have professional portraits taken as they hang above the front counter in City Hall. The City pays for this service and I will be sending out information to all of you this week on vendor.
- We have ordered a council timer of which should be here by the next council meeting. One will hang behind the dais and the other will be mounted in the back of the room.

Here is a breakdown of the dates until the end of the year for budgeting and workshops.

1. October 21, 2013 – New council members take the oath of office.
2. October 28, 2013 – New elected officials take office and budget workbooks are given to them with info from all depts.

3. November 2, 2013 – Council Orientation – All depts. will give a presentation to council on the workings of their depts.
4. November 4, 2013 – 1st reading of the 2014 budget
5. November 12, 13, & 14, 2013 – 2014 Budget Workshops – Let Kathy know when you would like to give your presentation of your dept. budget.
Tuesday – Admin, Professional Services, Fire Department
Wednesday – Police Department, Building Dept, Public Works
Thursday – Utilities
6. November 18, 2013 – Cancel the council meeting by resolution and reschedule – this is the week of AML, AAMC, and AGFOA
7. November 25, 2013 – 2nd reading of the 2014 NP Budget
8. December 2, 2013 – 3rd and final reading of the 2014 NP Budget

ONGOING PROJECTS

None

CITIZENS COMMENTS

Tammy Wilson, Sponsor of Home Heating Initiative

Ms. Wilson said that all info wasn't given to public from DEC. She referred to Page 5 of the document handed out by DEC. Ms. Wilson handed out information to the council from the Attorney General of New York, Connecticut, Maryland, Massachusetts, Oregon, Rhode Island and Vermont and the Puget Sound Clean Air Agency referring to New source performance standards for residential wood burning heaters – Notice of intent to sue pursuant to 42 U.S.C § 7604(b)(2).

OLD BUSINESS

None

NEW BUSINESS

RESOLUTION 13-15, A RESOLUTION ESTABLISHING THE 2014 CAPITAL PROJECT PRIORITIES FOR THE CITY OF NORTH POLE

Mayor Ward introduced the resolution and explained in detail the reasons for putting these items on the Priority List and asking them for their support.

Public Comment

None

Mr. McGhee moved to Approve Resolution 13-15, A Resolution Establishing The 2014 Capital Project Priorities For The City Of North Pole

Seconded by Mr. Holm

Discussion

Ms. Hunter asked about the cost for the Strategic Planning and how that number came to be.

Mayor Ward said that it was an educated guess and this would bring in a neutral person to help with the discussions.

Mr. Smith asked if lighting could be brought in to new areas within North Pole on this priority list.

Mayor Ward said he is working with FMAT's on lighting for Ford Subdivision and Highway Park..

Mr. McGhee said that he has concerns that we are duplicating by having a Strategic Planning and that maybe this is interfering with NPEDC. However, he does like the concept.

Mr. Holm asked if the Strategic Planning would look at priorities of the City, (ie) the Fire Department. He asked about the \$400,000 and what direction this would take.

Mayor Ward said that we have limited as-builts on the NPPD and City Hall and this could re-design be good no matter what we do from there. Drawing will be good for 6 – 8 years. He said that this would be another legislative request should the City decide to move forward with this and would be approximately 2021.

Mr. Holm wanted to make sure that no monies would be spent until it came back to council.

Ms. Hunter said that reference was made to upgrading the heating system and if that would take into consideration a bigger building.

Mayor Ward said that it would be farther down the road and in the future.

Mr. Smith said that the City purchased a new Bobcat last year with attachments and wondered why this is on the priority list.

Mr. Butler stated that they did get one last year and would like to have another one.

PASSED

YES – 5 – Hunter, Smith, Holm, McGhee, Ward

NO – 0

Absent – 0

COUNCIL COMMENTS

Mr. Holm – Hopes everyone is ready for snow. Congratulations to those who won the election and wished them good luck.

Mr. Smith – asked everyone to be careful and congratulated those who won the election.

Mr. McGhee – Goodnight.

Ms. Hunter – Congratulations to newly elected officials and to those who are returning. She stated that AML is very education and gives a solid foundation and an overview of the state and how we fit in. She thanked Weber, Inc for their services with the dog park and exercise trail. The electronic device is working on Homestead and she said it was a good use of our money. She reminded everyone on the air quality meeting.

Mayor Ward – he said he really appreciates that our council can sit down and make good decisions. He is looking forward to the orientation that the clerk has put together and also to working with the new council.

ADJOURNMENT

Mr. Holm adjourned the meeting at 8:19 p.m.

Seconded by Mr. McGhee

The regular meeting of October 7, 2013 adjourned at 8:50 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, October 21, 2013.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

Mead Treadwell

Lieutenant Governor

550 W. 7th Avenue, Suite 1700

Anchorage, AK 99501

Press Release



Michelle Toohey

Chief of Staff

907.269.7460

fax: 907.269.0263

www.ltgov.alaska.gov

FOR IMMEDIATE RELEASE

No. 13-028

Treadwell Tells Arctic Prospectors Alaska Offers Return on Investment

October 14, 2013, Reykjavik, Iceland – At a global conference on Arctic opportunity yesterday, Lt. Governor Mead Treadwell told participants that the Arctic is an emerging market and Alaska is a launch pad for circumpolar investment.

"Alaska's \$50 billion economy is fiscally stable and economically diverse," Treadwell told an audience of investors, industry representatives, government officials, news media participants and indigenous citizens gathered for the first ever Arctic Circle in Reykjavik, Iceland on Sunday.

"This is a very forward-thinking group, and I am here to remind you all that from ports to pipelines and airships to icebreakers, we have so many places for you to invest – just pick your project," Treadwell told the audience.

Given the rapid pace of Arctic development, Treadwell reminded the audience that Alaska knows a healthy environment is essential to a healthy economy, and has demonstrated a commitment to the care of its lands and resources.

"Alaska sets world standards for sustainability and responsible development – from the management of our fisheries to the development of the Red Dog zinc mine," Treadwell said.

The Arctic Circle is an open assembly for international cooperation on Arctic issues. It is a non-profit organization whose board of directors is led by Alice Rogoff, founder of the Alaska Dispatch and the Arctic Imperative Summit. Other speakers include President Olafur Ragnar Grimsson of Iceland, U.S. Senator Lisa Murkowski, and Scott Miner, chief global investment officer of Guggenheim Partners.

"We are all stakeholders," Treadwell remarked. "We have all invested ourselves in this place in some way."

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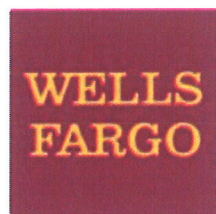
**Wells Fargo and the
Fairbanks Convention & Visitors Bureau
cordially invite you to a reception for the
Alaska Federation of Natives
Board of Directors**

**Tuesday, October 22, 2013
5:30-6:30 pm**

**Morris Thompson Cultural
and Visitors Center**

101 Dunkel Street, Fairbanks, Alaska

*Please RSVP to Allison Thompson
by 5pm on Friday, October 18, 2013
athompson@explorefairbanks.com
(907) 459-3768*



Oct. 25, 2013

Noon



**Join us in North Pole for the dedication of the Con
“the original Santa Claus” Miller and Nellie “the
original Mrs. Claus” Miller bridges.**

Join us for a short program hosted by Representative Doug Isaacson, House District 1. Other invited guests include Governor Parnell, DOT&PF Commissioner Pat Kemp, Interior Delegation, HB 94 co-sponsors and the Miller family.

The bridges were formerly known as the Chena Flood Channel Crossings approximately 5 miles south of North Pole’s city center. Please come help us celebrate and commemorate some of North Pole’s most iconic residents. The whole family is welcome.

Dedication of the signs will take place at the cul de sac off the Dawson Road/Buzby Road exit, south of the overpass. If you need further directions, please contact the office and we will email you a Google Map.

Rep. Doug Isaacson Santa Claus Lane Suite 3B, North Pole AK 99705 (907) 451-2818
rep.doug.isaacson@akleg.gov



*The Board of Trustees of
The Fairbanks Pipeline Training Center
Cordially Invites you to tour our
2013 Alaska Pipeline Training Academy
and
**Natural Gas Welding Demonstration
for the Exxon Mobil Pt. Thomson Project
By Doyon Associated
Friday, November 1, 2013
3:30 p.m.***

*Please arrive at the Fairbanks Pipeline Training Center by
3:30 p.m. for Safety Briefing. (South on Peger Road
to Van Horn Road, Turn right and follow signs)
Bus transportation for the Tour will leave at 3:45 p.m.*

***Community Reception and Tour
Of New Classroom and Office Facility
5:00 p.m. – 7:00 p.m.***

RSVP- Michele @ fptcadmin@alaska.net or (907) 455-1234



*You are invited to join us for our
Client Appreciation Reception
in appreciation of
Your support and business*

Wednesday, November 6, 2013
4:00 – 6:30 pm

Westmark Fairbanks Hotel & Conference Center

Hors' doeuvres, Music and Open Bar
Great Door Prizes

Come join us in our Northern Latitudes

Please RSVP by October 25th, 2013 to 907-459-7706 or e-mail

psilva@hollandamerica-princess.com

Patricia Silva, Regional Sales Manager

We look forward to having you join us!
(Please be sure to bring a business card for the drawings)

A CITIZEN'S GUIDE TO THE PRACTICALITIES OF ALASKA POLITICS AND GOVERNMENT



Get ready for the up-coming legislative session and find out how Alaska government really works and who's got political clout!

**SUNDAY AFTERNOON, DECEMBER 15, 2-5PM AT
THE ALASKA NATIVE CULTURAL CHARTER SCHOOL,
550 BRAGAW STREET, ANCHORAGE**

REGISTRATION FEE: \$25.00

This session goes beyond the myths and platitudes of Alaska politics and explains how the dynamics of political institutions and personalities shape the power structure in Alaska and what gets done and not done. The talk is perfect for high school and college students, civics teachers, those needing to deal with state government to advocate a cause or do business, and anyone interested in what makes Alaska government tick. The presentation covers:

- The psychology of Alaska public officials and policy makers.
- The political dynamics of the legislature, the governor's office and state agencies.
- The actual as opposed to the common beliefs about the role of interest groups, lobbyists, public opinion and the media in Alaska.
- A way to make sense of the all-important budget process.
- Which individuals, organizations and groups exercise power in the state.
- The major contemporary issues in Alaska and the prospects for the upcoming session of the Legislature beginning in January.

The session includes handouts and a hands-on exercise on how to analyze and track an issue.

The Presenter

Clive Thomas taught political science at the University of Alaska in Juneau for over 30 years and ran the Alaska Universities Legislative Internship Program. He has written extensively on Alaska politics, including a forthcoming book, *Alaska Politics and Public Policy*, due out next summer. In addition, he provides commentary on Alaska politics for Alaska, national and international TV, radio and newspapers, and has served as a volunteer lobbyist. He runs the consulting firm, APAS—Alaska Political Advocacy Strategies.



A PRESENTATION BY

ALASKA POLITICAL
APAS
ADVOCACY STRATEGIES
Effective Ways to Advocate
Your Cause to Government

Check out our website at:
www.akpoliticaladvocacy.com

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For further info about the presentation:
Call us at 907-957-7684, or e-mail
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Registration Form

A CITIZEN'S GUIDE TO THE PRACTICALITIES OF ALASKA POLITICS AND GOVERNMENT

REGISTRATION FEE: \$25.00

*Please type your information below and print; or print the
form and fill it out clearly by hand*

Name:

**Company/
Organization:**

Address:

E-mail:

Ph:

**Send a check, money order or purchase order for \$25.00 made payable
to APAS (Alaska Political Advocacy Strategies) to:**

**APAS
P.O. Box 210271
Anchorage, AK 99521**

Sorry, no on-line registration or credit cards.

On receiving your payment we will e-mail you a receipt.

We must receive your payment to guarantee you a place at the presentation.

The session is limited to 40 participants. When all slots are filled we will
place you on a waiting list pending a cancellation.

Refund Policy: To receive a full refund you must cancel by contacting us
ten (10) days before the session, by 5:00pm. Thursday, December 5, 2013.

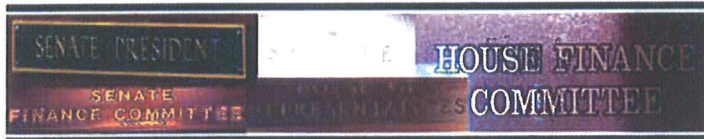
Thank you for your interest in this presentation and in APAS!



www.akpoliticaladvocacy.com

ALASKA LEGISLATIVE PROCESS WORKSHOP 2013

*Dealing Effectively with the Legislature, the
Governor's Office and State Agencies*



GET READY FOR THE UP-COMING
LEGISLATIVE SESSION WITH A TWO-DAY
WORKSHOP THIS DECEMBER AT THE

ALASKA NATIVE CULTURAL CHARTER SCHOOL — 550 BRAGAW STREET, ANCHORAGE

PART 1—FRI., DEC. 13 — 6-8:30PM

PART 2—SAT., DEC. 14 — 9AM-2PM

REGISTRATION FEE \$75

THIS WORKSHOP COVERS:

- The practical realities and power structure of lawmaking in Alaska—the all-important budget process, the role of the legislature, the governor's office, state agencies, lobbyists, and the press.
- Tips on how to think politically and understand the psychology of public officials for dealing with them effectively.
- Planning and managing an advocacy campaign including: obtaining information about what's going on in the legislature, the governor's office and state agencies; how to track a bill; effective use of lobbyists; avoiding common pitfalls that undermine a campaign.
- Effective ways to advocate your cause to elected officials, their staff, and agency personnel; the do's and don'ts of testifying before committees, and providing written information.
- Ways to use volunteers to the best advantage of your lobbying effort.
- Hands-on experience of organizing and implementing a campaign through a simulation exercise and insights from a panel of practitioners.
- A review of major issues in the up-coming legislative session (business, education, local government, rural-bush concerns), and the revised redistricting plan and its likely consequences for the power structure and decision-making process in Juneau.
- Where to get more information on the legislative process, working with state government, on advocacy techniques, and current Alaska issues.

The Presenter

Clive Thomas taught political science at the University of Alaska in Juneau for over 30 years and ran the Alaska Universities Legislative Internship Program. He has written extensively on Alaska politics, including a forthcoming book, *Alaska Politics and Public Policy*, due out next summer. In addition, he provides commentary on Alaska politics for Alaska, national and international TV, radio and newspapers, and has served as a volunteer lobbyist. He also runs the consulting firm, APAS—Alaska Political Advocacy Strategies.



A PRESENTATION BY

ALASKA POLITICAL
APAS
ADVOCACY STRATEGIES
*Effective Ways to Advocate
Your Cause to Government*

Check out our website at:
www.akpoliticaladvocacy.com

To register: Complete and mail the attached form. Space limited to 40 participants—so register today!

For further info about the workshop:

Call us at 907-957-7684, or email
CST@akpoliticaladvocacy.com

Registration Form

ALASKA LEGISLATIVE PROCESS WORKSHOP 2013

REGISTRATION FEE: \$75.00

Please type your information below and print; or print the form and fill it out clearly by hand

Name:	<input type="text"/>		
Company/ Organization:	<input type="text"/>		
Address:	<input type="text"/>		
E-mail:	<input type="text"/>	Ph:	<input type="text"/>

Send a check, money order or purchase order for \$75.00 made payable to APAS (Alaska Political Advocacy Strategies) to:

APAS
P.O. Box 210271
Anchorage, AK 99521

Sorry, no on-line registration or credit cards.

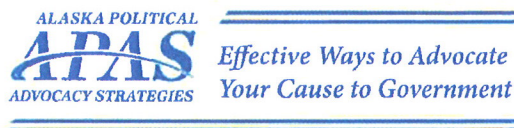
On receiving your payment we will e-mail you a receipt.

We must receive your payment to guarantee you a place in the workshop.

The workshop is limited to 40 participants. When all slots are filled we will place you on a waiting list pending a cancellation.

Refund Policy: To receive a full refund you must cancel by contacting us ten (10) days before the workshop, by 5:00pm. Tuesday, December 3, 2013.

Thank you for your interest in this workshop and in APAS!



www.akpoliticaladvocacy.com

Alaska Association of Municipal Clerks Banquet Raffle



Raffle Tickets are Only \$10!

The fundraising committee has gathered some fantastic prizes for our annual banquet raffle.

All money raised supports continuing education of Clerks through scholarships.

The drawing will be held during the banquet, Tuesday, November 19, 2013 at 6:00 p.m.

Ticket holders need not be present to win.

MULTIPLE CHANCES TO WIN!

- iPad (donated by Print Works)
- iPad Mini (donated by TekMate)
- Roundtrip on Alaska Railroad Anchorage to Seward for two, with two passes to the Alaska SeaLife Center (donated by Alaska Railroad and Alaska SeaLife Center)
- \$250 Cash (donated by Sara Peterson)
- \$250 Cash (anonymous donation)



Office of the Mayor
City of North Pole

Proclamation

Principals Appreciation Month

WHEREAS: The vision, dedication, and determination of a principal provides the rallying force behind any schools success; and

WHEREAS: Principals are often expected to be educational visionaries, instructional leaders, assessment experts, disciplinarians, community builders, public relations experts, budget analysts, facility managers, special programs administrators, and the guardians of various policy initiatives, while at the same time being entrusted with our young people, our most valuable resource; and

WHEREAS: Principals set the academic tone for their schools and work collaboratively with teachers to develop and maintain high curriculum standards, mission statements, and performance goals and objectives; and

WHEREAS: In coordination with national organizations and the United States Congress, the City of North Pole has designated October 2013 as Principals' Appreciation Month; and

WHEREAS: Principals' Appreciation Month is an opportunity to recognize the contribution of all school principals and assistant principals to the success of students in North Pole schools, and encourage increased awareness of school leadership in ensuring that every child has access to a high-quality education.

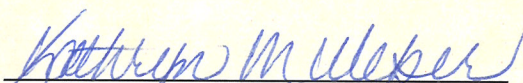
NOW, THEREFORE, I, Bryce J. Ward, Mayor of the City of North Pole, do hereby proclaim the month of October 2013, as:

PRINCIPALS' APPRECIATION MONTH



Bryce J. Ward, Mayor

ATTEST:



Kathryn M. Weber, MMC
North Pole City Clerk



Office of the Mayor
City of North Pole

Proclamation

"Extra Mile Day"

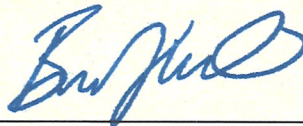
WHEREAS, the City of North Pole is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively "go the extra mile" in personal effort, volunteerism, and service; and

WHEREAS, the City of North Pole is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, the City of North Pole is a community which chooses to shine a light on and celebrate individuals and organizations within its community who "go the extra mile" in order to make a difference and lift up fellow members of their community; and

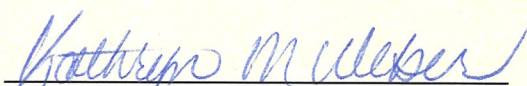
WHEREAS, the City of North Pole acknowledges the mission of Extra Mile America to create 400 Extra Mile cities in America and is proud to support "Extra Mile Day" on November 1, 2013.

NOW THEREFORE, I, Mayor of the City of North Pole, Alaska do hereby proclaim November 1, 2013 to be Extra Mile Day. I urge each individual in the community to take time on this day to not only "go the extra mile" in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.



Bryce J. Ward, Mayor

ATTEST:


Kathryn M. Weber, MMC
North Pole City Clerk

Office of the Mayor
City of North Pole

Proclamation

WHEREAS, Morgan Conrow is a senior at North Pole High School and is the daughter of Warren & RaNaye Conrow of North Pole; and

WHEREAS, Morgan is focused and self-disciplined. She is a member of the National Honor Society, All-State Choir, Jazz Choir, plays Varsity Hockey, and is a Varsity Cross Country Runner; and

WHEREAS, Morgan has been awarded the Patriot Scholar Athlete for hockey. She also received the Outstanding Musician Award for choir, Student of the Year for AP Biology, US History, and AP English 11; and

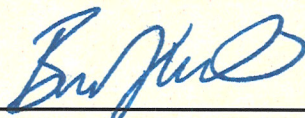
WHEREAS, Morgan has volunteered in the BP Road Clean-up, Alaska Senior Games, Santa's ½ Marathon & Equinox, FAHA Skills & Drills, Praise Team, and sings the National Anthem at various functions; and

WHEREAS, Morgan is a respectful, dedicated, and committed young woman who is self-motivated with leadership skills that will propel her to much success; and

WHEREAS, the City of North Pole desires to recognize the outstanding students in the community.

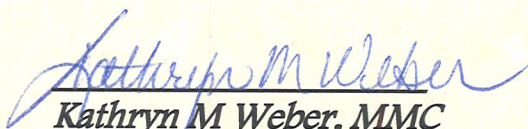
NOW, THEREFORE, I, Bryce J. Ward, Mayor of the City of North Pole, do hereby proclaim Morgan Conrow the:

*North Pole City Council
High School Student of the Month
For September, 2013*



Bryce J. Ward, Mayor

ATTEST:



*Kathryn M Weber, MMC
North Pole City Clerk*



Office of the Mayor
City of North Pole

Proclamation

WHEREAS, Jordan Copeland is a senior at North Pole High School and is the son of Derek & Katherine Copeland of North Pole; and

WHEREAS, Jordan is an exceptional student who has a GPA of 3.8 and is a member of the National Honor Society at North Pole High School. He is also a University of Alaska Scholar; and

WHEREAS, Jordan is an accomplished athlete. He has received numerous awards in football and has participated in basketball, and Track & Field; and

WHEREAS, Jordan has volunteered time to the Key Club. He is also a compassionate young man and has helped his peers on numerous occasions who have struggled with their academics. Jordan has great leadership skills and always gives his best to everyone; and

WHEREAS, Jordan is described as a competitive, athletic, sincere, honest, and very personable. He is a leader who is witty, intelligent and a great debater; and


WHEREAS, the City of North Pole desires to recognize the outstanding students in the community;

NOW, THEREFORE I, Bryce J. Ward, Mayor of the City of North Pole, do hereby proclaim Jordan Copeland:

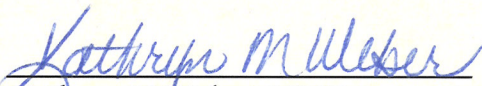
The North Pole City Council

"Student of the Month"

For the Month of October 2013


Bryce J. Ward, Mayor

ATTEST:


Kathryn M. Weber, MMC
North Pole City Clerk





REPORT OF ELECTION CANVASS BOARD

October 1, 2013 Municipal Election

We, the undersigned, duly appointed at the regular council meeting of September 16, 2013 to serve as canvass board judges in the Municipal Election of October 1, 2013, do hereby certify that we have examined in detail all absentee and questioned ballots, original and questioned registers, for the 1 precinct of the City of North Pole.

Upon completion of the canvass, it is our opinion that the attached summary of election returns, as compiled by the City Clerk, accurately reflects the total shown on the Certificate of Election Returns by the election board of each voting precinct.

Ariel Luey

Jayli M. Hazer

Deanna R. Morris

Betsy Bublitz

Canvass Board Chair

Ellen M. Fletcher

Carol Musten

Theresa Peterson

Election Summary Report
2013 Regular Election
October 1, 2013

Date:10/09/13
Time:10:56:25
Page:1 of 1

Summary For Jurisdiction Wide, All Counters, City of North Pole
Unofficial

Registered Voters 68043

Num. Report Precinct 43 - Num. Reporting 43 100.00%

North Pole City Council	CNP	Total	
Number of Precincts		3	
Precincts Reporting		3	100.0 %
Times Counted	166/1540		10.8 %
Total Votes		516	
Elizabeth Holm		112	21.71%
Preston Smith		96	18.60%
John J. Boulette		56	10.85%
Thomas R. McGhee		73	14.15%
B. Kevin McCarthy		80	15.50%
Michael W. Welch		95	18.41%
Write-in Votes		4	0.78%

Election Summary Report
2013 Regular Election
October 1, 2013

Date:10/09/13
Time:10:56:03
Page:1 of 1

Summary For 01-175 North Pole, All Counters, City of North Pole
Unofficial

Registered Voters 1776

Num. Report Precinct 1 - Num. Reporting 1 100.00%

North Pole City Council	CNP	Total	
Number of Precincts		1	
Precincts Reporting		1	100.0 %
Times Counted	150/1540		9.7 %
Total Votes		458	
Elizabeth Holm		100	21.83%
Preston Smith		86	18.78%
John J. Boulette		50	10.92%
Thomas R. McGhee		64	13.97%
B. Kevin McCarthy		70	15.28%
Michael W. Welch		84	18.34%
Write-in Votes		4	0.87%

Election Summary Report

2013 Regular Election

October 1, 2013

Summary For Absentee, All Counters, City of North Pole

Unofficial

Date:10/09/13

Time:10:56:03

Page:1 of 1

Registered Voters 68043

Num. Report Precinct 1 - Num. Reporting 1 100.00%

North Pole City Council	CNP	Total	
Number of Precincts		1	
Precincts Reporting		1	100.0 %
Times Counted	16/1540		1.0 %
Total Votes		58	
Elizabeth Holm		12	20.69%
Preston Smith		10	17.24%
John J. Boulette		6	10.34%
Thomas R. McGhee		9	15.52%
B. Kevin McCarthy		10	17.24%
Michael W. Welch		11	18.97%
Write-in Votes		0	0.00%

Election Summary Report
2013 Regular Election
October 1, 2013

Date:10/09/13
Time:10:56:03
Page:1 of 1

Summary For Question, All Counters, City of North Pole
Unofficial

Registered Voters 68043

Num. Report Precinct 1 - Num. Reporting 1 100.00%

North Pole City Council	CNP	Total	
Number of Precincts		1	
Precincts Reporting		1	100.0 %
Times Counted	0/1540		0.0 %
Total Votes		0	
Elizabeth Holm		0	N/A
Preston Smith		0	N/A
John J. Boulette		0	N/A
Thomas R. McGhee		0	N/A
B. Kevin McCarthy		0	N/A
Michael W. Welch		0	N/A
Write-in Votes		0	N/A

125 Snowman Lane
North Pole, Alaska 99705
(907) 488-8593
(907) 488-3002 (fax)
bill@northpolealaska.com

City of North Pole
Director of City Services

Memo

To: North Pole City Council
From: Bill Butler
Date: October 17, 2013
Subject: Heating Fuel Bid Recommendation

Recommendation: Accept the bid from lowest bidder, Fairbanks Fuel Distributors, for the delivery and supply of heating fuel in 2014.

The City received six (6) bids to supply heating fuel for its municipal facilities for the period January 1, 2014 to December 31, 2014. All bids were based upon the rack price plus delivery and other charges. Any changes in the rack price will be passed on to the City. Below is a summary table of the bid prices.

Company name	Per gallon delivery and other charges	Rack charge #2 heating fuel, as of Oct 14, 2013	Total per gallon charge
Fairbanks Fuel Distributors	\$0.07	\$3.38	\$3.4519
Alaska Aero Fuel	\$0.08	\$3.38	\$3.4600
Alaska Petroleum Distributors	\$0.12	\$3.38	\$3.5000
The Fuel Company	\$0.18	\$3.38	\$3.5600
Sourdough Fuel	\$0.32	\$3.38	\$3.6979
Northland Fuels and Energy	\$0.58	\$3.38	\$3.9600



ALASKA MUNICIPAL LEAGUE
2014 BOARD OF DIRECTORS

DECLARATION OF CANDIDACY AND FINANCIAL COMMITMENT

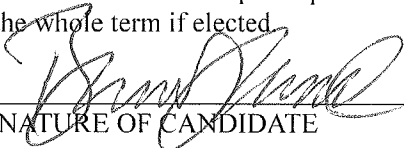
FULL NAME Bryce Jacob Ward
MUNICIPALITY City of North Pole
MAILING ADDRESS 125 Snowman Ln, North Pole Alaska 99705
PHONE 907-488-8584 WORK 907-888-4444 HOME _____
FAX: 907-488-3002 E-MAIL Mayor@Northpolealaska.com

CANDIDATE COMMITMENT

I hereby declare myself a candidate for:

- ☐ Second Vice-President (any district EXCEPT: District 2 - Juneau; District 4 -Matanuska- Susitna; District 5 - Anchorage)
- ☐ Director, District 1 - Southeast (except Juneau) ☐ Director, District 10 - Bristol Bay, Aleutians, Kodiak
- ☐ Director, District 3 - Kenai Peninsula ☐ Director, At -Large (any District)
- ☐ Director, District 5 -Anchorage ☐ NLC Representative
- ☒ Director, District 7- Fairbanks
- ☐ Director, District 9 - Interior Rivers, Lower Kuskokwim

and request my name be placed on the ballot for election at the **2013 Alaska Municipal League 63rd Annual Conference**.
I declare I will serve and participate actively in the designated office and that I will accept the time and financial commitment for the whole term if elected.


SIGNATURE OF CANDIDATE

10/14/13
DATE

MUNICIPAL SUPPORT

On behalf of the municipality, I am authorized to commit financial support of the above individual's active participation in the Alaska Municipal League and, if elected, on the AML Board of Directors.

AUTHORIZED SIGNATURE: _____

TITLE _____ DATE _____

Must be submitted to the AML office via fax, mail or email by 5:00 p.m. Thursday 11/14/13, or submitted by hand no later than 5:00 p.m. Wednesday 11/20/13 at the Annual Conference registration desk.

Mail: 217 2nd Street, Suite 200
Juneau, AK 99801

Fax: (907) 463-5480
Email: Kathie@akml.org

OVER

BIOGRAPHICAL SKETCH

FULL NAME Bryce Jacob Ward

OFFICE HELD Mayor NO. YRS. 1

PREVIOUS MUNICIPAL OFFICES HELD AND NO. YRS. North Pole City Council 2011-2012

PREVIOUS EXPERIENCE WITH AML (office held, committee participation, etc.) _____

OTHER RELEVANT EXPERIENCE _____

General Contractor for 5 years, Lifelong Alaskan born in Fairbanks, Graduated From UAF with a
Associates in Business and a Certificate of Management.



[Home Page](#) [Annual Conference](#) [About Us](#) [Services](#) [Legislative](#) [Affiliates](#)

AML Board of Directors Election Information

63rd Annual AML Local Government Conference

Declaration of Candidacy

AML Board Of Director Elections

AML officers and members of the Alaska Municipal League Board of Directors are elected each year at the Annual Meeting by the entire membership. The Board of Directors is the governing body of the League and directs the administration and policy of the AML throughout the year on behalf of the members.

Notice is hereby given that Election of Officers and Directors will be held at the Annual Meeting of the Alaska Municipal League on November 22, 2013, for the election of:

Second Vice - President

Second Vice-President for a one-year term, with automatic succession to First Vice-President and President, to be elected at large by the qualified member municipalities of the League.

NOTE: Article II, Section 3, of the AML Bylaws specifies that the "President, Vice Presidents, and Immediate Past President shall be chosen from different director districts. Therefore, nominees for the Second Vice-President position cannot be from:

District 2: Juneau

District 4: Matanuska-Susitna

District 5: Anchorage

AML Districts

Six (6) directors for two-year terms to be elected by the qualified member municipalities of the League from each of the following districts:

District 1: Southeast (except Juneau)

District 3: Kenai Peninsula

District 7: Fairbanks

District 9: Interior Rivers, Lower Kuskokwim

District 10: Bristol Bay, Aleutians, Kodiak Island Borough

(due to a vacancy)

Director At-Large

One (1) director for a one-year term to be elected at-large by the qualified member municipalities of the League from any of the ten director districts.

National League of Cities (NLC) Representative (two-year term)

One (1) director for a two-year term to be elected at-large by the qualified member.

Qualification of Candidates

A candidate for officer or a director position must be a mayor or an elected member of the governing body of the individual's member municipality.

Method of Nomination

Nomination of an eligible candidate must be made by filing a "Declaration of Candidacy and Financial Commitment" form prior to the meeting of the Nominations Committee. Candidates may also be nominated from the floor at the annual meeting.

Deadline for Declaration

Declaration of Candidacy forms must be returned to the AML office via mail or fax by 4:00 p.m. Thursday 11/14/13, or by hand no later than 5:00 p.m. Wednesday 11/20/13 at the Annual Conference registration desk.

Declarations of Candidacy form is available on the AML website at www.akml.org or you can call the AML office at 1-877-636-1325.

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125 Snowman Lane
North Pole, AK 99705
P: 907-488-8583
F: 907-488-3002
C: 907-388-2728
Email: Kathy.Weber@northpolealaska.org

**City of North Pole
Office of the City Clerk/HR Mgr**

Memo

To: NP Council Members
From: Kathy Weber
Date: 9/6/2013
Re: 2013 AAMC Conference

This year the 2013 Alaska Association of Municipal Clerks will be holding their yearly conference from November 17th – 19th in Anchorage, Alaska. I am requesting funding to attend this very important conference.

I am very active in the Alaska Association of Municipal Clerks and have served on the Fundraising Committee, Mentoring Committee, Executive Board, and as President.

Below is a breakdown of the conference expenses:

Alaska Airlines	15,000 miles	0
Captain Cook Hotel	\$99 x 4 nights	\$ 396
Registration		\$ 460
Per diem	\$42 x 4 days	\$ 168
Total Cost of Conference		\$1,024

Money has been allocated in the Administration 2013 approved budget to attend this conference under line item:

01-01-00-7004 Travel/Administration \$564

01-01-00-7049 Training Classes/Manuals \$460

Attached is the fiscal note showing these funds and the balance of each of those funds.

Your consideration and approval of this request is appreciated.

CITY OF NORTH POLE
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2013

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
01-01-00-6000 SALARIES & WAGES	169,090.55	169,090.55	273,265.00	104,174.45	61.9
01-01-00-6060 SALARIES EXPENSE - COUNCIL	9,500.00	9,500.00	18,000.00	8,500.00	52.8
01-01-00-6090 ADMIN OVERTIME EXP	286.43	286.43	750.00	463.57	38.2
01-01-00-6091 HOLIDAY PAY	138.64	138.64	.00	138.64	.0
01-01-00-6097 WORKERS COMP. INS.	1,205.34	1,205.34	1,944.00	738.66	62.0
01-01-00-6098 FICA	420.26	420.26	1,134.00	713.74	37.1
01-01-00-6099 MEDICARE	2,502.48	2,502.48	4,292.00	1,789.52	58.3
01-01-00-6100 PERS	35,450.17	35,450.17	64,243.00	28,792.83	55.2
01-01-00-6102 HEALTH & DISABILITY INSURANCE	51,018.16	51,018.16	81,000.00	29,981.84	63.0
01-01-00-6103 ANNUAL LEAVE	6,797.91	6,797.91	4,000.00	2,797.91	170.0
01-01-00-6525 SALARY-COUNCIL 525	(500.00)	(500.00)	.00	500.00	.0
01-01-00-7001 PUBLICATIONS & ADVERTISING	6,616.93	6,616.93	21,000.00	14,383.07	31.5
01-01-00-7002 ELECTION EXPENSE	.00	.00	4,500.00	4,500.00	.0
01-01-00-7003 PROMOTION	1,326.39	1,326.39	4,000.00	2,673.61	33.2
01-01-00-7004 TRAVEL/ADMINISTRATION	4,319.16	4,319.16	9,500.00	5,180.84	45.5
01-01-00-7006 SALES TAX REBATES	787.84	787.84	800.00	12.16	98.5
01-01-00-7007 MAINT. CONTRACTS/EQUIPMENT	25,913.67	25,913.67	34,602.00	8,688.33	74.9
01-01-00-7009 COUNCIL SUPPLIES	799.80	799.80	1,800.00	1,000.20	44.4
01-01-00-7015 VEHICLE GAS	63.17	63.17	3,400.00	3,336.83	1.9
01-01-00-7022 OFFICE SUPPLIES	2,487.90	2,487.90	10,500.00	8,012.10	23.7
01-01-00-7029 ADMIN/MISC. EXPENSES	1,548.21	1,548.21	6,500.00	4,951.79	23.8
01-01-00-7030 OFFICE EQUIPMENT	3,685.47	3,685.47	3,500.00	185.47	105.3
01-01-00-7039 POSTAGE/METER RENTAL	1,950.68	1,950.68	6,100.00	4,149.32	32.0
01-01-00-7049 TRAINING CLASSES/MANUALS	2,405.80	2,405.80	4,600.00	2,194.20	52.3
TOTAL ADMINISTRATION EXPENDITURES	327,814.96	327,814.96	559,430.00	231,615.04	58.6



THE STATE
of ALASKA
GOVERNOR SEAN PARNELL

Department of Military and
Veterans Affairs

Division of Homeland Security and
Emergency Management

P.O. Box 5750
JBER, AK 99505-0800
Main: 907.428.7000
Fax: 907.428.7009
www.ready.alaska.gov

October 8, 2013

The Honorable Bryce Ward, Mayor
City of North Pole
125 Snowman Lane
North Pole, AK 99705

RE: 2013 State Homeland Security Program, EMW-2013-SS-00098
State Grant No.: 13SHSP-GR34078

Dear Mayor Ward:

The Division of Homeland Security and Emergency Management (DHS&EM) is pleased to award the City of North Pole the amount of \$60,762.00 under the 2013 State Homeland Security Program.

Funding from this program is provided to support, build, and sustain the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events.

Please review the Grant Terms and Conditions and the Grant Requirements, Assurances, and Agreements as articles have changed. All changes to these items will be discussed at the 2013 Grant Kick-Off Meetings. Participation at a Kick-Off Meeting is required.

Attached are two pre-signed Obligating Award Documents. Please review the information for accuracy and review any Special Conditions. Sign both obligating documents, keep one original for your records, and return the other original within 30 days of jurisdiction receipt to:

State Administrative Agency (SAA) Point of Contact
PO Box 5750
JBER, AK 99505

If the Obligating Award Documents cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form and instructions are available for download on DHS&EM's Grants website, <http://ready.alaska.gov/grants.htm>.

If signatory points of contacts have changed since submittal of the application, please complete and return a Signatory Authority Form with the signed Obligating Award Document. The Signatory Authority Form is available for download on DHS&EM's Grants website. If needed, Electronic Payment (EDI) enrollment forms are also available upon request.

Mayor Ward
October 8, 2013
Page 2 of 2

If you have questions or need further assistance, please contact the Division Project Manager for this grant, Adrian Avey, at 907-428-7027, 800-478-2337, or by email at adrian.avey@alaska.gov.

Sincerely,

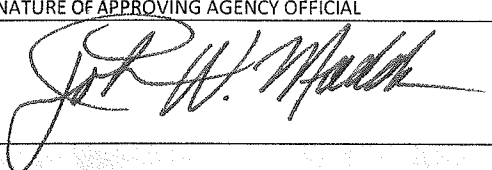


John W. Madden
Director

jwm:ama:cas

Enclosures: Obligating Award Document (2 originals)
Project Budget Details Report
EHP Screening Memo

CC: Buddy Lane, Jurisdiction Project Manager
Lisa Vaughn, Jurisdiction Chief Financial Officer

State of Alaska Division of Homeland Security and Emergency Management Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						Page 1 of 6			
						AWARD DATE			
						October 01, 2013			
						FEDERAL GRANT PROGRAM			
						2013 State Homeland Security Program			
OBLIGATING AWARD DOCUMENT					AMENDMENT		FEDERAL GRANT NUMBER		
							EMW-2013-SS-00098		
RECIPIENT NAME AND ADDRESS (Including Zip Code)				PERFORMANCE PERIOD		CFDA:		97.067	
City of North Pole 125 Snowman Lane North Pole, AK 99705				FROM:		October 01, 2013		AWARD AMOUNT	
				TO:		March 31, 2015		\$60,762.00	
				STATE GRANT NUMBER				North Pole	
DUNS NUMBER		040171563		FUNDING ALLOCATION					
EIN		92-6001585		PLANNING		EXERCISE		\$30,762.00	
METHOD OF PAYMENT		Electronic		TRAINING		EQUIPMENT		\$30,000.00	
PURPOSE OF AWARD									
The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.									
GRANT TERMS AND CONDITIONS				GRANT REQUIREMENTS, ASSURANCES AND AGREEMENTS (Continued, see attached)					
See Attached				The acceptance of a grant from the United States government creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)]					
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)									
See Attached									
AGENCY INFORMATION									
ADDRESS		Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750			WEBSITE		http://ready.alaska.gov		
					EMAIL		mva.grants@alaska.gov		
					PHONE		907-428-7000		
					FAX		907-428-7009		
AGENCY PROJECT MANAGER		PHONE		FAX		EMAIL			
Adrian Avey		907-428-7027		907-428-7009		adrian.avey@alaska.gov			
AGENCY APPROVAL				RECIPIENT ACCEPTANCE					
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL					
John W. Madden, Director				Bryce Ward, Mayor					
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL					
				DATE		DATE			
10/1/2013									
FOR STATE USE ONLY									
CO-LOCATION CODE					DIVISION FILE NUMBER				
9293241					1.6.10.1.15		DATE RETURNED		

Grant Terms and Conditions

The total allocation of the 2013 State Homeland Security Program awarded to the Division of Homeland Security and Emergency Management (DHS&EM) is \$3,459,364.00 under *Federal Grant EMW-2013-SS-00098, CFDA# 97.067*. The City of North Pole has been awarded \$60,762.00, which shall be used to support activities essential to the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events. The performance period of this grant award is October 1, 2013 through March 31, 2015. Project conditions must be completed by this date. The City of North Pole cannot sub-grant all or any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that activities toward projects will be made, or DHS&EM may execute de-obligation of the funds.

(A) Changes to Award: All change requests must be submitted in writing, or electronically to the DHS&EM project manager, accompanied by a justification narrative and budget/spending plan, for review and approval. Changes must be consistent with the scope of the project and grant guidelines. Requests for changes will be considered only if the reporting requirements are current, and if terms and conditions have been met at the time the request. Changes in the programmatic activities, or purpose of the project, changes in key persons specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions may result in an amendment to this award. No transfers of funds between budget categories will be authorized, only de-obligation of funds, except on a case-by-case basis.

(B) Reporting Requirements: The City of North Pole shall submit timely quarterly *Performance Progress Reports* and *Financial Progress Reports* to the project manager at DHS&EM. Instructions and blank forms are located electronically at <http://ready.alaska.gov/grants.htm>, and may be reproduced. Jurisdictions must check the web site quarterly for most current forms. Use of outdated forms **will not** be accepted. Quarterly reports are due:

Number of Scheduled Report Due	Jurisdiction Performance Period	Performance Progress and Financial Progress Report Due Dates
1	10/01/2013–12/31/2013	01/20/2014
2	01/01/2014–03/31/2014	04/20/2014
3	04/01/2014–06/30/2014	07/20/2014
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5	10/01/2014–12/31/2014	01/20/2015
6	01/01/2015–03/31/2015	04/20/2015
7	Final Report	05/15/2015

Invoices with progress reports will be submitted to DHS&EM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the award amendment.

The Performance Progress Report (PPR) contains an AK-PPR-A cover page form, and an AK-PPR-B Program Indicators form. Both forms must be completed and submitted by the report due date. Requests for grant extensions, budget adjustments, project realignments, and significant problems or delays are reported on the AK-PPR-A. An AK-PPR-A must be submitted even if no additional information is required. The AK-PPR-B shall describe the progress and percent completed of projects and detail any related expenditures submitted on the *Financial Progress Report*. *Financial Progress Reports* shall describe the status of the funds, show encumbrances, and receipts of program income, cash or in-kind contributions to the project, whether or not a local match is required. A final PPR is a summary report, showing project completion, evaluating project activities and measuring performance against project goals for the entire performance period, and is required *in addition* to the last quarterly PPR. An After-Action Report/Improvement Plan (AAR/IP) is required within 30 days of the conduct of an exercise.

(C) Reimbursements: Submit on the *Financial Progress Report* form. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative and budget detail and grant guidelines, and submission of timely quarterly *Performance Progress* and *Financial Progress Reports*. Payments may be withheld pending correction of deficiencies or for use of outdated forms. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g. copies of invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.) and method of solicitation must be documented with a Procurement Method Report, regardless of procurement value.

- **Personnel Costs:** Payroll reports signed and certified by the Chief Financial Officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable. Staff may not self-certify their own time and wages. The City of North Pole shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants as per the recordkeeping requirements in Section J. Limited to 50 percent for employees assigned to program management functions, not operational duties. The limit does not apply to contractors.
- **Contracts:** All sole-source procurements, single vendor response to a competitive bid, and contracts over \$100,000 require DHS&EM pre-approval prior to implementation. Final signed copies of all contracts are required for submission to DHS&EM with the request for reimbursement.
- **Program Income and Local Match:** Program income may be used to supplement project costs, reduce project costs, or may be refunded to the federal government, and must be used for allowable program costs and be expended prior to requests for reimbursement. Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.

- **Equipment:** Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB) at <https://www.rkb.us/>. Documentation required per instructions attached to DHS&EM quarterly reports.
- **Travel:** All travel must be pre-approved by DHS&EM.
- **Training:** Requires DHS&EM pre-approval prior to registering or participating in training opportunities.
- **Exercise:** Requires submission of an After-Action Report/Improvement Plan within 30 days after conduct of the exercise.
- **Food and Beverages:** All food and/or beverage expenses require pre-approval by DHS&EM and are only allowable costs if related to a grant funded exercise.

(D) Non-reimbursable Expenses:

- Contracts, single vendor response to a competitive bid, and/or procurements over \$100,000 not pre-approved by DHS&EM
- Sole source contracts and procurements not pre-approved by DHS&EM
- Reimbursable training and related travel costs not pre-approved by DHS&EM
- Construction and renovation
- Indirect costs
- Management and Administration (M&A) costs to manage sub-contracts
- Supplying
- Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of an exercise.
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Weapons and ammunition
- Entertainment and sporting events
- Personal items such as laundry, personal hygiene items, magazines, in-room movies, personal travel
- Travel insurance, visa, and passport charges
- Lodging costs in excess of federal per diem, as appropriate
- Lodging fees associated with violation of the lodging facility's policies, such as smoking in a non-smoking room
- Lunch when travel is wholly within a single day
- Stand-alone working meals
- Bar charges, alcoholic beverages
- Tips
- Finance, late fees, or interest charges
- Lobbying, political contributions, legislative liaison activities
- Land acquisition
- Organizational Costs
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.

(E) Property and Equipment Management: The City of North Pole shall maintain an effective property management system; safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures. A Property Inventory Report is available at <http://ready.alaska.gov/grants.htm> shall be submitted to DHS&EM annually each **June 20** with the *Financial Progress Report*, and continued submission is required annually until final disposition of the equipment. The City of North Pole shall, when practical, prominently display the following on any equipment purchased with award funds: **Purchased with funds provided by the U.S. Department of Homeland Security.** No equipment purchased with these grant funds may be assigned to other entities or organizations without the expressed approval in writing from DHS&EM, prior to the jurisdiction's encumbrance or expenditure for that equipment. Management of property and equipment shall be in accordance with state laws and procedures as outlined, and 44 CFR Part 13, sections 13.31 and 13.32.

(F) Procurement: Procurement shall comply with local procurement policies and procedures, and conform to applicable state and federal law and the standards identified in the Procurement Standards Sections of 44 CFR Part 13, and OMB Circular A-102 "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments." Contractors that develop or draft specifications, requirements, Statements of Work (SOW), and/or Requests for Proposals (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder's preference is not allowed for federally funded procurements. Procurement transactions shall be conducted to provide maximum open and free competition. **Each sole-source procurement, single vendor response to a competitive bid, and all purchases in excess of \$100,000.00 require pre-approval of DHS&EM. A Procurement Method Report documenting method of solicitation is required for reimbursement for every procurement, regardless of value.**

(G) Contracts: Any contract entered into during this grant period shall comply with local, state and federal government contracting regulations. To the extent that recipients of a grant use contractors, recipients shall use small, minority, women-owned or disadvantaged business concerns and contractors to the extent practicable. Contracts for professional and consultant services must include local, state and federal government required contract language, a project budget, and require pre-approval by DHS&EM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the market place. Detailed invoices and effort reports are required for consultants. A Procurement Method Report documenting method of solicitation is required for reimbursement for every procurement, no matter the value.

(H) Use of DHS Seal, Logo and Flags: All recipients must obtain DHS&EM approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

(I) Publications: Publications created with funding under this grant shall prominently contain the following statement: **This document was prepared under a grant from the Federal Emergency Management Agency (FEMA)'s Grant Programs Directorate, U.S. Department of Homeland Security and the Alaska Division of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate, the U.S. Department of Homeland Security or the State of Alaska.**

(J) Acknowledgement of Federal Funding: All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

(K) Federal Debt Status: All recipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424, item number 17 for additional information and guidance.

(L) False Claims Act and Program Fraud Civil Remedies: All recipients must comply with the requirements of 31 U.S.C. § 3729 which set forth that no recipient of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

(M) Audit Requirements: As the federal grant recipient, a sub-recipient expending \$500,000 or more in federal funds from any agency in the organization's fiscal year must conduct an organization-wide audit in accordance with *OMB Circular A-133*. Alaska's Single Audit Regulation 2 AAC 45 parallels the federal Single Audit Act Amendments of 1996 and OMB Circular A-133, and their purpose to promote accountability of state and federal financial assistance and increase the efficiency of the monitoring process. The City of North Pole will permit the State of Alaska project officials, program officials and auditors to have access to the sub-recipient's and third-party contractor's records and financial statements as necessary for the State of Alaska to comply with *OMB Circular A-133*. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year and copies of findings must be submitted to the Single Audit Coordinator, Finance Division of the Alaska Department of Administration within 30 days after the City of North Pole receives its audit report, or within a 9-month period of the grant closeout date, whichever is earlier, in accordance with 2 AAC 45.010.

(N) Recordkeeping Requirements: Grant financial and administrative records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained. Property and equipment records shall be maintained for a period of three (3) years following the final disposition, replacement or transfer of the property and equipment.

(O) Performance Measures: Quarterly *Progress Reports* shall demonstrate performance and progress relative to:

1. Acceptable performance on applicable critical tasks in Exercises using approved scenarios
2. Progress in achieving project timelines and milestones identified on the Grant Activities Plan
3. Percent measurable progress toward completion of project
4. How funds have been expended during reporting period, and explains expenditures related to the project

(P) Sub-recipient Monitoring Policy: Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets and other related program criteria are being met. DHS&EM reserves the right to periodically monitor, review and conduct analysis of the City of North Pole's financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The **Monitoring Policy is available at** <http://ready.alaska.gov/grants.htm>.

(Q) Penalty for Non-Compliance: For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHS&EM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. DHS&EM shall notify the City of North Pole of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The City of North Pole must respond within five (5) days of receipt of notification.

1. Unwillingness or inability to attain project goals
2. Unwillingness or inability to adhere to Special Conditions or Grant Assurances.
3. Failure or inability to adhere to grant guidelines and federal compliance requirements
4. Improper procedures regarding contracts and procurements
5. Inability to submit reliable and/or timely reports
6. Management systems which do not meet federal required management standards

(R) Termination for Cause: If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHS&EM will provide five (5) days notice to City of North Pole stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHS&EM will reimburse City of North Pole only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHS&EM until completion of a final DHS&EM review. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(S) Termination for Convenience: Any project may be terminated upon convenience, in whole or in part, for the convenience of the Government. The U.S. Department of Homeland Security and the DHS&EM, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(T) Project Implementation: Due to the competitiveness of the 2013 State Homeland Security Grant, approved projects must be ready-to-go. Project implementation shall begin within the first reporting quarter.

1. If a project cannot be operational within the first reporting quarter of the approved award date, the sub-grantee should provide notice to DHS&EM, stating the implementation delay and expected starting date. At the discretion of DHS&EM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects if project implementation is unjustifiably delayed.

Grant Requirements, Assurances and Agreements

(A) The performance period for this grant award is **October 1, 2013 through March 31, 2015**. Monies may not be obligated outside of this time period. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 45 days of the end of the performance period when the *Final Performance Progress Reports* are due.

(B) The City of North Pole shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2013 Homeland Security Grant Program (HSGP) Program Guidance, State Overview and Guidelines, State Preparedness Report, and the State Homeland Security Strategy. By signing this obligating award document, the City of North Pole certifies it has read, understood and accepted these documents as binding.

(C) The signature of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The City of North Pole shall follow the financial management requirements imposed on them by the Division of Homeland Security and Emergency Management (DHSE&M), which includes the requirements of U.S. Department of Homeland Security.

(D) The signature of the signatory officials on this award attests to the City of North Pole's understanding, acceptance, and compliance with Lobbying, Debarment, Suspension and other responsibility matters; Drug-free Workplace; Conflict of Interest; and Non-Supplanting certifications. Federal funds will not be used to supplant state or local funds. Federal funds may be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit. Any cost allocable to a particular Federal award or cost objectives under the principles provided for in CFR Part §225, Appendix A, paragraph (C)(3)(c) may not be charged to other Federal awards to overcome fund deficiencies.

(E) The City of North Pole shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state or local agencies, and each award is accounted for separately.

(F) The City of North Pole shall comply with Federal Laws and Regulations: *Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990. Per Executive Order 13166, City of North Pole will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. Executive Order 13347 Individuals with Disabilities in Emergency Preparedness requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. National Environmental Policy Act of 1969 and the Coastal Wetlands Planning, Protection, and Restoration Act of 1990 (as applicable.) The USA PATRIOT Act of 2001, Trafficking Victims Protection Act of 2000, Hotel and Motel Fire Safety Act of 1990, Fly America Act of 1974, award recipients who collect Personally Identifiable Information (PII) are required to have a publicly-available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate.*

(G) The City of North Pole certifies that it has an *Affirmative Action Plan/Equal Employment Opportunity Plan*. An *EEOP* is not required for recipients of less than \$25,000.00 or fewer than 50 employees.

(H) The City of North Pole certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.

(I) No funds will be reimbursed until City of North Pole representatives attend a 2013 Grant Kick-Off Meeting to be held throughout the state in October and November, 2013. Activity towards grant acceptance and projects may take place prior to Kick-Off meeting attendance.

(J) The City of North Pole must complete a Quarterly Activities Plan annually by January 20, 2014. Information on this requirement will be provided at 2013 Grant Kick-off meetings.

(K) The City of North Pole must complete Alaska Assessment annually by December 31, 2013.

(L) The signature of the signatory officials on this award attests to the City of North Pole's understanding and acceptance of the National Incident Management System (NIMS) compliance requirements. For FFY 2013, the Alaska Assessment will be the required means to report NIMS compliance for future preparedness award eligibility. Completion of the Alaska Assessment must be completed by December 31, 2013.

(M) It is the responsibility of the City of North Pole as the recipient of these federal funds to fully understand and comply with the requirements of:

1. Administrative Requirements
 - 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
 - 2 CFR Part 215, OMB Circular A-110 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
 - 2 CFR Part 220, OMB Circular A-21 Cost Principles for Educational Institutions at www.whitehouse.gov/omb/circulars/index.html
 - 2 CFR Part 225, OMB Circular A-87 Cost Principles for State, Local and Indian Tribal Governments at www.whitehouse.gov/omb/circulars/index.html
2. Cost Principles
 - 2 CFR Part 230, OMB Circular A-122 Cost Principles for Non-Profit Organizations at www.whitehouse.gov/omb/circulars/index.html
 - 2 CFR Part 230, OMB Circular A-122 Cost Principles for Non-Profit Organizations at www.whitehouse.gov/omb/circulars/index.html

Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

3. Audit Requirements

OMB Circular A-133 *Audits of States, Local Governments and Non-Profit Organizations* at www.whitehouse.gov/omb/circulars/index.html

4. Technology Requirements

28 CFR Part 23, Criminal Intelligence System Operating Policies

5. Duplication of Benefits

2 CFR Part 225, Basic Guidelines Section C.3(c)

6. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities

7. State Requirements

Alaska State Procurement Code AS 36.30, AS36.30.005-.030 www.state.ak.us/local/akpages/ADMIN/dqs/docs/as3630.doc

Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. <http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac>

Alaska Administrative Manual <http://doa.alaska.gov/dof/manuals/aam/index.html>

Special Conditions

(A) The City of North Pole shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. The City of North Pole must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the City of North Pole must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the City of North Pole will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding. The City of North Pole must submit an Environmental Historic Preservation (EHP) Statement of Work Request for the following project(s):

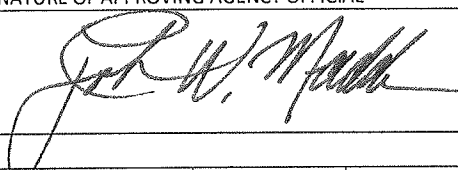

1. EOC Equipment

We certify we have read, understood, and accept the Grant Terms and Conditions, the Grant Requirements, and Assurances and Agreements, and Special Conditions in accordance with this Award.

Project Manager's Signature

Chief Financial Officer's Signature

Signatory Official's Signature

State of Alaska Division of Homeland Security and Emergency Management Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						Page 1 of 6				
						AWARD DATE				
						October 01, 2013				
						FEDERAL GRANT PROGRAM				
						2013 State Homeland Security Program				
OBLIGATING AWARD DOCUMENT					AMENDMENT		FEDERAL GRANT NUMBER			
							EMW-2013-SS-00098			
RECIPIENT NAME AND ADDRESS (Including Zip Code)				PERFORMANCE PERIOD		CFDA:		97.067		
City of North Pole 125 Snowman Lane North Pole, AK 99705				FROM:		October 01, 2013		AWARD AMOUNT		
				TO:		March 31, 2015		\$60,762.00		
				STATE GRANT NUMBER				North Pole		
DUNS NUMBER		040171563		FUNDING ALLOCATION						
EIN		92-6001585		PLANNING				EXERCISE		\$30,762.00
METHOD OF PAYMENT		Electronic		TRAINING				EQUIPMENT		\$30,000.00
PURPOSE OF AWARD										
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Adrian Avey			907-428-7027		907-428-7009		adrian.avey@alaska.gov			
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John W. Madden, Director					Bryce Ward, Mayor					
SIGNATURE OF APPROVING AGENCY OFFICIAL					SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL					
				DATE					DATE	
				10/7/2013						
FOR STATE USE ONLY										
CO-LOCATION CODE						DIVISION FILE NUMBER				
9293241						1.6.10.1.15			DATE RETURNED	

Grant Terms and Conditions

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7	Final Report	05/15/2015

Invoices with progress reports will be submitted to DHS&EM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the award amendment.

The Performance Progress Report (PPR) contains an AK-PPR-A cover page form, and an AK-PPR-B Program Indicators form. Both forms must be completed and submitted by the report due date. Requests for grant extensions, budget adjustments, project realignments, and significant problems or delays are reported on the AK-PPR-A. An AK-PPR-A must be submitted even if no additional information is required. The AK-PPR-B shall describe the progress and percent completed of projects and detail any related expenditures submitted on the *Financial Progress Report*. *Financial Progress Reports* shall describe the status of the funds, show encumbrances, and receipts of program income, cash or in-kind contributions to the project, whether or not a local match is required. A final PPR is a summary report, showing project completion, evaluating project activities and measuring performance against project goals for the entire performance period, and is required *in addition* to the last quarterly PPR. An After-Action Report/Improvement Plan (AAR/IP) is required within 30 days of the conduct of an exercise.

(C) Reimbursements: Submit on the *Financial Progress Report* form. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative and budget detail and grant guidelines, and submission of timely quarterly *Performance Progress* and *Financial Progress Reports*. Payments may be withheld pending correction of deficiencies or for use of outdated forms. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g. copies of invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.) and method of solicitation must be documented with a Procurement Method Report, regardless of procurement value.

- **Personnel Costs:** Payroll reports signed and certified by the Chief Financial Officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable. Staff may not self-certify their own time and wages. The City of North Pole shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants as per the recordkeeping requirements in Section J. Limited to 50 percent for employees assigned to program management functions, not operational duties. The limit does not apply to contractors.
- **Contracts:** All sole-source procurements, single vendor response to a competitive bid, and contracts over \$100,000 require DHS&EM pre-approval prior to implementation. Final signed copies of all contracts are required for submission to DHS&EM with the request for reimbursement.
- **Program Income and Local Match:** Program income may be used to supplement project costs, reduce project costs, or may be refunded to the federal government, and must be used for allowable program costs and be expended prior to requests for reimbursement. Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.

Equipment: Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB) at <https://www.rkb.us/>. Documentation required per instructions attached to DHS&EM quarterly reports.

Travel: All travel must be pre-approved by DHS&EM.

Training: Requires DHS&EM pre-approval prior to participating in training opportunities.

Exercise: Requires submission of an After-Action Report/Improvement Plan within 30 days after conduct of the exercise.

Food and Beverages: All food and/or beverage expenses require pre-approval by DHS&EM and are only allowable costs if related to a grant funded exercise.

(D) Non-reimbursable Expenses:

Contracts, single vendor response to a competitive bid, and/or procurements over \$100,000 not pre-approved by DHS&EM

Sole source contracts and procurements not pre-approved by DHS&EM

Reimbursable training and related travel costs not pre-approved by DHS&EM

Construction and renovation

Indirect costs

Management and Administration (M&A) costs to manage sub-contracts

Supplying

Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus.

Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of an exercise.

Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities

Weapons and ammunition

Entertainment and sporting events

Personal items such as laundry, personal hygiene items, magazines, in-room movies, personal travel

Travel insurance, visa, and passport charges

Lodging costs in excess of federal per diem, as appropriate

Lodging fees associated with violation of the lodging facility's policies, such as smoking in a non-smoking room

Lunch when travel is wholly within a single day

Stand-alone working meals

Bar charges, alcoholic beverages

Tips

Finance, late fees, or interest charges

Lobbying, political contributions, legislative liaison activities

Organized fund-raising, including salaries of persons while engaged in these activities

Land acquisition

Organizational Costs

Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.

(E) Property and Equipment Management: The City of North Pole shall maintain an effective property management system;

safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures.

A Property Inventory Report is available at <http://ready.alaska.gov/grants.htm> shall be submitted to DHS&EM annually each June 20

with the Financial Progress Report, and continued submission is required annually until final disposition of the equipment. The City of

North Pole shall, when practical, prominently display the following on any equipment purchased with award funds: **Purchased with**

funds provided by the U.S. Department of Homeland Security. No equipment purchased with these grant funds may be assigned to other entities or organizations without the expressed approval in writing from DHS&EM, prior to the jurisdiction's encumbrance or

expedited for that equipment. Management of property and equipment shall be in accordance with state laws and procedures as

outlined, and 44 CFR Part 13, sections 13.31 and 13.32.

(F) Procurement: Procurement shall comply with local procurement policies and procedures, and conform to applicable state and

federal law and the standards identified in the Procurement Standards Sections of 44 CFR Part 13, and OMB Circular A-102 "Uniform

Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments." Contractors that develop or

draft specifications, requirements, Statements of Work (SOW), and/or Requests for Proposals (RFP) for a proposed procurement shall be

excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder's preference is not allowed

for federally funded procurements. Procurement transactions shall be conducted to provide maximum open and free competition. Each

sole-source procurement, single vendor response to a competitive bid, and all purchases in excess of \$100,000.00 require

pre-approval of DHS&EM. A Procurement Method Report documenting method of solicitation is required for reimbursement

for every procurement, regardless of value.

(G) Contracts: Any contract entered into during this grant period shall comply with local, state and federal government contracting

regulations. To the extent that recipients of a grant use contractors, recipients shall use small, minority, women-owned or disadvantaged

business concerns and contractors to the extent practicable. Contracts for professional and consultant services must include local, state

and federal government required contract language, a project budget, and require pre-approval by DHS&EM prior to implementation.

Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for

individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the market place.

Detailed invoices and time and effort reports are required for consultants. A Procurement Method Report documenting method of

solicitation is required for reimbursement for every procurement, no matter the value.

(H) Use of DHS Seal, Logo and Flags: All recipients must obtain DHS&EM approval prior to using the DHS seal(s), logos, crests or

reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or

reproductions of flags or likenesses of Coast Guard officials.

(I) Publications: Publications created with funding under this grant shall prominently contain the following statement: **This document**

was prepared under a grant from the Federal Emergency Management Agency (FEMA)'s Grant Programs Directorate, U.S.

Department of Homeland Security and the Alaska Division of Homeland Security and Emergency Management. Points of

view or opinions expressed in this document are those of the authors and do not necessarily represent the official position

or policies of FEMA's Grant Programs Directorate, the U.S. Department of Homeland Security or the State of Alaska.

(J) Acknowledgement of Federal Funding: All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

(K) Federal Debt Status: All recipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424, item number 17 for additional information and guidance.

(L) False Claims Act and Program Fraud Civil Remedies: All recipients must comply with the requirements of 31 U.S.C. § 3729 which set forth that no recipient of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

(M) Audit Requirements: As the federal grant recipient, a sub-recipient expending \$500,000 or more in federal funds from any agency in the organization's fiscal year must conduct an organization-wide audit in accordance with *OMB Circular A-133*. Alaska's Single Audit Regulation 2 AAC 45 parallels the federal Single Audit Act Amendments of 1996 and OMB Circular A-133, and their purpose to promote accountability of state and federal financial assistance and increase the efficiency of the monitoring process. The City of North Pole will permit the State of Alaska project officials, program officials and auditors to have access to the sub-recipient's and third-party contractor's records and financial statements as necessary for the State of Alaska to comply with *OMB Circular A-133*. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year and copies of findings must be submitted to the Single Audit Coordinator, Finance Division of the Alaska Department of Administration within 30 days after the City of North Pole receives its audit report, or within a 9-month period of the grant closeout date, whichever is earlier, in accordance with 2 AAC 45.010.

(N) Recordkeeping Requirements: Grant financial and administrative records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained. Property and equipment records shall be maintained for a period of three (3) years following the final disposition, replacement or transfer of the property and equipment.

(O) Performance Measures: Quarterly *Progress Reports* shall demonstrate performance and progress relative to:

1. Acceptable performance on applicable critical tasks in Exercises using approved scenarios
2. Progress in achieving project timelines and milestones identified on the Grant Activities Plan
3. Percent measurable progress toward completion of project
4. How funds have been expended during reporting period, and explains expenditures related to the project

(P) Sub-recipient Monitoring Policy: Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets and other related program criteria are being met. DHS&EM reserves the right to periodically monitor, review and conduct analysis of the City of North Pole's financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The **Monitoring Policy is available at** <http://ready.alaska.gov/grants.htm>.

(Q) Penalty for Non-Compliance: For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHS&EM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. DHS&EM shall notify the City of North Pole of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The City of North Pole must respond within five (5) days of receipt of notification.

1. Unwillingness or inability to attain project goals
2. Unwillingness or inability to adhere to Special Conditions or Grant Assurances.
3. Failure or inability to adhere to grant guidelines and federal compliance requirements
4. Improper procedures regarding contracts and procurements
5. Inability to submit reliable and/or timely reports
6. Management systems which do not meet federal required management standards

(R) Termination for Cause: If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHS&EM will provide five (5) days notice to City of North Pole stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHS&EM will reimburse City of North Pole only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHS&EM until completion of a final DHS&EM review. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(S) Termination for Convenience: Any project may be terminated upon convenience, in whole or in part, for the convenience of the Government. The U.S. Department of Homeland Security and the DHS&EM, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(T) Project Implementation: Due to the competitiveness of the 2013 State Homeland Security Grant, approved projects must be ready-to-go. Project implementation shall begin within the first reporting quarter.

1. If a project cannot be operational within the first reporting quarter of the approved award date, the sub-grantee should provide notice to DHS&EM, stating the implementation delay and expected starting date. At the discretion of DHS&EM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects if project implementation is unjustifiably delayed.

Grant Requirements, Assurances and Agreements

(A) The performance period for this grant award is **October 1, 2013 through March 31, 2015**. Monies may not be obligated outside of this time period. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 45 days of the end of the performance period when the *Final Performance Progress Reports* are due.

(B) The City of North Pole shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2013 Homeland Security Grant Program (HSGP) Program Guidance, State Overview and Guidelines, State Preparedness Report, and the State Homeland Security Strategy. By signing this obligating award document, the City of North Pole certifies it has read, understood and accepted these documents as binding.

(C) The signature of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The City of North Pole shall follow the financial management requirements imposed on them by the Division of Homeland Security and Emergency Management (DHS&EM), which includes the requirements of U.S. Department of Homeland Security.

(D) The signature of the signatory officials on this award attests to the City of North Pole's understanding, acceptance, and compliance with Lobbying, Debarment, and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant state or local funds. Federal funds may be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit. Any cost allocable to a particular Federal award or cost objectives under the principles provided for in CFR Part §225, Appendix A, paragraph (C)(3)(c) may not be charged to other Federal awards to overcome fund deficiencies.

(E) The City of North Pole shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state or local agencies, and each award is accounted for separately.

(F) The City of North Pole shall comply with Federal Laws and Regulations: *Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990. Per Executive Order 13166, City of North Pole will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. Executive Order 13347 Individuals with Disabilities in Emergency Preparedness requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. National Environmental Policy Act (NEPA) of 1969 and the Coastal Wetlands Planning, Protection, and Restoration Act of 1990 (as applicable.) The USA PATRIOT Act of 2001, Trafficking Victims Protection Act of 2000, Hotel and Motel Fire Safety Act of 1990, Fly America Act of 1974, award recipients who collect Personally Identifiable Information (PII) are required to have a publically-available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate.*

(G) The City of North Pole certifies that it has an *Affirmative Action Plan/Equal Employment Opportunity Plan*. An *EEOP* is not required for recipients of less than \$25,000.00 or fewer than 50 employees.

(H) The City of North Pole certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.

(I) No funds will be reimbursed until City of North Pole representatives attend a 2013 Grant Kick-Off Meeting to be held throughout the state in October and November, 2013. Activity towards grant acceptance and projects may take place prior to Kick-Off meeting attendance.

(J) The City of North Pole must complete a Quarterly Activities Plan annually by January 20, 2014. Information on this requirement will be provided at 2013 Grant Kick-off meetings.

(K) The City of North Pole must complete Alaska Assessment annually by December 31, 2013.

(L) The signature of the signatory officials on this award attests to the City of North Pole's understanding and acceptance of the National Incident Management System (NIMS) compliance requirements. For FFY 2013, the Alaska Assessment will be the required means to report NIMS compliance for future preparedness award eligibility. Completion of the Alaska Assessment must be completed by December 31, 2013.

(M) It is the responsibility of the City of North Pole as the recipient of these federal funds to fully understand and comply with the requirements of:

1. Administrative Requirements
 - 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
 - 2 CFR Part 215, OMB Circular A-110 Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations at www.whitehouse.gov/omb/circulars/index.html
 - 2 CFR Part 225, OMB Circular A-87 Cost Principles for State, Local and Indian Tribal Governments at www.whitehouse.gov/omb/circulars/index.html
 - 2 CFR Part 220, OMB Circular A-21 Cost Principles for Educational Institutions at www.whitehouse.gov/omb/circulars/index.html
 - 2 CFR Part 230, OMB Circular A-122 Cost Principles for Non-Profit Organizations at www.whitehouse.gov/omb/circulars/index.html
2. Cost Principles

Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

3. Audit Requirements

OMB Circular A-133 *Audits of States, Local Governments and Non-Profit Organizations* at www.whitehouse.gov/omb/circulars/index.html

4. Technology Requirements

28 CFR Part 23, Criminal Intelligence System Operating Policies

5. Duplication of Benefits

2 CFR Part 225, Basic Guidelines Section C.3(c)

6. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities

7. State Requirements

Alaska State Procurement Code AS 36.30, AS36.30.005-.030 www.state.ak.us/local/akpages/ADMIN/dqs/docs/as3630.doc

Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. <http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac>

Alaska Administrative Manual <http://doa.alaska.gov/dof/manuals/aam/index.html>

Special Conditions

(A) The City of North Pole shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. The City of North Pole must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the City of North Pole must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the City of North Pole will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding. The City of North Pole must submit an Environmental Historic Preservation (EHP) Statement of Work Request for the following project(s):

1. EOC Equipment

We certify we have read, understood, and accept the Grant Terms and Conditions, the Grant Requirements, and Assurances and Agreements, and Special Conditions in accordance with this Award.

Project Manager's Signature

Chief Financial Officer's Signature

Signatory Official's Signature

Project Budget Details Report

2013 Homeland Security Grant Program / SHSP

North Pole, City of

Reported Category = ALL. Reported Revision = 0 of 0.

<u>PBD#</u>	<u>Expense Category</u>	<u>Solution Area</u>	<u>Discipline</u>	<u>Qty</u>	<u>Budgeted Cost</u>	<u>PBD# Amt Spent</u>	<u>PBD# Balance</u>
1	Exercise	Prog: Des,Dev,Cond,Eval	EMA	State			
	EHP	Item:		Federal	\$28,137.00		\$28,137.00
	<input type="checkbox"/> EHP	AK Shield Exercise 2014					
	Description	Overtime and backfill costs for structural collapse training and exercise					

2	Exercise	Prog: Des,Dev,Cond,Eval	EMA	State			
	EHP	Item:		Federal	\$2,625.00		\$2,625.00
	<input type="checkbox"/> EHP	AK Shield Exercise 2014 - Travel					
	Description	Travel to AAR					

3	Equipment	Other	EMA	State			
	EHP	Item:		Federal	\$15,000.00		\$15,000.00
	<input checked="" type="checkbox"/> EHP	EOC Equipment					
	Description	Purchase and installation of monitors, displays and computers for EOC					

4	Equipment	Interop.Communic	FS	State			
	EHP	Item:		Federal	\$15,000.00		\$15,000.00
	<input type="checkbox"/> EHP	Portable Radios					
	Description	Purchase portable radios for Fire Department					

Adjusted Grant Award

State
Federal \$60,762.00

Total Budgeted Allocated (Fed & State)

\$60,762.00

PBD Total Allocations:

State
Federal \$60,762.00

Total Expenses: State
Federal

Summary Balance: State
Federal \$60,762.00

PBD Non-Budgeted Funds: \$0.00



OMB Control#: 1660-0115
Expiration Date: 10/31/2013
FEMA Form: 024-0-1

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

Paperwork Burden Disclosure Notice

*Public reporting burden for this form is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660- 0115) **NOTE: Do not send your completed form to this address. Local jurisdictions will send the completed form to mva.grants@alaska.gov, or DHS&EM, Attn: Grants Section, P.O. Box 5750, JBER, AK 99505.***

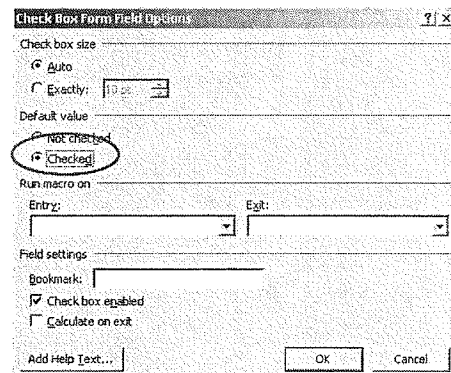
Completing the Screening Form:

This form must be attached to all project information sent to the Grant Programs Directorate (GPD) to initiate environmental and historic preservation (EHP) compliance review, per the National Environmental Policy Act (NEPA) and other EHP laws and executive orders. *There is no need to complete and submit this form if the grant scope is limited to planning, management and administration, classroom-based training, table-top exercises and functional exercises, or purchase of mobile and portable equipment where no installation needed.* Information Bulletin 345 (September 1, 2010) provides details on these activities. The form must be completed by someone with in-depth understanding of project details and location. Completion of this form does not conclude the EHP review process and FEMA may need to contact you for further information. Not providing requested information may result in funding release delays. This form is intended to be completed electronically. The following website provides a version of this form that is suitable for printing and completing by hand as well as additional guidance such as on how to make an aerial map: <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm#5>.

To check (X) a box (for example, ☐ Yes ☐ No), left double-click using your mouse and a Check Box Form Field Options box will appear, then under the Default Value, select Checked and press OK (see figure, right). To write in a text field (____), select the text field with your mouse and begin typing.

Submit completed form with necessary attachments to GPDEHPInfo@dhs.gov with the following information in the e-mail subject line: EHP Submission: Project Title, Subgrantee Name; Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345).

NOTE: Local jurisdictions will send the completed form to mva.grants@alaska.gov, or DHS&EM, Attn: Grants Section, P.O. Box 5750, JBER, AK 99505.



Complete all of Section A, Section B, all of each portion(s) of Section C corresponding to checked blocks in Section B, and all of section D that apply to the project.

A. PROJECT INFORMATION (complete all)

DHS Grant Award Number: _____	Grant Program: _____
Fiscal Year: _____	
Project Title: _____	Sub grantee: _____
Grantee (SAA): _____	Subgrantee POC: _____
Grantee POC: _____	Mailing Address: _____
E-mail: _____	E-mail: _____
Dollar value of grant (if known): _____	

B. PROJECT TYPE

Please check ALL the block(s) that best fit the scope of the project.

- ☐ 1. Training and Exercises. Go to page 2. Complete all of Section C.1.
- ☐ 2. Purchase of Equipment. Go to page 3. Complete all of Section C.2.
- ☐ 3. Physical security enhancements. Go to page 3. Complete all of Section C.3.
- ☐ 4. Renovations/upgrades/modifications to existing structures. Go to page 3. Complete all of Section C.4.
- ☐ 5. New construction/addition. Go to page 4. Complete all of Section C.5.
- ☐ 6. Communication towers, related equipment, and equipment shelters. Go to page 5. Complete all of Section C.6.
- ☐ 7. Other. If your project does not match any of these categories, go to page 6. Complete Section C.7

The following information is required to initiate EHP review of the project. Based on the project's scope of work, determine which project type applies below and complete the section that best applies and provide a complete project description. The project description should contain a brief summary of what specific action is proposed, where it is proposed, and how it will be implemented. If the project involves multiple locations, information for each must be provided. Attach additional pages, if needed.

Provide a complete project description: _____

C. PROJECT DETAILS

- ☐ 1. Training and Exercises (check each that applies): ☐ Classroom-based ☐ Field-based
- ☐ If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted. All other training must provide the following:

- a. Describe the scope of the proposed training or exercise (purpose, frequency, materials, and equipment needed, number of participants, and type of activities required)

(Attach additional pages, if needed): _____

- b. Will the field-based training take place at an existing facility having established procedures for that particular proposed training and exercise, and that conforms with existing land use designations (refer to Information Bulletin #329 (<http://www.fema.gov/grants/grant-programs-directorate-information-bulletins>) for further information)? ☐ Yes ☐ No
- If yes, please provide the name and location of the facility (physical training site address or latitude-longitude):
 - If no, provide the location (physical project address or latitude-longitude) **and** a full description of the area where training will occur:
- c. Does the field-based training/exercise differ in any way (including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, type of activities) from previously permitted training exercises and training practices? ☐ Yes ☐ No
- If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope:
- d. Will any equipment or structures need to be installed to facilitate training? ☐ Yes ☐ No
- If yes, explain how and where this is proposed to be done (*include site-specific color photographs*):
2. ☐ **Purchase of equipment** (*If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, you do not need to complete and submit this form.*)
- a. Specify what equipment, and the quantity:
- b. Provide AEL number(s) (if known):
- c. Will this equipment be installed? ☐ Yes ☐ No
- If Yes, go to page 6. Complete Section D.
3. ☐ **Physical security enhancements and or installations** (for example: installation of back-up generators, fencing, cameras, building/room access control, bollards, motion detection systems, x-ray machines, and lighting).
- a. Describe what, how, and where improvement(s)/installation(s) will occur in/on the facility/building/structure:
- b. Provide project location (physical project address and latitude-longitude):
- c. Will the new equipment/improvements use the existing power supply systems? ☐ Yes ☐ No
- If no, describe new power source and installation (such as utility trenching):
- d. If generator installation, please state the capacity (KW):
- If a separate fuel tank is also included, describe if it is to be installed above or below ground, and its capacity (gallons):
- e. Go to Page 6. Provide additional project details in Section D.

4. ☐ **Renovations/upgrades/modifications to existing structures.**
- a. Provide detailed description of modifications:
 - b. Provide project location (physical project address and latitude-longitude):
 - c. Will any equipment need to be installed? ☐ Yes ☐ No
 - If yes, please note in Section 2, (purchase of equipment).
 - f. Go to Page 6. Provide additional project details in Section D.

5. ☐ **New construction/addition (for example: emergency operations centers, docks, piers, security guardhouse).**
- a. Provide detailed scope of work (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc):
 - b. Provide project location (physical project address or latitude-longitude):
 - c. Will any equipment need to be installed? ☐ Yes ☐ No
 - If yes, please note in Section 2 (purchase of equipment).
 - d. Will the new building/facility/renovations use existing utilities? ☐ Yes ☐ No
 - If no, describe installation of new utilities in (a) above (including trenching):
 - e. Go to Page 6. Provide additional project details in Section D.

6. ☐ **Communication towers, related equipment, and equipment shelters**
- a. Provide a detailed description of the project:
 - b. Provide project location (physical project address or latitude-longitude):
 - c. Provide the elevation above mean sea level of the project location:
 - d. For projects involving antenna(s) installations on existing towers:
 - Provide the height of the existing tower:
 - The height of the tower following the installation of the new antenna(s):
 - e. For new tower projects, state the total height (in feet) of the communication tower or structure including any antennae to be mounted:
 - If the proposed tower height is greater than 199 feet above ground level, state why this is needed to meet the requirements of the project:
 - Will the tower be free-standing or require guy wires? ☐ Free standing ☐ Guy wires
 - If guy wires are required, state number of bands and how many:
 - State why a guyed tower is needed to meet the requirements of this project:
 - What kind of lighting will be installed, if any (for example: white strobe, red strobe, or steady burning?):
 - f. A general description of terrain (For example: mountainous, rolling hills, flat to undulating):

g. Describe the frequency and seasonality of fog/low cloud cover:

h. Provide a list of habitat types and land use on and adjacent to the tower site (within ½ mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) waterbody, marsh):

i. Is there evidence of bird roosts or rookeries present within ½-mile of the proposed site? ☐ Yes ☐ No

a. If yes, describe:

• Distance to nearest wetland area (for example: forested swamp, marsh, riparian, marine) and coastline if applicable:

i. Distance to nearest telecommunication tower:

j. Have measures been incorporated for minimizing impacts to migratory birds? ☐ Yes ☐ No

• If yes, describe:

k. Has an FCC registration been obtained for this tower? ☐ Yes ☐ No

• If yes, provide Registration #:

l. Has the FCC E106 process been completed? ☐ Yes ☐ No

m. Has the FCC Tower Construction Notification System (TCNS) process been completed? ☐ Yes ☐ No

• If yes, attach all relevant environmental documentation submitted as part of the registration process including use of the Tower Construction Notification System (TCNS), if applicable. FRN#

n. Will any equipment or structures need to be installed? ☐ Yes ☐ No

• If yes, explain what type how and where this is proposed to be done (*attach additional pages, if pages needed*):

o. Will equipment be co-located on existing FCC licensed tower or other structure? ☐ Yes ☐ No

• If yes, identify the type of structure:

p. Go to Page 6. Provide additional project details in Section D.

7. ☐ **Other.** For any project that does not fit a category listed above, please provide a thorough summary of the proposed action and location. Include as much detail as necessary to ensure someone not personally familiar with the project is able to conduct an EHP review.

a. Project Summary:

b. Provide additional project details in Section D.

D. OTHER PROJECT RELATED INFORMATION (complete all that apply)

The following website may provide some additional EHP related guidance and resources to help complete this section <http://www.fema.gov/plan/ehp/applicant-help.shin#5>.

1. If work is proposed on/in an existing building(s) or structure(s) provide the year built: _____
- If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, please provide the year(s) and briefly describe the nature of remodeling: _____
2. If the project affects the exterior of the building, are there any known buildings and/or structures that are 45 years or older in the immediate project area? ☐ Yes ☐ No/NA
- If yes, please provide the location, ground-level color photos of these, and identify their location(s) on the aerial map.
3. Is the building or structure on which work is proposed a historic property or in a historic district, or are there any adjacent historic properties? ☐ Yes ☐ No
- Information about historic properties may be found on the National Register of Historic Places at <http://nhrp.focus.mps.gov/natureghome.do?searchtype=natureghome> or the respective State Historic Preservation Office may have information on their website.
4. Will ground disturbance be required to complete the project? ☐ Yes ☐ No
- If yes, provide total extent (depth, length and width) of each unique ground disturbing activity. Light poles, bollards and fencing are each unique ground disturbing activities (For example, six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep): _____
5. Has the ground been previously disturbed? ☐ Yes ☐ No
- If yes, please describe the current disturbed condition of the area (for example, parking lot, roadway right-of-way, commercial development): _____
6. Are there technical drawings or site plans available, if yes please attach. ☐ Yes ☐ No
7. Attach color site photographs: _____
- Ground-level color site photos that provide context and show where site work/physical installations are proposed (label photos).
 - Ground-level color photographs of each side of the building involved.
 - Aerial color photograph with project limits outlined and with the location of any proposed installations identified.
 - Aerial color photograph(s) showing all ground disturbing activities (if applicable).
8. Is the project part of an approved plan such as a Master Plan or an Implementation Plan or any larger action/project? ☐ Yes ☐ No
- If yes, provide the plan/project name and brief description: _____
9. Is there any *previously* completed environmental documentation for this project (for example: Environmental Impact Statement, Environmental Assessment, wetland delineation, archaeological study)? ☐ Yes ☐ No
- If yes, please attach documentation. If a NEPA document, what was the decision? (*Check one, and please attach*):
 - ☐ Finding of No Significant Impact (FONSI) or
 - ☐ Record of Decision (ROD)
- Name of preparing agency: _____
- Date approved: _____

Environmental and Historic Preservation Screening Form

10. Is there any *previously* completed agency coordination for this project (for example correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office (SHPO), Tribal Historic Preservation Office (THPO), or permitting agencies? ☐ Yes ☐ No

- If yes, please attach documentation unless included in NEPA documentation identified above.

11. Provide FEMA Flood Insurance Rate Map (FIRM), with project limits outlined.
FIRM maps can be created from: <http://www.fema.gov/hazard/map/firm.shtm>

12. Provide U.S. Fish and Wildlife Service, National Wetlands Inventory (NWI) Map created from:
<http://www.fws.gov/wetlands/Data/Mapper.html>

**INTERGOVERNMENTAL AGREEMENT FOR ROLES & RESPONSIBILITIES UNDER
APDES MUNICIPAL STORM WATER PERMIT No. AKS-053406**

This Intergovernmental Agreement entered into the 27th day of September 2013, by and among the City of Fairbanks, City of North Pole, University of Alaska Fairbanks, and Alaska Department of Transportation & Public Facilities - Northern Region (collectively known as the "Co-permittees"), is hereby made for the for the purpose of complying with Alaska Pollutant Discharge Elimination System (APDES) Municipal Storm Water Permit No. AKS-053406.

WHEREAS, Congress amended Section 402 of the Clean Water Act in 1987 to require the U.S. Environmental Protection Agency (EPA) establish a program to address storm water discharges to waters of the U.S.;

WHEREAS, in response, the EPA promulgated the National Pollutant Discharge Elimination System (NPDES) Program requiring facilities, including municipal separate storm sewer systems (MS4s), apply for and obtain NPDES Permits to lawfully discharge storm water to waters of the U.S.;

WHEREAS, the Co-permittees were issued an NPDES Municipal Storm Water Permit on June 1, 2005, for discharges from the MS4 within the Fairbanks urbanized area;

WHEREAS, the Alaska Department of Environmental Conservation (ADEC) later acquired primacy from the EPA over regulation of storm water discharges in the state of Alaska, and subsequently promulgated the APDES Program;

WHEREAS, the ADEC assumed authority over the Co-permittees' Municipal Storm Water Permit on October 31, 2009, pursuant to the APDES Program;

WHEREAS, the ADEC issued the Co-permittees a new Municipal Storm Water Permit with an effective date of August 1, 2013; and

WHEREAS, Section 1.5.3 of the new Permit states the Co-permittees must maintain an Intergovernmental Agreement for the roles and responsibilities to meet the requirements of the Permit.

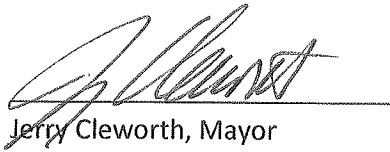
NOW, THEREFORE, let it be resolved that the Co-permittees agree as follows:

- A. Each Co-permittee is individually responsible for permit compliance related only to portions of the MS4 owned or operated solely by that Co-permittee, and where the Permit directs action or inaction by that Co-permittee.
- B. Each Co-permittee is jointly responsible for Permit compliance:

- a. Related to portions of the MS4 where operations storm water management program implementation authority has been transferred from one Co-permittee to another in accordance with an enforceable agreement between Co-permittees;
 - b. Related to portions of the MS4 where Co-permittees jointly own or operate a portions of the MS4; and
 - c. Related to the submission of plans, reports, strategies, and assessments required by the Permit.
- C. For joint responsibilities, each Co-permittees' share of the cost and effort shall be directly related to the percentage of lane miles of roadway they own and operate within the Fairbanks urbanized area that discharge to waters of the U.S., as follows:
 - a. 49% (300 miles) City of Fairbanks
 - b. 1.5% (10 miles) City of North Pole
 - c. 2.5% (14 miles) University of Alaska Fairbanks
 - d. 47% (288 miles) Alaska Department of Transportation & Public Facilities
- D. The City of Fairbanks will serve as the lead agency for directing activities to meet the requirements of the Permit, including but not limited to, organizing monthly meetings amongst the Co-permittees and preparation and submittal of the Annual Reports to ADEC.
- E. Each Co-permittee shall assign at least one staff member to represent their agency for all activities related to Permit compliance.
- F. Each Co-permittee shall have the right to withdraw from and terminate its responsibilities under this Agreement at any time upon serving all other Co-permittees 30 days advance written notice.
- G. This Agreement shall be effective upon execution and shall terminate upon expiration of the Permit; or, if the Permit is administratively extended or renewed, the term of this Agreement shall extend automatically to conform to the new term of the Permit.
- H. This Agreement may also be modified as necessary by written amendments signed by each Co-permittee.

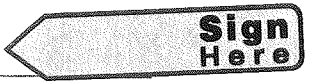
IN WITNESS WHEREOF, the Co-permittees have executed this Agreement, effective as of the date set forth in the opening paragraph.


APPROVED


Jerry Cleworth, Mayor
City of Fairbanks

9-27-13
Date

Bryce Ward, Mayor
City of North Pole


Date


Pat Pitney, Vice Chancellor of Administrative Services
University of Alaska Fairbanks

10/2/13
Date

Dave Miller, P.E., Maintenance & Operations Director
Alaska Department of Transportation & Public Facilities - Northern Region

Date

Lane Miles % Cost Allocation

October 15, 2013

City of Fairbanks	300	49%
City of North Pole	10	1.5%
University of Alaska Fairbanks	14	2.5%
Alaska DOT&PF	288	47%

Created by Jackson Fox, Planning & Permitting Manager - City of Fairbanks

MS4 Permit Compliance - Primary/Major Expenses

	City of Fairbanks	City of North Pole	DOT&PF	UAF
Monthly FSWAC Meeting Prep, Minutes, & Agendas (8 hrs per month X 10 months X \$50/hr)	\$ 4,000	\$ -	\$ -	\$ -
Public Education & Outreach - School Presentations, Event Booths, Flyer Mailings (20 school presentations X 2 hrs per presentation (prep + present) X \$50/hr) - 70% City, 20% DOT&PF, 10% North Pole	\$ 1,400	\$ 200	\$ 400	\$ -
Event Booths & Flyer Mailings (20 hrs X \$50/hr)	\$ 1,000	\$ -	\$ -	\$ -
Storm Drain Stenciling Program (City of Fairbanks & DOT&PF - 10 hrs X \$50/hr; UAF - 4 hrs X \$50/hr; North Pole - 2 hrs X \$50/hr)	\$ 500	\$ 100	\$ 500	\$ 200
Annual Stream Cleanup Day Event (City of Fairbanks - 60 hrs X \$50/hr; DOT&PF & UAF - 8 hrs X \$50/hr)	\$ 3,000	\$ -	\$ 400	\$ 400
Newspaper Advertisements & Canoe Rentals	\$ -	\$ -	\$ 1,200	\$ -
Supplies	\$ 100	\$ -	\$ -	\$ 600
Adopt-A-Stream Program (TVWA funding)	\$ 10,000	\$ -	\$ -	\$ -
Dry-weather Outfall Screening (12 hrs X \$50/hr)	\$ 200	\$ 100	\$ 200	\$ 100
Storm Drain System Mapping	\$ -	\$ -	\$ 12,000	\$ -
Outfall Sampling (City of Fairbanks & DOT&PF - 16 hrs X \$50/hr; UAF - 6 hrs X \$50/hr)	\$ 800	\$ -	\$ 800	\$ 300
Outfall Sample Lab Analyses (\$5k spring, \$5k fall)	\$ -	\$ 500	\$ 10,000	\$ -
Construction Site Runoff Control (trainings, ordinance and guide development) (plan reviews and inspections reimbursed by applicants)	\$ 2,000	\$ -	\$ 2,000	\$ -
Post-construction Storm Water Management - Green Infrastructure Program (40 hrs X \$50/hr)	\$ 2,000	\$ -	\$ -	\$ -
Green Infrastructure Pilot Project (Shoreway Park)	\$ 6,000	\$ -	\$ 6,000	\$ -
Good Housekeeping / Employee Training (N/A - each permittee conducts own effort)	\$ -	\$ -	\$ -	\$ -
Annual Report Preparation (City of Fairbanks - 60 hrs X \$50/hr; other permittees - 4 hrs X \$50/hr)	\$ 3,000	\$ 200	\$ 200	\$ 200
Annual Permit Fee	\$ 1,492	\$ -	\$ -	\$ -
	\$ 35,492 49%	\$ 1,100 1.5%	\$ 33,700 47%	\$ 1,800 2.5%

TOTAL	\$ 72,092
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**CITY OF NORTH POLE
RESOLUTION 13-16**

**A RESOLUTION OF THE NORTH POLE CITY COUNCIL DESIGNATING CITY
OFFICIALS AUTHORIZATION TO SIGN ON CITY OF NORTH POLE ACCOUNTS**

WHEREAS, in order to carry out the financial responsibilities of city government the City Council must designate two or more city officials to sign and endorse checks, drafts or other orders on behalf of the City of North Pole; and

WHEREAS, there is a change in personnel on the North Pole City Council and it is necessary for the City Council to designate city officials who will be authorized to sign and endorse checks, drafts or other orders on all City of North Pole accounts; and

WHEREAS, it is prudent for the City to seek financial services that safeguard the financial resources of the City providing the highest level of service at the most affordable cost and best interest rates.

THEREFORE, BE IT RESOLVED that the following city officials are hereby designated and authorized to sign and endorse checks, drafts or other orders on behalf of the City of North Pole. This authority will remain in effect until revoked in writing.

BE IT FURTHER RESOLVED that the city officials listed below are authorized to receive information pertaining only to deposits, balances, items paid or items returned on City accounts. This authority will remain in effect until revoked in writing and will take effect October 28, 2013.

Bryce J. Ward

Sharron J. Hunter

Elizabeth Holm

Thomas R. McGhee

Kevin McCarthy

Preston Smith

Michael Welch

Kathryn M. Weber

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of North Pole, Alaska this 21st day of October 2013.

BRYCE J. WARD, Mayor

ATTEST:

**Kathryn M. Weber, MMC
North Pole City Clerk**