



CITY OF NORTH POLE *Alaska*

REGULAR CITY COUNCIL MEETING **Monday, October 6, 2014**

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

MAYOR

Bryce Ward 888-4444

CITY CLERK

Kathy Weber, MMC 488-8583

COUNCIL MEMBERS

Michael Welch- <i>Mayor Pro Tem</i>	488-5834
Sharron Hunter- <i>Dep Mayor Pro Tem</i>	978-5591
Elizabeth Holm – <i>Alt Dep Mayor Pro Tem</i>	488-6125
Kevin McCarthy-	590-0800
Thomas McGhee-	455-0010
Preston Smith -	488-8824

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance to the US Flag**
 - NPMS Choir Students - Destiny Scott, Javeya Chandler, Kadee Nelson, Audrey Schack, Tori McGovern, Lyndsey Harrell, Cindy Castro, Hanna Moore, Cheyanna Rood, Jasmyne Rutan, and Joel Denham,
- 3. Invocation**
- 4. Approval of the Agenda**
- 5. Approval of the Minutes**
- 6. Communications from the Mayor**
- 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

- a. Ordinance 14-18, an ordinance amending Title 8, Section 8.04.080, unwholesome wells or groundwater and Section 8.04.710 abatement – Notices – Costs – Fines
- b. Ordinance 14-19, An Ordinance of the City of North Pole amending Title 3, Chapter 3.16, Section .060, Prohibitions
- c. Ordinance 14-20, An Ordinance of the City of North Pole amending Title 4, Chapter 4.04.020 Budget Process and Chapter 4.08.015 Business Licenses Required
- d. Ordinance 14-21, An Ordinance of the City of North Pole amending Title 2, Chapter 2.36, Section .020, Scope of Coverage

12. New Business

- a. Renewal of snow plowing contract with Hawks Enterprises
- b. Request from North Pole Community Chamber of Commerce for 2nd and 3rd quarter 2014 Bed Tax
- c. Approve 2014 State Homeland Security Program Grant No.14SHSP-GR34094 in the amount of \$58,337.50
- d. Approve 2014-15 Alaska Highway Safety Grant in the amount of \$66,292.44
- e. Resolution 14-17, A Resolution preserving a free and open internet
- f. Resolution 14-18, A Resolution of the North Pole City Council rescheduling the November 17, 2014 Council meeting to November 24, 2014 due to the AML conference in Anchorage, Alaska

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 at, 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, September 15, 2014 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

CALL TO ORDER/ROLL CALL

Mayor Pro Tem Welch called the regular City Council meeting of Monday, September 15, 2014 to order at 7:00 p.m.

There were present:

**Ms. Holm
Ms. Hunter
Mr. McCarthy
Mr. McGhee
Mr. Smith
Mr. Welch
Mayor Ward**

Absent/Excused

Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Pro Tem Welch

National Anthem sung by NPMS Choir members – Destiny Scott, Javeya Chandler, Kadee Nelson, Audrey Schack, Tori McGovern, Lyndsey Harrell, Cindy Castro, Hanna Moore, Cheyanna Rood, Jasmyne Rutan, and Joel Denham

INVOCATION

Invocation was given by Councilwoman Hunter

APPROVAL OF AGENDA

Mr. McGhee moved to Approve the Agenda of September 15, 2014

Seconded by Ms. Holm

Discussion

None

Mr. McGhee moved to consent the following items on the agenda:

New Business

- a. Approval of Edward Byrne Memorial JAG Grant Award for \$50,000

- d. Ordinance 14-19, An Ordinance of the City of North Pole amending Title 3, Chapter 3.16, Section .060, Prohibitions
- e. Ordinance 14-20, An Ordinance of the City of North Pole amending Title 4, Chapter 4.04.020 Budget Process and Chapter 4.08.015 Business Licenses Required
- f. Ordinance 14-21, An Ordinance of the City of North Pole amending Title 2, Chapter 2.36, Section .020, Scope of Coverage

Seconded by Ms. Holm

Discussion

None

On the amendment

PASSED

YES – 6 – McCarthy, Smith, Holm, Hunter, McGhee, Welch

NO – 0

Absent – 1 - Ward

On the main motion as amended

Discussion

None

PASSED

YES – 6 – McCarthy, Smith, Holm, Hunter, McGhee, Welch

NO – 0

Absent – 1 - Ward

APPROVAL OF MINUTES

Mr. McGhee moved to Approve the minutes of September 2, 2014

Seconded by Ms. Holm

Discussion

None

PASSED

YES – 6 – McCarthy, Smith, Holm, Hunter, McGhee, Welch

NO – 0
Absent – 1 - Ward

COMMUNICATIONS FROM THE MAYOR

Proclamations

Childhood Cancer Awareness Week

Student of the Month

Agustin Pineda – North Pole High School

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

- We received three checks in the following amounts:

\$520.33 = 2001 Toyota 4Runner SUV seized on 2/28/2013 Herion Dealers

\$8,061.30 = Our portion of Cash seized \$11,054.00 Heroin Dealer

\$2,513.84 = (2) Assorted Sea-Doo Jet Skis with Double Sea-Doo Trailer, Herion Dealer
Total of \$11,095.47.

- Terri is on her way to Las Vegas for evidence conference. Very great training.
- The NPPD roof is coming along and A&A Roofing has done a fantastic job. Waiting on final pieces of steel to finish trim.
- Final touches being made with PDC Inc. and contractor Slayden plumbing for Heating and cooling. Job should commence very soon. Completion is to be delayed due to HRV special order.
- We had a door repaired and are getting quotes to fix other doors that are starting to fail. Seeking solution to server and software issues from system installed by Simplex Grunnel.
- NPPD helped with traffic control for homecoming and all went well.
- We have three quotes for video cameras for cars. I also plan on adding body cameras to this in order to assist with capturing nontraditional video.

- Officer Missimer is onboard and doing a great job. Hit the ground running he is our last person on the hiring list we will start the grueling 6month 100's of man hour search to reestablished a list just in case.
- I want to thank my officer for covering the long hours and exhausting schedules with less than minimum staffing.
- We have had several Burglaries in North Pole we put out bolos and social media advise and suspects are on the radar.
- I apologize I have been out more than I would have liked due to back injury. I am getting close to being 100% again.
- We just received the AHSO Traffic grant for next fiscal year 50/50 reimbursement is expected \$66,692. All other remaining expenses to come from general fund. OUCH I say.
- We have ordered a new desk for Teri. The hodge podge of desks and cabinets will finally be GONE.
- The new 2014 Ford Expedition came in and it is excellent. We will be placing old 2001 Dodge up for auction and we will return those funds to Fund 24, since they are restricted.
- We have seen an uptick in pursuits and we are always reevaluating our policies. I will remind the council these are dangerous and a couple of our officers we almost struck by these reckless perpetrators.
- We just completed our part in the national DUI crackdown efforts where we logged 24 hours of Overtime, 51 traffic stops, 3 arrests and 1 DUI. Funding from NHTSA and AHSO.
- Just renewed our agreement with IRS to have Detective Stewart work overtime details on investigating cases.
- I am finishing my final analysis of the proposed annexation area and the call volume is nowhere near what we expected. More details to come.
- Tach Vests... All officers now equipped with them and they are meant for rapid deployment in active shooter scenarios.
- Chena Lakes contract due to end in 2 weeks. We are glad to have Ofc. Fisher back in the rotation to ease some of the burdens on patrol.
- Specifically it will let Lt. Rathbun return to his normal duties. He covers all of his regular duties and also patrol burdens which include investigations and report taking. His tremendous efforts deserve my thanks and the public should know how hard he works for them. He has a unique job and one that I completely understand and therefor I want to make sure his efforts are acknowledged.

Mr. McGhee asked if the cameras record outside the car too.

Chief Dutra stated that the product covers front seat, back seat, prisoner cage, and side views.

Mr. McGhee asked about proposition 2 and how that would affect the City.

Chief Dutra said that there are some pretty scary stats out there. If passed, the most important thing for him would be training for his officers and have the experts in the department to handle that. The APOA is taking a huge step in educating the public about this proposition.

Mr. McGhee asked about taxation of marijuana and if there was legislation on it.

Mr. McGhee stated that he appreciates all the news and updates on thefts.

Mr. Smith asked about expanding the evidence locker at the Police Dept in the redesign.

Chief Dutra said that he felt the legislature got the picture when they saw that most of the evidence is stored in conex's and a small room for archives.

Chief Dutra explained how the proceeds from articles seized were distributed by departments.

City Accountant, Lisa Vaughn

- None

Fire Department, Chief Lane

- None

Director of City Services, Bill Butler

- None

Borough Representative

- None

City Clerk, Kathy Weber

- Laserfiche workflow is continuing. Michelle Myhill has been an extreme asset to us and is working diligently to get all records into Laserfiche. We will be attending a records preservation class hosted by the City of Fairbanks next week.
- City of North Pole continues to work with the FNSB and City of Fairbanks to coordinate the 2014 Preparedness Expo on Saturday, October 4, 2014 at the Carlson Center. The City of North Pole is fielding all calls from area residents on this event and provided a recording for after hours with information. Kyle Green, Deputy Fire Marshall, and

myself were on Closing Comments Thursday night putting out information regarding the Expo.

- The last day to register to vote in the local elections was Sunday, September 7, 2014. You can still register online for the State Election at <http://www.elections.alaska.gov/> or at the City of North Pole, City of Fairbanks or FNSB Clerks office.
- A copy of the sample ballot for the City of North Pole included tonight.
- We now have absentee voting at the City of North Pole from 8:00 a.m. – 5:00 p.m. for North Pole and Borough residents.
- Please let me know ASAP if you will be attending AML this year. The date for Newly elected officials is November 17 & 18 and the AML Annual Local Government Conference is November 19-21. The sooner you book your flight and hotel, the better the rate we get.
- **NOTICE OF ELECTION
CITY OF NORTH POLE**
The Municipal Election for the City of North Pole will be held Tuesday, October 7, 2014.
A sample ballot for the City of North Pole is available online at www.northpolealaska.com and at City Hall.
- FNSB Clerks office has asked that the City of North Pole send someone to their meetings to give updates to assembly members if the Mayor is unable to attend
- The security system for the doors are not operating in their normal mode. The Mayor is working with TekMate to get power supplies ordered and work with Symplex Grinnell to get it up and running.
- I will be out of the office this week from Wednesday through Friday as I have family in town from Canada.

ONGOING PROJECTS

- None

CITIZENS COMMENTS

- None

OLD BUSINESS

- None

NEW BUSINESS

REQUEST FROM CHIEF DUTRA TO HIRE NEW EMPLOYEES AT RANGE 6 ON THE UNIFIED PAY SCALE

Chief Dutra stated that with the departure of so many officers over the last several years it has always been difficult to retain and or attract qualified individuals at the current pay rate. Their pay rates are some of the lowest in the area and they cannot compete for qualified people and cannot afford to tax their current employees when others leave for better wages. Since the recent defunding of the last position the officers they have had to bear the burden of shift coverages. Chief Dutra said that his officers are making it clear that this environment is difficult to work in especially when no solution is in sight. PERS Tier 4 added an additional layer of complexity and it offers significantly less retirement benefits than Tiers 1-3.

Chief Dutra requested that he be able to bring in all new hires at Range 6 on the police officer pay scale (\$22.14). The unified pay scale has been adjusted in other classes in order to stay competitive and attract enough qualified applicants. The difference between Range 4 and Range 6 is only \$1.24 an hour.

Public Comment

None

Mr. McGhee *moved to* Approve the request from Chief Dutra to hire new employees at range 6 on the Unified Pay Scale

Seconded by Mr. McCarthy

Discussion

Mr. McGhee said the 1st paragraph is a larger situation. Over the years the arguments have been the same about competing with other organizations. He said we will never be able to do that with our budget. He asked if the police department was looking at incentive methods.

Chief Dutra said that the reason most of his employees work here is because of the positive work environment and his outlook that family comes first.

Mr. McGhee said that there are a number of employees that have made it through until retirement. He appreciates the fact that we can't compete and at the same time he feels safer in North Pole

Ms. Holm asked what the Police Department hires as and how they come up with the rate of pay.

Mr. Welch stated that there are a number of factors that are taken into consideration for the Police and Fire.

Mr. Smith said that it is tough to get the grants and how they will offset the department. He is in favor of the Range 6 hire.

Ms. Hunter asked if there is an ability to offer less than Range 6.

Ms. Holm said that the Police officers are covering an area of 4 square miles and that the Fairbanks Police are asking their employees to do more than what we do. She felt that an officer hired from the military with 4 years of experience should be paid more than an officer just coming in.

Chief Dutra said that our officers are on duty by themselves.

Ms. Holm said that she would not be in favor of hiring everyone at that pay range.

Mr. McGhee said that the new hire has more experience but what about someone that has zero experience. He doesn't have a problem hiring someone who has that merit of experience.

Mr. McGhee *moved to Amend to approve Chief Dutra's request to bring in qualified new hires at Range 6.*

Seconded *by Mr. McCarthy*

Mr. McGhee *moved to recind his motion*

Seconded *by Mr. McCarthy*

Mr. McGhee *moved to bring in qualified new hires at the Range 6 police officer pay scale*

Seconded *by Mr. McCarthy*

Discussion

Ms. Holm stated that she felt the department only hires qualified people.

Mr. Welch said that the department should give the Police Chief the latitude to hire what he considers qualified people and we should put faith in our directors.

Ms. Holm said that she didn't have a problem with the \$1.24 but with the implication of what it costs the City and how it could affect the budget. Ms. Holm asked if there was money in the budget.

Ms. Hunter agreed with the statement made by Mr. Welch if it is because we are going to do an overhaul of the system. On an ongoing basis she didn't think it was a good idea to go with the

fact that the Police Chief said it was a good idea.

PASSED

YES – 5 – McCarthy, Smith, Hunter, McGhee, Welch

NO – 1 - Holm

Absent – 1 – Ward

**ORDINANCE 14-18, AN ORDINANCE AMENDING TITLE 8, SECTION 8.04.080,
UNWHOLESOME WELLS OR GROUNDWATER AND SECTION 8.04.710
ABATEMENT – NOTICES – COSTS – FINES**

Mayor Pro Tem Welch stated that this was an Ordinance that the Council had asked the City Attorney to draft.

Public Comment

None

Mr. McGhee *moved to* Introduce and Advance Ordinance 14-18, An Ordinance Amending Title 8, Section 8.04.080, Unwholesome Wells Or Groundwater And Section 8.04.710 Abatement – Notices – Costs – Fines

Seconded *by* Mr. McCarthy

Discussion

None

Mr. McGhee *moved to* amend line 68 to strike \$300 and insert \$1,500

Seconded *by* Mr. McCarthy

Discussion

None

On the amendment

PASSED

YES – 6 – McCarthy, Smith, Hunter, Holm, McGhee, Welch

NO – 0

Absent – 1 – Ward

On the main motion as amended

PASSED

YES – 6 – McCarthy, Smith, Hunter, Holm, McGhee, Welch

NO – 0 - 0

Absent – 1 – Ward

Mr. McGhee *moved to suspend the rules for 5 minutes*

Seconded *by Ms. Hunter*

EXECUTIVE SESSION

Mr. McGhee *moved to recess into Executive Session to discuss personnel issues regarding the pay scale at 8:15 p.m.*

Seconded *by Mr. McCarthy*

Mayor Pro Tem Welch *moved to close executive session at 9:23*

Mr. McGhee *moved to direct the City Clerk on the 1st matter to move forward with matters discussed with Chief Dutra and on the second issue discussed to proceed with matters discussed on the pay scale with council*

Seconded *by Mr. McCarthy*

COUNCIL COMMENTS

None

ADJOURNMENT

Mr. McGhee adjourned the meeting at 9:33 p.m.

Seconded *by Ms. Holm*

The regular meeting of September 15, 2014 adjourned at 9:33 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, October 6, 2014.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

The White House

PRESIDENTIAL PROCLAMATION

National Employer Support of the Guard and Reserve Week September 21 to 27, 2014

On the eve of our Nation's birth, a courageous people stood up to the tyranny of an empire and declared their independence. They proclaimed the values of equality and justice and fought a revolution to secure them. In 13 colonies, farmers and tradesmen laid their lives on the line, picked up arms, and answered their new country's call to defend freedom.

Throughout our history, patriotic Americans have always stepped up in our Nation's time of need. It is in this spirit that our National Guard and Reserve members carry forward a proud legacy of service and sacrifice. This week, we honor all those who stand ready to defend our way of life and the families, employers, and communities who support them.

More than 1 million citizen-Soldiers, Sailors, Airmen, Marines, and Coast Guardsmen serve our country in the National Guard and Reserve. They live in our communities and work in our cities and towns. We know them as our teachers, coaches, and doctors -- but when a crisis strikes or the strength of our military is needed, they leave the comfort of their civilian lives to protect our Nation. Members of the Guard and Reserve have responded to disasters at home and have served tours of duty in Iraq and Afghanistan.

Our country is grateful to all our Guardsmen and Reservists and the employers who stand behind them and their families. By providing workplace flexibility and helping the advancement of their civilian careers, employers ease the burden on those who serve and their loved ones. And we appreciate all our country's businesses that go above and beyond in small and large ways to recognize our patriots. We know that when it comes to supporting our Nation's heroes, everybody can do something -- every business, every school, and every American.

The United States has a profound obligation to care for those who serve in our Armed Forces, and my Administration will keep providing unprecedented support to the members of our military. We have increased access to Federal education benefits for service members and their loved ones and worked to improve our veterans health care system. This year, in conjunction with First Lady Michelle Obama and Dr. Jill Biden's Joining Forces initiative, we launched the Veterans Employment Center, an online tool that connects veterans, transitioning service members, and their families with employers who are seeking to leverage their skills and talents. It is the first Government-wide program to bring career resources and job opportunities together in one place. My Administration will keep engaging all sectors of society to give our military communities the support they have earned.

During National Employer Support of the Guard and Reserve Week, we salute the heroes in our everyday lives. As a Nation, let us renew our commitment to serve the families who represent the best of America as well as they serve us.

NOW, THEREFORE, I, BARACK OBAMA, President of the United States of America, by virtue of the authority vested in me by the Constitution and the laws of the United States, do hereby proclaim September 21 through September 27, 2014, as National Employer Support of the Guard and Reserve Week. I call upon all Americans to join me in expressing our heartfelt thanks to the members of the National Guard and Reserve and their civilian employers. I also call on State and local officials, private organizations, and all military commanders, to observe this week with appropriate ceremonies and activities.

IN WITNESS WHEREOF, I have hereunto set my hand this nineteenth day of September, in the year of our Lord two thousand fourteen, and of the Independence of the United States of America the two hundred and thirty-ninth.

BARACK OBAMA

Copy courtesy of the Office of U.S. Senator Mark Begich

2014 GOALS AND OBJECTIVES FOR THE FRIENDS OF THE NORTH POLE BRANCH LIBRARY

Annual Meeting Update

Goal A. To maintain an association of persons interested in libraries.

Object A1: Maintain an active and engaged Friends of the North Pole Branch Library Board of Directors in accordance with our organization's By-laws.

Our Articles of Incorporation are very generic. Article V vested the Board with the authority to conduct the business of the Corporation via the Articles, By-Laws and federal and state laws governing nonprofits. All the Board members should have copies of both the Articles and By-Laws.

Action: Hold quarterly and special meetings (as needed) to conduct our normal business; recruit for and fill board vacancies; carry out committee assignments; fulfill legal and financial management responsibilities; employ professional services as needed.

Monthly Board Meetings were held, as well as Special Electronic Board Meetings to address issues which came up between meetings which needed an immediate decision.

Object A2: Meet the legal obligations of the Friends of the North Pole Branch Library by submitting the required annual report to the IRS and State of Alaska, as per the Alaska Nonprofit Corporation Act.

Action: Prepare and submit necessary IRS and Alaska forms. Appoint a budget committee to prepare an annual budget and conduct the annual budget review; maintain list of current officers.

When required, the appropriate IRS and State of Alaska reports were filed in a timely fashion.

Objective A3: Maintain an active and engaged membership and supporters.

Actions: Recruit members to fill board positions and serve on committees; hold annual membership meeting.

The Nomination Committee was appointed and a Board Job Description was drafted and approved.

A job description for a volunteer, non-voting Youth representative to serve on the Board was also approved. Since time was limited, we only sent information to NPHS, but intend to broaden our approach next year.

Electronic Notification of the 2014 Annual meeting was sent September 6th

Action: Keep members up to date by continuous posting of upcoming Board meeting, agendas, minutes, events and the latest newsletter, when one is available.

The Membership was kept up to date via e-mail.

Objective A4: Update the Friends of the North Pole Branch Library's membership list.

Action: Continually update the membership data base, acknowledge new and renewing members as directed via the Board.

2014 voting Members: 68; Business Member - Ghemm Co.; Corporations - Bettisworth North Architects and Planners, Inc. and North Pole Physical Therapy

Objective A5: Appoint a Membership Committee.

Action: Recruit and organize a Membership Committee.

Barbara Sevier was appointed the Membership Committee Chair. She organized several membership drives. Membership forms were available at the various events at which the Friends were participants.

GOAL B: Develop an informational plan to make the best use of traditional sources and social media.

Objective B1: Maintain a Friends website.

Action: Establish a Friends Website; update, maintain and monitor the Friends Facebook site.

This is goal in progress. Social media moves much more quickly than we do.

GOAL C: To focus public attention on the North Pole Branch Library services, facilities and needs.

Objective C1: Continue to support the North Pole Branch Library.

Action: Assist in the planning of the Grand Opening of the new North Pole Branch Library.

The Grand Opening for the new library will be November 23, 2014. A Committee has been appointed and is planning a memorable event.

Objective C2: In consultation with the library staff determine the needs of the North Pole Branch Library.

A Pride Go-Go Elite Traveller Scooter for use by patrons when browsing the shelves has been ordered. Puzzle pieces for the Magnetic Board in the Children's Room have will be purchased. The staff will be suggesting other purchases as they "settle-in".

Action: Organize members to attend City and Borough Assembly meetings, candidate forums and other community events to provide public support for the library. Use Friend's website and other websites developed for the specific purpose to share information with the public.

Objective C3: To receive and encourage gifts, endowments and bequests on behalf of the North Pole Branch Library.

Actions: Develop sustained donor program; draft and publish a pamphlet to provide information for anyone thinking of gifting the North Pole Branch Library through the Friends.

On Going

Objective C4: Support the Fairbanks Library Foundation to encourage gifts, endowments and bequests to the North Pole Branch Library. Participate in joint activities to raise awareness of the services provided by the FNSB Library System, the Library Foundation donor programs and the capital campaign programs.

Actions: Coordinate with Fairbanks Library Foundation Capital Campaign regarding fundraising.

Provided assistance at the Library Foundation Tanana Valley Fair booth.

Assisted the Foundation with various events when requested.

Objective C5: To support and cooperate with the Fairbanks North Star Borough Library System in developing library services and facilities for the community.

Action: Continue to respond positively to the Library staff's requests for program support, as they are received.

Our advocacy for the North Pole Branch Library strengthens the community's knowledge of the library services and programs available throughout the Borough. We have a good working relationship with the Borough Librarian, Mary Ellen Baker, and staff. The City of North Pole and the Borough staffs have also been very helpful.

GOAL D: Other Related Objectives

Objective D1 : Establish Friends of the North Pole Branch Library permanent archival record and keep it up to date, including any paper or media type items. Find a suitable storage location.

The Friends Archival Records will be housed at the North Pole Branch Library.

Actions: Review current records and bring them up to date.

A Document Retention and Destruction Policy has been adopted and is being implemented.

Objective D2: Review and update Friends of the North Pole By-Laws and Standing Rules to keep them current.

Actions: "Article XII - By-Laws state the By-Laws shall be reviewed every two (2) years by the Board. A Committee may be appointed to suggest revisions that the Board shall place before the Membership for their approval at the Annual Meeting."

The By-Laws were approved in 2013, therefore according to our By-Laws they should be reviewed in 2015.

**Prepared by
Patricia A. Thurman, Secretary**

**Friends of the North Pole Branch Library
2014 Events**

Due to our Annual Meeting being held in September, this report covers Events from October 2013 - September 2014.

The volunteer hours are from July, 2013 - June, 2014 There were 88 volunteers = 3300 hours x \$26.50 (hourly volunteer wage Alaska) = \$87,450. This information is reported each month to the NPBL for their statistical report.

The following are the major functions in which the Friends participated. As with all organizations, it's the willing volunteers and planning which contribute to a successful organization.

October 2013

**Regularly Scheduled Board Meeting
North Pole Middle School Bazaar**

November 2013

**Regularly Scheduled Board Meeting
Library Foundation Book Sale**

December, 2013

No Board Meeting Scheduled

January, 2014

Regularly Scheduled Board Meeting

February, 2014

**Regularly Scheduled Board Meeting
Hawkeye, the Library Turtle's
Birthday Party**

March, 2014

**Regularly Scheduled Board Meeting
Santa's Spring Fling Bazaar/Bingo
Arctic Winter Games - North Pole Grange
Art Gallery**

April, 2014

Regularly Scheduled Board Meeting

May, 2014

**Regularly Scheduled Board Meeting
Library Foundation Book Sale
FNSB Senior Recognition Day
2014 Charity Walk**

June, 2014

**Regularly Scheduled Board Meeting
Wine Tasting - RoundUp Steakhouse
Quilt Raffle**

July, 2014

**Regularly Scheduled Board Meeting
North Pole 4th of July Celebration
West Fred Meyer's Community Event
Christmas in July Bazaar
NPBL Summer Reading Celebration -
Fizz, Boom, Finale. Estimated 400
kids, parents and pets attended.
Grand celebration.**

August, 2014

**Regularly Scheduled Board Meeting
Library Foundation Booth - 2014 Tanana
State Fair
North Pole Backpack Giveaway**

September, 2014

Annual Meeting

Prepared by Patricia A. Thurman, Secretary

September 29, 2014

We are in full gear preparing for the move. Sourdough will begin the move Monday, October 6 and expect to be finished by Friday, October 10. Thanks to all who have volunteered to help move or provide treats. The IT staff is busy setting up the computer network. The phone lines and fiber optic will be installed this month. We have filled our two new positions. Adam Harding is our "new" 20 hour page and Margaret Eagleton is our new 20 hour Library Assistant 3. Both have been working here in a casual position and we are delighted to have them as permanent members of our staff. We will be advertising for a 14 hours casual page position this coming month.

We have lots of staff training planned in October: Cash handling and our new cash register. Dealing with teens in our new space. How to reserve our new rooms: Group study (3), Multi Purpose, and Conference rooms. Automated checkout and check in. New time keeping/payroll system. We are going to be very busy getting ready to open and ready on November 1st.

Mark Fejes install his artwork in the lobby this past week. It is wonderful!

Thanks again for everything everyone is doing to help us reach our goal moving into and opening our new North Pole Library.

Ingrid Clauson
North Pole Branch Librarian

The City of North Pole

ORDINANCE 14-18

**AN ORDINANCE AMENDING TITLE 8, SECTION 8.04.080, UNWHOLESOME
WELLS OR GROUNDWATER AND SECTION 8.04.170
ABATEMENT--NOTICES--COSTS--FINES.**

WHEREAS, changes to the North Pole Municipal Code is a continually changing requirement;
and

WHEREAS, the North Pole Municipal Code should be amended to conform to the requirements
of the City and to clarify questionable areas; and

WHEREAS, the pollution of the waters of the City of North Pole constitute a menace to public
health and welfare, create public nuisances, is harmful to wildlife, fish and aquatic life, and
impairs domestic, agricultural, industrial, recreational and other legitimate beneficial uses of
water, it is hereby declared to be the public policy of the City of North Pole to conserve the
waters of the City of North Pole and to protect, maintain and improve the quality thereof for
water supplies, for the propagation of wildlife, fish and aquatic life, and for domestic,
agricultural, industrial, recreational and other legitimate uses; to provide for the prevention,
abatement and control of new and existing water pollution; and

WHEREAS, it is hereby declared to be the public policy of the City of North Pole to achieve
and maintain safe drinking water and ground water for the public which will protect human
health and safety and prevent the creation of public nuisances.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of North Pole:

Section 1. This ordinance is of a general and permanent nature and shall be codified.

Section 2. Chapter 8, Section 8.04.080 of the North Pole Code of ordinances amended as
follows [new text in underlined italicized red font; deleted text in ~~strike through~~ font]:

8.04.080 Unwholesome wells or groundwater.

A. Any wells or groundwater ~~used for drinking or cooking purposes~~ which are impure,
contaminated or unwholesome, or which have been rendered impure, contaminated or
unwholesome by reason of any defiling, hazardous substance, or poisonous substance are
declared nuisances injurious to health; and no person or corporation shall cause, maintain or
continue such nuisance.

B. "Hazardous substance" is defined as :

- 41 i. any material, element or compound that is defined as a hazardous
42 substance under the laws or regulations of the State of Alaska or the United States including, but
43 not limited to, AS 46.09.900, AS 46.03.826, 18 AAC 75.990; 42 U.S.C. 9601-9657; or
- 44 ii. any material, element or compound that, when it enters into or on the
45 surface or subsurface land or water endangers the public health or welfare, or fish, animals,
46 vegetation or any part of the natural habitat in which they are found; or
- 47 iii any substance the Alaska Department of Environmental Conservation
48 considers a regulated contaminant under 18 AAC 75.325(g).
- 49 C. A person or corporation whose well or groundwater has been rendered impure,
50 contaminated or unwholesome by a hazardous substance that originated from the property of
51 another shall not be in violation of this section or subject to the provisions of North Pole
52 Ordinance 8.04.170.

53 **8.04.170 Abatement--Notices--Costs--Fines.**

- 54 A. ~~It is the duty of the~~ The Mayor or Chief of Police or member of his staff upon receiving
55 information or obtaining knowledge of the existence of any-thing or things declared to be
56 nuisances in this chapter ~~may~~ to notify the person or corporation committing, creating, keeping,
57 ~~or~~ maintaining or causing the same to remove or cause the same to be removed within twenty-
58 four hours, or such other reasonable times as may be determined by the City official after such
59 notice has been duly given.; ~~and if the same is not removed by such person within the time~~
60 ~~prescribed in the notice~~
- 61 B. ~~Regardless of whether notice has been given the City may file a civil action in Superior~~
62 ~~Court to abate a nuisance~~, it shall be the duty of the City official to remove or cause to be
63 ~~removed such nuisance or nuisances and all costs and expenses of such abatement, removal,~~
64 ~~remediation or other remedy and full actual attorney fees and costs incurred by the City in any~~
65 ~~legal proceeding to abate the nuisance~~ shall be paid by the persons or corporation committing,
66 creating, keeping, ~~or~~ maintaining or causing such nuisance or nuisances.
- 67 C. A person or corporation violating the provisions of this chapter may be punished by a
68 fine of not more than ~~\$2,300~~ \$1,500 (~~two~~ three-fifteen hundred dollars) per violation, in addition

Sponsored by: Mayor Ward
Introduced & Advanced: September 15, 2014
Adopted: October 6, 2014

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69 *to all other remedies available in law or equity. A separate violation shall be deemed*
70 *committed on each day during or on which a nuisance occurs or continues.*(Prior code §12-20)

71 Section 3. Effective Date. This ordinance shall be effective at 5:00 p.m. on the first City
72 business day following its adoption.

73
74 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this
75 6th day of October, 2014.

76
77
78 _____
79 Bryce J. Ward, Mayor

80 **ATTEST:**

81
82 _____
83 Kathryn M. Weber, MMC
84 North Pole City Clerk

85
86

PASSED/FAILED Yes: No: Absent:

CITY OF NORTH POLE

ORDINANCE 14-19

AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING TITLE 3,
CHAPTER 3.16, SECTION .060 PROHIBITIONS

WHEREAS, changes to the North Pole Municipal Code is a continually changing requirement;
and

WHEREAS, the City of North Pole Municipal Code should be amended to conform to the
requirements of the City; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of North Pole:
Section 1. This ordinance is of a general and permanent nature and shall be codified.

Section 2. Title 3, Chapter 3.16, Section .060 is amended in the North Pole Code of
ordinances as follows [new text in *italicized red font*; deleted text in ~~striketrough~~ font]:

3.16.060 Prohibitions.

A. A person may not serve simultaneously as Mayor and as a ~~member of the Council~~ *Council
Member.*

B. No elected official of the City may hold any other compensated City office or City
employment, or elected position in the borough, state or federal government, while in office.

C. No person shall be a candidate for more than one City seat at any election. (Ord. 05-09
§2(part), 2005)

Section 3. Effective Date. This ordinance shall become effective at 5:00 p.m. on the first
City business day following its adoption.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this
6th day of October, 2014.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASS/FAIL
Yes:
No:
Absent:

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CITY OF NORTH POLE

ORDINANCE 14-20

**AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING TITLE 4,
CHAPTER 4.04.020 BUDGET PROCESS AND CHAPTER 4.08.015
BUSINESS LICENSES REQUIRED**

WHEREAS, changes to the North Pole Municipal Code is a continually changing requirement;
and

WHEREAS, the City of North Pole Municipal Code should be amended to conform to the
requirements of the City; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of North Pole:
Section 1. This ordinance is of a general and permanent nature and shall be codified.

Section 2. Title 3, Chapter 3.16, Section .060 is amended in the North Pole Code of
ordinances as follows [new text in *italicized red font*; deleted text in ~~strikethrough~~ font]:

~~4.04.020 Budget process.~~

~~The calendar year budget process shall begin January 1, 1983. (Ord. 82-6 § 2, 1982)~~

4.08.015 Business licenses required.

All sellers shall secure a city business license as required in Section 5.02.020 and a state of
Alaska business license.

A. The city business license must be prominently displayed *in plain view for the public* at the
place of business of every seller. Any seller who has no regular place of business shall display
such license on request.

B. Before issuing a business license to a seller, the city may require the applicant to post a
bond, furnish a statement of net worth, or furnish additional security to insure the full and prompt
payment of taxes to be collected under this chapter.

C. The business license of any seller is automatically suspended when such seller fails to pay
delinquent taxes, penalty and interest within thirty days after notice of delinquency is given or
mailed. It is unlawful for a seller to engage in sales without a current city business license or to
engage in sales when such license is suspended.

D. Each seller who obtains or should obtain a city business license in accordance with Section
5.02.020 of the city code consents to the inspection of their federal or state business tax returns
in order to facilitate the accomplishment of the provisions and objectives of this chapter. (Ord.
99-29 §2(part), 1999)

40 Section 3. Effective Date. This ordinance shall become effective at 5:00 p.m. on the first
41 City business day following its adoption.

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44 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this
45 6th day of October, 2014.

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Bryce J. Ward, Mayor

49 ATTEST:

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Kathryn M. Weber, MMC
North Pole City Clerk

PASS/FAIL Yes: No: Absent:

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4 **CITY OF NORTH POLE**

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6 **ORDINANCE 14-21**

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8 **AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING TITLE 2, CHAPTER**
9 **2.36, SECTION .020, SCOPE OF COVERAGE**

10
11 **WHEREAS**, changes to the North Pole Municipal Code is a continually changing requirement;
12 and

13
14 **WHEREAS**, the City of North Pole Municipal Code should be amended to conform to the
15 requirements of the City; and

16
17 **NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of North Pole:
18 Section 1. This ordinance is of a general and permanent nature and shall be codified.

19
20 Section 2. Title 2, Chapter 2.36, Section .020, Scope of coverage, is amended in the
21 North Pole Code of ordinances as follows [new text in *italicized red font*; deleted text in
22 ~~strikethrough~~ font]:

23 **2.36.020 Scope of coverage.**

24 A. Unless a section of this chapter specifically provides otherwise, this chapter applies to all
25 city employees, except as follows;

26 1. Elected officials; except the position of chief executive as related to 2.36.150, 2.36.160,
27 2.36.170, 2.36.250, 2.36.400, and 2.36.410; and the position of city council member as it relates
28 to sections **2.36.210**, 2.36.250, and 2.36.420; (Ord. 04-05 §2, (part), 2004)

29 2. Members of citizen boards and commissions;

30 3. All persons who are appointed to serve without compensation;

31 4. The city attorney, who is appointed by and serves at the pleasure of the council and whose
32 terms, wages, hours and conditions of employment are determined by the council;

33 5. Employees employed under the terms of a special grant to the extent that a specific provision
34 of the grant covers a subject covered by this chapter, in which case the provisions of the grant
35 shall apply. (Ord. 98-12 §2(part), 1998)

36 Section 3. Effective Date. This ordinance shall become effective at 5:00 p.m. on the first
37 City business day following its adoption.
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39

40 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this
41 6th day of October, 2014.
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Bryce J. Ward, Mayor

45 ATTEST:

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47

48 _____
49 Kathryn M. Weber, MMC
North Pole City Clerk

PASS/FAIL

Yes:

No:

Absent:

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: William Butler
Date: September 23, 2014
Subject: Renewal of Snow Plowing contract with Hawks Enterprises

RECOMMENDATION

Accept the requested contract modification from Hawks Enterprises by increasing the per snowplowing cost from \$9,000 to \$9,500 and increasing the per hard pack removal cost from \$9,000 to \$9,500.

BACKGROUND

The contract for snow plowing includes a clause that permits the City to renew the contract for up to two additional years in one-year increments. The contract permits the contractor to request a modification in the contract price to reflect changes in their costs. There is presently \$27,000 remaining in the Public Works snowplowing budget through December 31, 2014. The draft 2015 Public Works budget includes a recommendation to increase the snowplowing budget to \$70,000.

The City awarded Hawks the 2013-2014 snowplowing contract at a cost of \$9,000 per snow removal and \$9,000 per hardpack removal. Hawks is interested in renewing the contract for the 2014- 2015 winter season. They have requested a \$500 increase per removal event to reflect increased overhead costs. (See attached request from Heel.)

The period of the current contract is October 1, 2013 to September 30, 2014. The contract amendment will extend the contract from the date of signature by both parties and receipt of a new bond and proof of insurance through September 2015. Rebidding the contract will require a minimum of two weeks. The cost to rebid the contract would be approximately \$500 for advertising expenses. There is no guarantee the City would receive a lower cost bid. In addition, it typically takes one season for a snow-plow contractor to familiarize themselves with the City's streets. Contracting with a new contractor would require "breaking-in" a new contractor.

Hawks has been the City's snowplow contractor in previous years. They are familiar with the City's streets and they do reliable work. As a local business, Heel is in the immediate vicinity of the City and responds quickly to requirements to plow the City's streets. In instances where there have been damages caused because of snow plowing, Heel has been responsive to fixing legitimate damage claims by property owners and the City.

H A W K S E N T E R P R I S E S

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F A C S I M I L E T R A N S M I T T A L S H E E T

TO:

Bill Butler

FROM:

Troy Hawks

COMPANY:

City of North Pole

DATE:

9/24/2014

FAX NUMBER:

907-488-8593

TOTAL NO. OF PAGES INCLUDING COVER:

1

PHONE NUMBER:

907-488-3002

SENDER'S REFERENCE NUMBER:

RE:

YOUR REFERENCE NUMBER:

We request a \$ 500.00 increase to the base bid of \$ 9000.00 for snow removal services per contract due to increases in overhead.

Respectfully submitted,

Troy Hawks



*WHERE THE SPIRIT OF
CHRISTMAS LIVES YEAR ROUND*

North Pole Community Chamber of Commerce

September 19, 2014

City Council
City of North Pole
North Pole, AK 99705
Attn: Kathy.Weber@northpolealaska.org

Request for Bed Tax: 2nd & 3rd Quarters 2014

Dear City Council Members:

I hope you've all enjoyed "summer," such as it was. I'm writing to request the North Pole Community Chamber of Commerce's allocation of the City of North Pole Bed Tax for the second and third quarters of 2014 and have attached the relevant accounting reports.

Our Chamber has accomplished a fair amount since my last presentation to City Council. Most recently, our Chamber operated, supplied, and fully staffed the North Pole Visitor Information Center in our cabin on Mistletoe from Memorial Day through Labor Day. As expected, the number of visitors to the cabin dropped from last year, due to location; however, many more prospective visitors than before used our printed and online Visitor Guide, website, Newsletter, Facebook presence (1,450 followers), and telephone support to help meet their information needs. We still are considering moving closer to City Hall.

Our recent Christmas in July joint fundraiser with Santa's Senior Center, during Friends of the Library's celebration, garnered a substantial number of visitors, vendors, and financial support. Also, several state and local politicians were represented, affording our community an opportunity to discuss relevant issues with them in person pre-Primary. We plan to cover the upcoming elections by supporting the Greater Fairbanks Chamber's efforts and debates, perhaps inviting KJNP to provide additional coverage.

We have renewed our alliances with Santa's Senior Center, Friends of the Library, the Grange, our local schools, North Pole Economic Development Corporation, Christmas in Ice, and other non-profit organizations, realizing that our community derives the greatest benefit when local entities work together for the common good of our entire community.

In addition, we have attended Explore Fairbanks, Greater Fairbanks Chamber, Alaska Travel Industry Association, Alaska Oil and Gas Association, Fairbanks Economic Development Corporation, and other organizations' meetings, in order to understand how best to serve our North Pole Community on a broader scale. The Washington Post quoted us, regarding the potential benefit that the F-35s would bring to our community; and, we met locally with the Vice President of the US Chamber and discussed US Congressional processes that affect our community. Also, Flint Hills Resources' "Golden Hearts Heroes" program recognized our Chamber's "dedication and generosity of spirit."

The effort our Board exerted, ensuring that several reality TV show and documentary companies visited and filmed/taped throughout North Pole, should bear fruit this winter when those programs air throughout the United States. Among the companies highlighted are: Screaming Weasel, Santa Claus House, North Pole Hotel, Pagoda, Flint Hills Resources, Chena Lake Recreation Area, and City Hall.

As promised, our WinterFest plans are taking shape. We will have our community fireworks display at 5pm, after our community bazaar, on Saturday, December 6th. And, on Sunday, December 7th, we are scheduling our community candle-lighting ceremony and Regents coronation of our King and Queen, along with an extended community celebration at our local school, featuring a pageant, musical and singing entertainment, and NPCCC's new local community festival house-lighting/decoration contest.

WinterFest is designed to bring back North Pole's traditional weekend of community celebration and Christmas spirit. We are grateful, especially, to Flint Hills Resources (our Sponsor), the Gavora Family, Gorilla and Budget Fireworks, the Fairbanks School District, Regents, North Pole Economic Development Corporation, Christmas in Ice, KJNP, local churches and schools, choirs, musicians, vendors, NPCCC Board members and staff, Santa's Senior Center, Friends of the Library, the Grange, Santa Claus House, the City of North Pole staff, and many volunteers who are poised to help us make our WinterFest a huge success.

I trust you will release the second and third quarter Bed Tax allocations to the North Pole Community Chamber of Commerce, so that we may proceed with our WinterFest plans and advertising. You are invited to attend our Annual Chamber Meeting at 6pm on October 14th in Mt. McKinley Bank's Conference Room in North Pole.

Respectfully submitted,

Santa Claus
President, NPCCC
www.NorthPoleChamber.us

12:45 PM

08/06/14

Accrual Basis

**North Pole Community Chamber of Commerce
Profit & Loss by Class**

October 2013 through September 2014

	Admin	BedTax	Cabin	Candidate Forum	Christmas in July	Membership	Visitors Guide	Winterfest	TOTAL
Ordinary Income/Expense									
Income									
Bed Tax Income	0.00	13,448.34	0.00	0.00	0.00	0.00	0.00	0.00	13,448.34
Cabin Sales	0.00	0.00	5,487.41	0.00	0.00	0.00	0.00	0.00	5,487.41
Other Types of Income	1,710.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,710.37
Program Income	0.00	0.00	0.00	0.00	0.00	5,850.00	0.00	0.00	5,850.00
Visitor Guide Ad Sales	0.00	0.00	0.00	0.00	0.00	0.00	7,450.00	0.00	7,450.00
Winter Festival Booths	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,393.51	1,393.51
Total Income	1,710.37	13,448.34	5,487.41	0.00	0.00	5,850.00	7,450.00	1,393.51	35,339.63
Gross Profit	1,710.37	13,448.34	5,487.41	0.00	0.00	5,850.00	7,450.00	1,393.51	35,339.63
Expense									
Advertising	131.87	0.00	0.00	210.40	140.00	0.00	2,632.00	0.00	3,114.27
bank card fee	907.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	907.34
Business Expenses	1,777.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,777.00
Business Income Tax	0.00	0.00	118.95	0.00	0.00	0.00	0.00	0.00	118.95
Cabin Inventory	0.00	0.00	2,342.82	0.00	0.00	0.00	0.00	0.00	2,342.82
Contract Services	4,192.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,192.08
Electric	0.00	0.00	73.00	0.00	0.00	0.00	0.00	0.00	73.00
Facilities and Equipment	459.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	459.40
Gift Certificates	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Operations	386.06	0.00	1,096.51	0.00	0.00	66.30	0.00	0.00	1,548.87
Other Types of Expenses	1,497.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,497.00
Payroll Expenses	6.00	0.00	8,125.18	0.00	0.00	0.00	0.00	0.00	8,131.18
property Taxes	3.35	0.00	380.46	0.00	0.00	0.00	0.00	0.00	383.81
Telephone, Telecommunications	605.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	605.21
Travel and Meetings	39.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39.85
Total Expense	10,105.16	0.00	12,136.92	210.40	140.00	66.30	2,632.00	0.00	25,290.78
Net Ordinary Income	-8,394.79	13,448.34	-6,649.51	-210.40	-140.00	5,783.70	4,818.00	1,393.51	10,048.85
Net Income	-8,394.79	13,448.34	-6,649.51	-210.40	-140.00	5,783.70	4,818.00	1,393.51	10,048.85

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08/06/14

Accrual Basis

North Pole Community Chamber of Commerce
Profit & Loss Prev Year Comparison
October 2013 through September 2014

	Oct '13 - Sep 14	Oct '12 - Sep 13	\$ Change	% Change
Ordinary Income/Expense				
Income				
Bed Tax Income	13,448.34	18,854.39	-5,406.05	-28.7%
Cabin Sales	5,487.41	19,525.38	-14,037.97	-71.9%
Other Types of Income	40.37	0.00	40.37	100.0%
Program Income	5,850.00	15,888.76	-10,038.76	-63.2%
Visitor Guide Ad Sales	7,450.00	-155.00	7,605.00	4,906.5%
Winter Festival Booths	1,393.51	1,320.00	73.51	5.6%
Total Income	33,669.63	55,433.53	-21,763.90	-39.3%
Gross Profit	33,669.63	55,433.53	-21,763.90	-39.3%
Expense				
Advertising	3,114.27	4,329.73	-1,215.46	-28.1%
bank card fee	907.34	2,035.43	-1,128.09	-55.4%
Business Expenses	1,777.00	380.00	1,397.00	367.6%
Business Income Tax	118.95	0.00	118.95	100.0%
Cabin Inventory	2,342.82	10,341.34	-7,998.52	-77.4%
Christmas in July	0.00	1,355.00	-1,355.00	-100.0%
Contract Services	4,192.08	2,226.00	1,966.08	88.3%
Electric	73.00	0.00	73.00	100.0%
Facilities and Equipment	459.40	7,503.39	-7,043.99	-93.9%
Gift Certificates	100.00	0.00	100.00	100.0%
Luncheon	0.00	758.00	-758.00	-100.0%
Operations	1,548.87	3,808.80	-2,259.93	-59.3%
Other Types of Expenses	1,497.00	1,497.00	0.00	0.0%
Payroll Expenses	8,131.18	15,169.68	-7,038.50	-46.4%
property Taxes	383.81	561.78	-177.97	-31.7%
Telephone, Telecommunications	605.21	756.11	-150.90	-20.0%
Travel and Meetings	39.85	46.00	-6.15	-13.4%
Winter Festival	0.00	33.15	-33.15	-100.0%
Total Expense	25,290.78	50,801.41	-25,510.63	-50.2%
Net Ordinary Income	8,378.85	4,632.12	3,746.73	80.9%
Net Income	8,378.85	4,632.12	3,746.73	80.9%

12:40 PM
 08/06/14
 Accrual Basis

North Pole Community Chamber of Commerce
Balance Sheet Prev Year Comparison
 As of September 30, 2014

	<u>Sep 30, 14</u>	<u>Sep 30, 13</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Mt. McKinley Bank	11,890.86	4,779.13	7,111.73	148.8%
Petty Cash	152.00	0.00	152.00	100.0%
Total Checking/Savings	<u>12,042.86</u>	<u>4,779.13</u>	<u>7,263.73</u>	<u>152.0%</u>
Accounts Receivable				
Accounts Receivable	815.00	0.00	815.00	100.0%
Total Accounts Receivable	<u>815.00</u>	<u>0.00</u>	<u>815.00</u>	<u>100.0%</u>
Other Current Assets				
Inventory Asset	4,490.00	4,490.00	0.00	0.0%
Undeposited Funds	60.00	0.00	60.00	100.0%
Total Other Current Assets	<u>4,550.00</u>	<u>4,490.00</u>	<u>60.00</u>	<u>1.3%</u>
Total Current Assets	<u>17,407.86</u>	<u>9,269.13</u>	<u>8,138.73</u>	<u>87.8%</u>
Fixed Assets				
Accumulated Depreciation	-1,402.00	-1,402.00	0.00	0.0%
Buildings	7,894.00	7,894.00	0.00	0.0%
Furniture and Equipment	1,401.00	1,401.00	0.00	0.0%
Land	15,232.00	15,232.00	0.00	0.0%
Total Fixed Assets	<u>23,125.00</u>	<u>23,125.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>40,532.86</u>	<u>32,394.13</u>	<u>8,138.73</u>	<u>25.1%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Payroll Liabilities	1,255.74	888.43	367.31	41.3%
Sales Tax Payable	0.64	608.07	-607.43	-99.9%
Total Other Current Liabilities	<u>1,256.38</u>	<u>1,496.50</u>	<u>-240.12</u>	<u>-16.1%</u>
Total Current Liabilities	<u>1,256.38</u>	<u>1,496.50</u>	<u>-240.12</u>	<u>-16.1%</u>
Total Liabilities	<u>1,256.38</u>	<u>1,496.50</u>	<u>-240.12</u>	<u>-16.1%</u>
Equity				
Opening Bal Equity	3,146.58	3,146.58	0.00	0.0%
Unrestricted Net Assets	27,751.05	23,118.93	4,632.12	20.0%
Net Income	8,378.85	4,632.12	3,746.73	80.9%
Total Equity	<u>39,276.48</u>	<u>30,897.63</u>	<u>8,378.85</u>	<u>27.1%</u>
TOTAL LIABILITIES & EQUITY	<u>40,532.86</u>	<u>32,394.13</u>	<u>8,138.73</u>	<u>25.1%</u>



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Current Statement Transactions on NPCCC CHECKING ACCOUNT 31705134 \$8,905.83 as of September 19, 2014

Transactions						
Date	Check Number	Description	Debit	Credit	Balance	
09/12/2014		GAZEWOOD & WEINER PC POS FAIRBANKS AK US 207116	2,000.00		8,411.04	
09/12/2014		IN *GREATER FAIRBANKS CHA POS 907-4521105 AK US 000746	18.00		8,393.04	
09/15/2014		SANTA'S LETTERS AND POS 907-4888118 AK US 267200	285.00		8,108.04	
09/15/2014		ACS AK COMM *254208391931 POS 907-5611551 AK US 483157	46.73		8,061.31	
09/15/2014		INTUIT PAYROLL S QUICKBOOKS 140915 CCD	204.01		7,857.30	
09/16/2014		FDGL ANNUAL FEE 140916 PPD	30.20		7,827.10	
09/17/2014		DEPOSIT MAIN BRANCH		284.40	8,111.50	
09/17/2014		DEPOSIT MAIN BRANCH		23.50	8,135.00	
09/17/2014		DEPOSIT MAIN BRANCH		434.45	8,569.45	
09/17/2014		DEPOSIT MAIN BRANCH		282.51	8,851.96	
09/17/2014		DEPOSIT MAIN BRANCH		197.75	9,049.71	
09/18/2014		HST*northpolechamber.us POS 866-5734678 UT US 010329	143.88		8,905.83	

[Transaction Menu](#) | [Previous Statement](#) | [Current Statement](#) | [Recent Transactions](#) | [Current Business Day](#)

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- EXPRESS TRANSFER
- EXTENDED HISTORY
- BALANCES
- TRANSACTIONS
- PAY BILLS
- TRANSFERS
- STOP PAYMENT

Account Summary for NPCCC CHECKING ACCOUNT 31705134 \$8,905.83 as of September 19, 2014

Account Information		
Account Number:		31705134
Current Balance:		8,905.83
Available Balance:		8,905.83
Previous Statement Balance:		10,411.04
Last Deposit:	09/17/2014	197.75
Last Check:	09/09/2014	300.00
Interest Paid 2014:		.00

Transaction Search

Search:

For:

Transaction Activity		Previous Statement					
Date	Check Number	Description	Debit	Credit	Balance		
07/28/2014		MERCHANT BNKCD DEPOSIT 140725 CCD		131.20	15,809.48		
07/29/2014		MERCHANT BNKCD DEPOSIT 140726 CCD		84.59	15,894.07		
07/29/2014		MERCHANT BNKCD DEPOSIT 140727 CCD		91.29	15,985.36		
07/29/2014		MERCHANT BNKCD DEPOSIT 140728 CCD		634.55	16,619.91		
07/30/2014		MERCHANT BNKCD DEPOSIT 140729 CCD		60.50	16,680.41		
07/31/2014		MERCHANT BNKCD DEPOSIT 140730 CCD		48.41	16,728.82		
07/31/2014		IRS USATAXPYMT 073114 CCD	17.12		16,711.70		
07/31/2014		IRS USATAXPYMT 073114 CCD	757.52		15,954.18		
07/31/2014	1581	CHECK NUMBER	140.00		15,814.18		
07/31/2014	1578	CHECK NUMBER	1,122.00		14,692.18		
08/01/2014		MERCHANT BNKCD DEPOSIT 140731 CCD		58.49	14,750.67		
08/04/2014		BANKCARD MTOT DISC 140731 CCD	12.95		14,737.72		
08/05/2014		MERCHANT BNKCD DEPOSIT 140804 CCD		99.00	14,836.72		
08/05/2014		MERCHANT BNKCD DEPOSIT 140802 CCD		67.60	14,904.32		
08/05/2014		MERCHANT BNKCD DEPOSIT 140803 CCD		23.00	14,927.32		
08/05/2014		FDGL LEASE PYMT 140805 PPD	45.94		14,881.38		
08/05/2014		MERCHANT BNKCD FEE 140802 CCD	159.29		14,722.09		
08/06/2014		MERCHANT BNKCD DEPOSIT 140805 CCD		2.27	14,724.36		
08/07/2014		MERCHANT BNKCD DEPOSIT 140806 CCD		166.50	14,890.86		
08/07/2014		ARCTIC CIRCLE ENTERPRISES POS 907-2724366 AK US 132197	418.42		14,472.44		
08/07/2014		INTUIT PAYROLL S QUICKBOOKS 140807 CCD	1,108.63		13,363.81		
08/08/2014		MERCHANT BNKCD DEPOSIT 140807 CCD		49.45	13,413.26		
08/08/2014		SPRING ALASKA POS FAIRBANKS AK US 073700	51.00		13,362.26		
08/11/2014		MERCHANT BNKCD DEPOSIT 140808 CCD		43.84	13,406.10		
08/12/2014		MERCHANT BNKCD DEPOSIT 140810 CCD		86.09	13,492.19		
08/12/2014		ACS AK COMM *209161032462 POS 907-5611551 AK US 483157	46.73		13,445.46		
08/13/2014		MORRIS VISITOR PUBLIC LLC POS 800-680-4035 GA US 072005	1,239.66		12,205.80		
08/14/2014		MERCHANT BNKCD DEPOSIT 140813 CCD		41.40	12,247.20		
08/14/2014		ALASKA STATE CHAMBER POS 907-586-2323 AK US 286685	120.00		12,127.20		
08/15/2014		MERCHANT BNKCD DEPOSIT 140814 CCD		198.29	12,325.49		
08/15/2014		ARCTIC CIRCLE ENTERPRISES POS 907-2724366 AK US 132277	49.72		12,275.77		
08/18/2014		MERCHANT BNKCD DEPOSIT 140815 CCD		26.50	12,302.27		
08/19/2014		MERCHANT BNKCD DEPOSIT 140816 CCD		82.23	12,384.50		
08/19/2014		MERCHANT BNKCD DEPOSIT 140818 CCD		90.77	12,475.27		
08/20/2014		INTUIT PAYROLL S QUICKBOOKS 140820 CCD	1.50		12,473.77		
08/20/2014		INTUIT PAYROLL S QUICKBOOKS 140820 CCD	500.00		11,973.77		
08/21/2014		INTUIT PAYROLL S QUICKBOOKS 140821 CCD	1,083.13		10,890.64		
08/22/2014		MERCHANT BNKCD DEPOSIT 140821 CCD		60.49	10,951.13		
08/22/2014		GOLDEN VALLEY ELECTRIC AS POS 907-4521151 AK US 122345	93.00		10,858.13		
08/25/2014		MERCHANT BNKCD DEPOSIT 140822 CCD		102.50	10,960.63		

08/26/2014	MERCHANT BNKCD DEPOSIT 140823 CCD		73.00	11,033.63
08/26/2014	MERCHANT BNKCD DEPOSIT 140825 CCD		152.72	11,186.35
08/26/2014	ACS AK COMM *112894399120 POS 907-5638000 AK US 484361	34.99		11,151.36
08/27/2014	MERCHANT BNKCD DEPOSIT 140826 CCD		91.70	11,243.06
08/28/2014	MERCHANT BNKCD DEPOSIT 140827 CCD		31.50	11,274.56
09/02/2014	MERCHANT BNKCD DEPOSIT 140831 CCD		21.00	11,295.56
09/02/2014	MERCHANT BNKCD DEPOSIT 140830 CCD		16.50	11,312.06
09/02/2014	BANKCARD MTOT DISC 140831 CCD	12.95		11,299.11
09/03/2014	MERCHANT BNKCD DEPOSIT 140902 CCD		169.85	11,468.96
09/03/2014	MERCHANT BNKCD FEE 140902 CCD	120.18		11,348.78
09/05/2014	1584 CHECK NUMBER		73.39	11,275.39
09/05/2014	FDGL LEASE PYMT 140905 PPD		45.94	11,229.45
09/08/2014	1583 CHECK NUMBER		508.40	10,721.05
09/09/2014	USPS 0227740705 POS FAIRBANKS AK US 001550		10.01	10,711.04
09/09/2014	1585 CHECK NUMBER		300.00	10,411.04

Transactions Displayed: All **Transfers**

[0034] No scheduled transactions for this account.

[Create New Scheduled Transfer](#) Equal Housing Lender | Member FDIC

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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 99505-0750
Main: 907.428.7000
Fax: 907.428.7009
www.ready.alaska.gov

September 12, 2014

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

RE: 2014 State Homeland Security Program, EMW-2014-SS-00010
State Grant No.: 14SHSP-GR34094

Certified #: 9171 9690 0935 0076 7825 24

Dear Mayor Ward:

The Division of Homeland Security and Emergency Management (DHS&EM) received funds from the US Department of Homeland Security under the 2014 State Homeland Security Program. We are pleased to award the City of North Pole the amount of \$58,337.50 under this grant. 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 2014 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

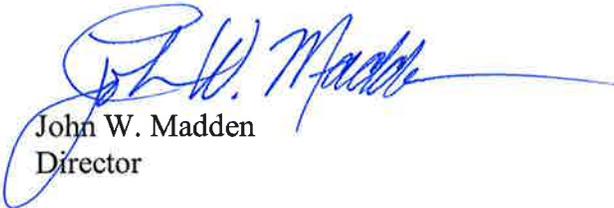
If the Obligating Award Documents cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form and instructions are available for download on DHS&EM's Grants website, <http://ready.alaska.gov/grants.htm>.

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
September 12, 2014
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 mva.grants@alaska.gov.

Sincerely,



John W. Madden
Director

jwm:ama:tdp

Enclosures: Obligating Award Document (2 originals)
Project Budget Details Report
Quarterly Activities Plan
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

AWARD DATE

October 01, 2014

FEDERAL GRANT PROGRAM

2014 State Homeland Security Program

OBLIGATING AWARD DOCUMENT

AMENDMENT

FEDERAL GRANT NUMBER

EMW-2014-SS-00010

SUBGRANTEE 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, 2014

AWARD AMOUNT

TO: March 31, 2016

\$58,337.50

STATE GRANT NUMBER

North Pole

DUNS NUMBER 082506569

FUNDING ALLOCATION

EIN 92-6001585

PLANNING \$6,500.00

EXERCISE

METHOD OF PAYMENT Electronic

TRAINING

EQUIPMENT \$51,837.50

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

STATE PROJECT MANAGER

PHONE

FAX

EMAIL

Adrian Avey

907-428-7027

907-428-7009

adrian.avey@alaska.gov

AGENCY APPROVAL

SUBGRANTEE ACCEPTANCE

NAME AND TITLE OF APPROVING AGENCY OFFICIAL

NAME AND TITLE OF AUTHORIZED SUBGRANTEE OFFICIAL

John W. Madden, Director

Bryce Ward, Mayor

SIGNATURE OF APPROVING AGENCY OFFICIAL

SIGNATURE OF AUTHORIZED SUBGRANTEE OFFICIAL

DATE

DATE

9/10/2014

FOR STATE USE ONLY

CO-LOCATION CODE

DIVISION FILE NUMBER

9294121

1.6.10.1.12

DATE
RETURNED

Project Budget Details Report

2014 State Homeland Security Program / SHSP

North Pole, City of

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

Expense PBD#	Category	Solution Area	Discipline	Qty	Budgeted Cost	PBD# Amt Spent	PBD# Balance
1	Equipment	CBRNE.SAR	FS				
EHP <input checked="" type="checkbox"/> EHP					State Federal		
Item: Rescue Equipment					\$16,837.50		\$16,837.50
Description: Purchase equipment to enhance SAR operations to include various saws, compressor, cord reel, load center, air hose, drills, nailers, generators							

2	Equipment	Interop.Commun	LE				
EHP <input checked="" type="checkbox"/> EHP					State Federal		
Item: EOC Equipment					\$35,000.00		\$35,000.00
Description: Purchase and install servers and software to enhance and back up EOC							

3	Plan.Org	Other	PH				
EHP <input type="checkbox"/> EHP					State Federal		
Item: Preparedness Expenses					\$6,500.00		\$6,500.00
Description: Rent facility and media expenses for annual "Preparedness Expo"							

Adjusted Grant Award

State	
Federal	\$58,337.50

Total Budgeted Allocated (Fed & State)

	\$58,337.50
--	--------------------

PBD Total Allocations:		
State		
Federal	\$58,337.50	
Total Expenses:		
State		
Federal		
Summary Balance:		
State		
Federal	\$58,337.50	
PBD Non-Budgeted Funds:		\$0.00

Environmental and Historic Preservation Screening Form

- Information about historic properties may be found on the National Register of Historic Places at <http://nrhp.focus.nps.gov/natreghome.do?searchtype=natreghome> 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:..... _____
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>

Environmental and Historic Preservation Screening Form

- i. Is there evidence of bird roosts or rookeries present within 1/2-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:
 - j. Distance to nearest telecommunication tower:.....
 - k. Have measures been incorporated for minimizing impacts to migratory birds? Yes No
 - If yes, describe:.....
 - l. Has an FCC registration been obtained for this tower?..... Yes No
 - If yes, provide Registration #:
 - m. Has the FCC E106 process been completed?..... Yes No
 - n. 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#.....
 - o. 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*):.....
 - p. Will equipment be co-located on existing FCC licensed tower or other structure? Yes No
 - If yes, identify the type of structure:.....
 - q. 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/ehp-applicant-help.shtm#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

- 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 1/2 mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) waterbody, marsh):

Environmental and Historic Preservation Screening Form

- 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.**

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: _____
Grantee (SAA): Military and Veterans Affairs, Sub grantee: _____
Alaska Department of Subgrantee POC: _____
Grantee POC: Adrian Avey Mailing Address: _____
Mailing Address: PO Box 5750, JBER, AK 99505 E-mail: _____
E-mail: mva.grants@alaska.gov
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 that section. For multi-component projects or those that may fit into multiple project types, 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 (Include who it's for, what it is, where it is located, why it is needed and how it will benefit the community) _____

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:



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

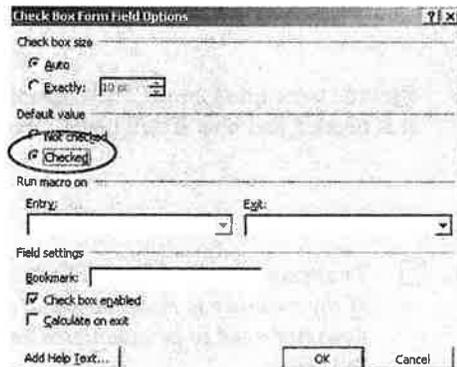
Paperwork Burden Disclosure Notice

*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.

Provide milestones (bullets) for each Project Budget Details # (PBD#) in each quarter to implement the approved project. *Reminder: Project implementation must begin within 90 days of award date.*

PBD#1—Rescue Equipment	
FFY	Milestone Bullets
15-Q1	
15-Q2	
15-Q3	
15-Q4	
16-Q1	
16-Q2	

PBD#2—EOC Equipment	
FFY	Milestone Bullets
15-Q1	
15-Q2	
15-Q3	
15-Q4	
16-Q1	
16-Q2	

PBD#3—Preparedness Expo	
FFY	Milestone Bullets
15-Q1	
15-Q2	
15-Q3	
15-Q4	
16-Q1	
16-Q2	

Quarters	Dates
FFY15-Q1	10/01/14 – 12/31/14
FFY15-Q2	01/01/15 – 03/31/15
FFY15-Q3	04/01/15 – 06/30/15

Quarters	Dates
FFY15-Q4	07/01/15 – 09/30/15
FFY16-Q1	10/01/15 – 12/31/15
FFY16-Q2	01/01/16 – 03/31/16

Project Budget Details Report

2014 State Homeland Security Program / SHSP

North Pole, City of

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

PBD#	Expense Category	Solution Area	Discipline	Qty	Budgeted Cost	PBD# Amt Spent	PBD# Balance
1	Equipment	CBRNE.SAR	FS				
EHP					<i>State</i>		
<input type="checkbox"/> EHP					<i>Federal</i>	\$16,837.50	\$16,837.50
Item: Rescue Equipment							
Description: Purchase equipment to enhance SAR operations to include various saws, compressor, cord reel, load center, air hose, drills, nailers, generators							

2	Equipment	Interop.Commun	LE				
EHP					<i>State</i>		
<input checked="" type="checkbox"/> EHP					<i>Federal</i>	\$35,000.00	\$35,000.00
Item: EOC Equipment							
Description: Purchase and install servers and software to enhance and back up EOC							

3	Plan.Org	Other	PH				
EHP					<i>State</i>		
<input type="checkbox"/> EHP					<i>Federal</i>	\$6,500.00	\$6,500.00
Item: Preparedness Expenses							
Description: Rent facility and media expenses for annual "Preparedness Expo"							

Adjusted Grant Award

<i>State</i>	
<i>Federal</i>	\$58,337.50

Total Budgeted Allocated (Fed & State)

\$58,337.50

PBD Total Allocations:	
<i>State</i>	
<i>Federal</i>	\$58,337.50
Total Expenses:	
<i>State</i>	
<i>Federal</i>	
Summary Balance:	
<i>State</i>	
<i>Federal</i>	\$58,337.50
PBD Non-Budgeted Funds:	
	\$0.00

(U) The City of North Pole shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2014 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.

(V) No funds will be reimbursed until City of North Pole fiscal and programmatic representatives attend a 2014 Grant Kick-Off Meeting to be held throughout the state in September and October, 2014. Activity towards grant acceptance and projects may take place prior to Kick-Off meeting attendance.

(W) The City of North Pole must complete a Quarterly Activities Plan by January 20, 2015. Information on this requirement will be provided at 2014 Grant Kick-off meetings.

(X) The City of North Pole must complete/update the Alaska Assessment annually by December 31.

(Y) The City of North Pole must have programmatic jurisdictional representatives at the annual DHS&EM Multiyear Training and Exercise Plan Workshop (TEPW).

(Z) 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 2014, the Alaska Assessment will be the required means to report NIMS compliance for future preparedness award eligibility.

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

(J) Publications and Copyright: All recipients must affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations) Publications created with funding under this grant should 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.***

(K) Acknowledgement of Federal Funding: All subgrantees 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.

(L) Federal Debt Status: All subgrantees 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.

(M) False Claims Act and Program Fraud Civil Remedies: All subgrantees must comply with the requirements of 31 U.S.C. § 3729 which set forth that no subgrantee 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.

(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) Subgrantee 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 in the Grants Non-Disaster Grants Management Handbook at <http://ready.alaska.gov/grants>.

(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 2014 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.

- **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.llis.dhs.gov/knowledgebase/authorized-equipment-list-ael>. 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 sheltering exercise.

(E) Non-reimbursable Expenses:

- Contracts, single vendor response to a competitive bid, and/or procurements over \$25,000 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
- Supplanting
- Maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances) Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus during exercises.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of the conclusion of the exercise.
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Weapons, weapons accessories, 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.

(F) 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> 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. For items over \$5,000.00, a Single Equipment Reporting Form must be submitted at the time of reimbursement at the time of reimbursement request

(G) Procurement: Each purchase in excess of \$25,000.00, sole-source procurement, and single vendor response to a competitive bid require pre-approval of DHS&EM. A Procurement Method Report documenting method of solicitation is required for reimbursement for every procurement. 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.

(H) Contracts: Any contract entered into during this grant period shall comply with local, state and federal government contracting regulations. To the extent that subgrantees of a grant use contractors, subgrantees 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.

The total allocation of the 2014 State Homeland Security Program awarded to the Division of Homeland Security and Emergency Management (DHS&EM) is \$3,733,000.00 under *Federal Grant EMW-2014-SS-00010, CFDA# 97.067*. The City of North Pole has been awarded \$58,337.50, 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, 2014 through March 31, 2016. 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>, 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	10/01/2014–12/31/2014	01/20/2015
2	01/01/2015–03/31/2015	04/20/2015
3	04/01/2015–06/30/2015	07/20/2015
4	07/01/2015–09/30/2015	10/20/2015
5	10/01/2015–12/31/2015	01/20/2016
6	01/01/2016–03/31/2016	04/20/2016
7	Final Report	05/15/2016

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.

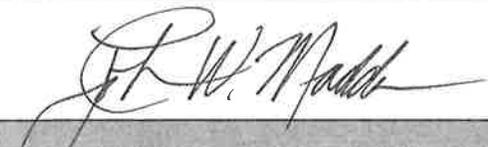
(C) Signatory Requirements: The primary signatory official, project manager and financial officer as listed on the Signatory Authority Form must sign the original obligating award document and any amendments. Delegates may sign quarterly and final reports, however, the signatures of the project manager, signatory official and the financial officer must be three different signatures.

(D) 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.), method of solicitation must be documented with a Procurement Method Report and documentation of payment must be included.

- **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 N. 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 \$25,000 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.

3. Sub grantee will provide compliance evidence to DHS&EM from the state audit coordinator before any payment will be processed.
 4. DHS&EM may process On-Behalf-Of (OBO) payments to vendors for costs directly associated to the scope of work on approved awards.
 5. Performance periods will not be extended due to a sub grantee's failure to comply with A-133 Audit requirement.
 6. Payments made in error to sub grantees that are either "overdue" or "non-compliant" must be repaid to the State of Alaska within 90 days of receipt of notice from DHS&EM.
4. Procurement and Contracts. Contracts must be of a reasonable cost, generally be competitively bid, and must comply with Federal, State, and local procurement standards. Detailed requirements for eligible procurement methods and contract types can be found in 44 CFR Part 13 – *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*. The applicant agrees to review and follow procurement and contract requirements necessary for compliance with the grant program. Further, the applicant understands that failure to comply with these requirements may result of loss of funding for the entire project.
- A. Debarred/Suspended Vendors. As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this award been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal ,State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
 4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
5. Technology Requirements
28 CFR Part 23, Criminal Intelligence System Operating Policies
6. Duplication of Benefits
2 CFR Part 225, Basic Guidelines Section C.3(c)
7. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities
8. State Requirements
Alaska State Procurement Code AS 36.30, AS36.30.005-.030 www.state.ak.us/local/akpages/ADMIN/dgs/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.htm>

- (A) Monies may not be obligated outside of the time period as stated on the grant document. An obligation occurs when monies 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 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 jurisdiction shall follow the financial management requirements imposed on them by the Division of Homeland Security and Emergency Management (DHS&EM).
- (C) The signature of the signatory officials on this award attests to the jurisdiction'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.
- (D) The jurisdiction 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.
- (E) The jurisdiction 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. The jurisdiction 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, sub grantees 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.
- (F) The jurisdiction certifies that it has an *Affirmative Action Plan/Equal Employment Opportunity Plan*. An *EEOP* is not required for subgrantees of less than \$25,000.00 or fewer than 50 employees.
- (G) The jurisdiction certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.
- (H) It is the responsibility of the jurisdiction as the subgrantee 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* www.whitehouse.gov/omb/circulars/index.html
 2. Cost Principles
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
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
 - A. Federal: The applicant agrees that, as a condition of receiving any federal financial assistance, an A-133 audit of those federal funds will be performed, if required by law, and further agrees it will comply with all applicable audit requirements.
 - B. State: If the applicant is an entity that received state financial assistance the applicant shall submit to the State coordinating agency, within one year after the end of the audit period, an annual audit report covering the audit period as required by 2 AAC 45.010.
 - C. Sub grantees identified as either "overdue" or "non-compliant" by the Alaska Dept of Administration, Division of Finance, Single Audit Coordinator shall be subject to the following grant payment restrictions:
 1. The Division of Homeland Security & Emergency Management (DHS&EM) will not process grant payments of any nature directly to the sub grantee
 2. Sub grantee will be required to fully comply with the A-133 Audit requirements as specified by the Alaska Dept of Administration, Division of Finance, Single Audit Coordinator

State of Alaska					Page 1 of 8			
Division of Homeland Security and Emergency Management								
Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate					AWARD DATE October 01, 2014			
					FEDERAL GRANT PROGRAM 2014 State Homeland Security Program			
OBLIGATING AWARD DOCUMENT				AMENDMENT		FEDERAL GRANT NUMBER EMW-2014-SS-00010		
SUBGRANTEE 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, 2014		AWARD AMOUNT \$58,337.50			
			TO: March 31, 2016					
						STATE GRANT NUMBER North Pole		
DUNS NUMBER 082506569		FUNDING ALLOCATION						
EIN 92-6001585		PLANNING \$6,500.00		EXERCISE				
METHOD OF PAYMENT Electronic		TRAINING		EQUIPMENT \$51,837.50				
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				
STATE PROJECT MANAGER		PHONE		FAX		EMAIL		
Adrian Avey		907-428-7027		907-428-7009		adrian.avey@alaska.gov		
AGENCY APPROVAL				SUBGRANTEE ACCEPTANCE				
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED SUBGRANTEE OFFICIAL				
John W. Madden, Director				Bryce Ward, Mayor				
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED SUBGRANTEE OFFICIAL				
			DATE				DATE	
			9/12/2014					
FOR STATE USE ONLY								
CO-LOCATION CODE		DIVISION FILE NUMBER			DATE RETURNED			
9294121		1.6.10.1.12						

(U) The City of North Pole shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2014 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.

(V) No funds will be reimbursed until City of North Pole fiscal and programmatic representatives attend a 2014 Grant Kick-Off Meeting to be held throughout the state in September and October, 2014. Activity towards grant acceptance and projects may take place prior to Kick-Off meeting attendance.

(W) The City of North Pole must complete a Quarterly Activities Plan by January 20, 2015. Information on this requirement will be provided at 2014 Grant Kick-off meetings.

(X) The City of North Pole must complete/update the Alaska Assessment annually by December 31.

(Y) The City of North Pole must have programmatic jurisdictional representatives at the annual DHS&EM Multiyear Training and Exercise Plan Workshop (TEPW).

(Z) 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 2014, the Alaska Assessment will be the required means to report NIMS compliance for future preparedness award eligibility.

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

(J) Publications and Copyright: All recipients must affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations) Publications created with funding under this grant should 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.***

(K) Acknowledgement of Federal Funding: All subgrantees 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.

(L) Federal Debt Status: All subgrantees 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.

(M) False Claims Act and Program Fraud Civil Remedies: All subgrantees must comply with the requirements of 31 U.S.C. § 3729 which set forth that no subgrantee 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.

(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) Subgrantee 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 in the Grants Non-Disaster Grants Management Handbook at <http://ready.alaska.gov/grants>.

(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 2014 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.

- **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.llis.dhs.gov/knowledgebase/authorized-equipment-list-ael>. 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 sheltering exercise.

(E) Non-reimbursable Expenses:

- Contracts, single vendor response to a competitive bid, and/or procurements over \$25,000 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
- Supplanting
- Maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances) Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus during exercises.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of the conclusion of the exercise.
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Weapons, weapons accessories, 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.

(F) 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> 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. For items over \$5,000.00, a Single Equipment Reporting Form must be submitted at the time of reimbursement at the time of reimbursement request

(G) Procurement: Each purchase in excess of \$25,000.00, sole-source procurement, and single vendor response to a competitive bid require pre-approval of DHS&EM. A Procurement Method Report documenting method of solicitation is required for reimbursement for every procurement. 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.

(H) Contracts: Any contract entered into during this grant period shall comply with local, state and federal government contracting regulations. To the extent that subgrantees of a grant use contractors, subgrantees 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.

The total allocation of the 2014 State Homeland Security Program awarded to the Division of Homeland Security and Emergency Management (DHS&EM) is \$3,733,000.00 under *Federal Grant EMW-2014-SS-00010, CFDA# 97.067*. The City of North Pole has been awarded \$58,337.50, 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, 2014 through March 31, 2016. 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>, 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	10/01/2014–12/31/2014	01/20/2015
2	01/01/2015–03/31/2015	04/20/2015
3	04/01/2015–06/30/2015	07/20/2015
4	07/01/2015–09/30/2015	10/20/2015
5	10/01/2015–12/31/2015	01/20/2016
6	01/01/2016–03/31/2016	04/20/2016
7	Final Report	05/15/2016

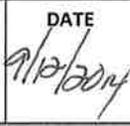
Invoices with progress reports will be submitted to DHS&EM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the award amendment.

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) Signatory Requirements: The primary signatory official, project manager and financial officer as listed on the Signatory Authority Form must sign the original obligating award document and any amendments. Delegates may sign quarterly and final reports, however, the signatures of the project manager, signatory official and the financial officer must be three different signatures.

(D) 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.), method of solicitation must be documented with a Procurement Method Report and documentation of payment must be included.

- **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 N. 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 \$25,000 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.

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 8	
						AWARD DATE	
						October 01, 2014	
						FEDERAL GRANT PROGRAM	
						2014 State Homeland Security Program	
OBLIGATING AWARD DOCUMENT				AMENDMENT		FEDERAL GRANT NUMBER	
						EMW-2014-SS-00010	
SUBGRANTEE 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, 2014		AWARD AMOUNT	
				TO: March 31, 2016		\$58,337.50	
				STATE GRANT NUMBER		North Pole	
DUNS NUMBER 082506569		EIN 92-6001585		METHOD OF PAYMENT Electronic		FUNDING ALLOCATION	
		PLANNING \$6,500.00		TRAINING		EXERCISE EQUIPMENT \$51,837.50	
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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
STATE PROJECT MANAGER		PHONE		FAX		EMAIL	
Adrian Avey		907-428-7027		907-428-7009		adrian.avey@alaska.gov	
AGENCY APPROVAL				SUBGRANTEE ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED SUBGRANTEE OFFICIAL			
<i>John W. Madden, Director</i>				Bryce Ward, Mayor			
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED SUBGRANTEE OFFICIAL			
			DATE				DATE
			9/12/2014				
FOR STATE USE ONLY							
CO-LOCATION CODE		DIVISION FILE NUMBER		DATE RETURNED			
9294121		1.6.10.1.12					

Grant Requirements

- (A) Monies may not be obligated outside of the time period as stated on the grant document. 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 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 jurisdiction shall follow the financial management requirements imposed on them by the Division of Homeland Security and Emergency Management (DHS&EM).
- (C) The signature of the signatory officials on this award attests to the jurisdiction'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.
- (D) The jurisdiction 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.
- (E) The jurisdiction 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. The jurisdiction 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, sub grantees 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.
- (F) The jurisdiction certifies that it has an *Affirmative Action Plan/Equal Employment Opportunity Plan*. An *EEOP* is not required for subgrantees of less than \$25,000.00 or fewer than 50 employees.
- (G) The jurisdiction certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.
- (H) It is the responsibility of the jurisdiction as the subgrantee 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* www.whitehouse.gov/omb/circulars/index.html
 2. Cost Principles
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
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
 - A. **Federal:** The applicant agrees that, as a condition of receiving any federal financial assistance, an A-133 audit of those federal funds will be performed, if required by law, and further agrees it will comply with all applicable audit requirements.
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 1. The Division of Homeland Security & Emergency Management (DHS&EM) will not process grant payments of any nature directly to the sub grantee
 2. Sub grantee will be required to fully comply with the A-133 Audit requirements as specified by the Alaska Dept of Administration, Division of Finance, Single Audit Coordinator

4. DHS&EM may process on-behalf-of (OBO) payments to vendors for costs directly associated to the scope of work on approved awards.
5. Performance periods will not be extended due to a sub grantee's failure to comply with A-133 Audit requirement.
6. Payments made in error to sub grantees that are either "overdue" or "non-compliant" must be repaid to the State of Alaska within 90 days of receipt of notice from DHS&EM.

4. Procurement and Contracts. Contracts must be of a reasonable cost, generally be competitively bid, and must comply with Federal, State, and local procurement standards. Detailed requirements for eligible procurement methods and contract types can be found in 44 CFR Part 13 – *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*. The applicant agrees to review and follow procurement and contract requirements necessary for compliance with the grant program. Further, the applicant understands that failure to comply with these requirements may result of loss of funding for the entire project.

A. Debarred/Suspended Vendors. As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this award been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal ,State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

5. Technology Requirements

28 CFR Part 23, Criminal Intelligence System Operating Policies

6. Duplication of Benefits

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

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

8. State Requirements

Alaska State Procurement Code AS 36.30, AS36.30.005-.030 www.state.ak.us/local/akpages/ADMIN/dgs/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.htm>



**North Pole Police Dept.
125 Snowman Ln.
North Pole, AK 99705**

**Chief Steve Dutra
Phone: 907-488-8459
Fax: 907-488-5299**

September 30, 2014

To: North Pole City Council
City Clerk Kathy Weber

Re: 2014-15 Alaska Highway Safety Grant in the amount of \$66,292.44:
Grant #164AL-15-01-00(C).

I received a letter from AHSO or Alaska Highway Safety Administration stating we have received funding, in the amount up to \$66,292.44, for our 2014-15 budget years. These funds are 50% matching funds to support the DUI or Driving under the Influence enforcement efforts in and around North Pole. This is the 3rd year of a 4 year grant where the City Of North Pole will provide one fulltime police officer for DUI enforcement. Next year starting October 1, 2015, we will be in the final year where the financial obligation will grow to 75% to the City of North Pole and 25% AHSO.

The budget impacts, without the grant, from October 2014 through December 2015 are approximately \$122,000.00. The budget difference for the same period with the grant is approximately \$67,000.00. This would leave us with the decision to fund a full permanent Traffic/Patrol Officer at approximately \$55,000.00.

This position is unique in that it cannot be used for any other purpose other than DUI enforcement. Since we lost a patrol officer position this year to close budget gaps there have been extreme strains on patrol staff to compensate for schedule shortfalls due to vacations, training obligations, injuries, and other unforeseen demands. I am requesting that the council convert this position to a non-grant funded traffic position in order to assist me in supporting more vital obligations to the community.

A patrol/traffic officer would be more beneficial to our goals and objectives and would help support a more balanced patrol work force. Uncontrollable schedule changes are one of the single most daunting burdens on my staff. Allowing this position to move to a permanent position will give us the flexibility to use this officer in times of need then shift them back to traffic duties as necessary.

I will continue to use this position in a traffic enforcement capacity. Without the constraints of the grant we can offer more versatile services to the community such as assist with manpower needs of patrol, offer traffic safety programs, school time traffic enforcement, student presentations, and residential traffic enforcement and more.

It would be a tragic decision to deny these funds then not fill that lost patrol position. This would degrade my ability to meet the needs of our community. We need a strong traffic enforcement program and we need a better balance in shift coverage. It is unlikely that the city can reinstate the lost patrol position and fund the AHSO obligations for 2015.

Thank you

A handwritten signature in black ink, appearing to be 'Chief Dutra', written over the text 'Thank you'.

Chief Dutra



THE STATE
of **ALASKA**

GOVERNOR SEAN PARNELL

Department of Transportation
and
Public Facilities

DIVISION OF PROGRAM DEVELOPMENT
Alaska Highway Safety Office

3132 Channel Drive
PO Box 112500
Juneau, Alaska 99801
Main: 907.465.4070
HY/IDD: 907.465.3652
Fax: 907.465.6984

September 11, 2014

Lieutenant Chad Rathbun
North Pole Police Department
125 Snowman Lane
North Pole, AK 99705

Re: Grant # 164AL-15-01-00(C)

Dear Lieutenant Rathbun:

Congratulations! Your Federal Fiscal Year (FFY) 2015 grant application titled North Pole PD DUI Officer is approved in the amount of \$66,292.44. The attached agreement includes your project budget, required Subgrantee match, project timeline, agreement conditions, and certification regarding federal lobbying. You must complete the information on the first page, and you and your agency's financial manager must sign this form. In addition, your grant project manager must sign both Section 3: Agreement Conditions and Section 4: Certification Regarding Federal Lobbying.

This letter and the attached grant agreement comprise the entire executed agreement for this grant. Any modifications to your initial proposal are reflected in this executed agreement. Any concerns regarding your executed agreement must be addressed and resolved prior to the expenditure of grant funds.

All applicable forms and documents related to your grant can be found online on the AHSO website at <http://www.dot.state.ak.us/stwdplng/hwysafety/forms.shtml>. The "Authorized to Proceed Date" for this agreement is October 1, 2014. The "Agreement Termination Date" is September 30, 2015. The only costs eligible for reimbursement under this agreement are those incurred within these dates.

Before receiving a Notice to Proceed (NTP), which will allow your agency to proceed with this agreement, your grant program manager and agency financial officer must participate in and bring the entire grant agreement document with original signature to the mandatory "Pre-Activity" meeting scheduled by the AHSO for Wednesday, October 1, 2014 from 8:30 a.m. – 12:30 p.m., The Pre-Activity meeting will be held at the Alaska DOT&PF Conference Room, 4111 Aviation Avenue in Anchorage. The AHSO representative assigned to this agreement is Sumer Todd-Harding and can be contacted at (907) 465-2446.

Please note that this agreement is to be funded under the federal grant program that begins October 1, 2014. This grant is funded under Catalog of Federal Domestic Assistance (CFDA) Number 20.608, Section 164, Minimum Penalties for Repeat Offenders for Driving While Intoxicated. Funding of this agreement is dependent upon the availability of federal funds as appropriated and obligated by the US Department of Transportation for FFY 2015. Should any change in federal funding adversely affect the AHSO's ability to implement an approved agreement, the AHSO reserves the right to revise or terminate any approved grant in writing. The AHSO reserves the right to limit grant amounts at any time based on performance and/or available funding.

We look forward to working with you in FFY 2015 to improve highway traffic safety in Alaska.

Sincerely,

A handwritten signature in cursive script that reads "Tammy Kramer".

Tammy Kramer, Acting Administrator
Alaska Highway Safety Office

TK/ll/sth

Attachment

Cc: Steve Dutra, Chief
Lisa Vaughn



FFY 2015 HIGHWAY SAFETY GRANT AGREEMENT

State of Alaska
Department of Transportation & Public Facilities
Alaska Highway Safety Office (AHSO)
P.O. 112500; Suite #200
Juneau AK 99811-2500
Ph: 907-465-2446
Fax: 907-465-4030
www.dot.alaska.gov/ahso

Subgrantee Agency Name and Address:		Project Title:	
North Pole Police Department 125 Snowman Lane North Pole, AK 99705		North Pole PD DUI Officer	
Project Manager: Lieutenant Chad Rathbun		Project Location:	
Non-Profit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		North Pole	
Grant Period:		Effective Date: 10/01/2014	
Begin: 10/01/2014	End: 09/30/2015		

If previously funded, indicate the total number of months of Federal support: 60

Other Federal or State Support (If using other Federal support on this project, it must be identified and explained):

COST CATEGORY	AHSO	MATCH	TOTAL
A. Personnel Services	\$66,292.44	\$57,060.58	\$123,353.02
B. Contractual Services			
C. In-State Travel & Per Diem			
D. Commodities		\$9,231.86	\$9,231.86
E. Operating Capital Outlay			
F. Equipment			
G. Indirect Costs (10% of total budget maximum) allowed ONLY with a current cognizant Federal Agency Letter			
Total	\$66,292.44	\$66,292.44	\$132,584.88

Acceptance of conditions: It is understood and agreed by the undersigned that any grant funds received from the AHSO are subject to all State and Federal government regulations. This project does or will constitute an official part of the Highway Safety Program of the State of Alaska, and will meet all requirements and administrative regulations of the National Highway Traffic Safety Administration and Federal Highway Administration. The undersigned also agree to perform those activities detailed in the attached proposal and will maintain records documenting expenditure of funds for the activities. **Subject to the availability of Federal funding,** reimbursement will be made upon submission of a reimbursement voucher following completion of monthly grant activities, including an update on grant performance measures. Final reimbursement claim will not be processed until all four Quarterly Reports, Equipment Record (if purchased), and Annual Evaluation Report are submitted to, and received by, the AHSO.

Subgrantee Financial Manager: Lisa Vaughn		Phone: 907-488-8594
Title: Accountant		E-mail: lisa-vaughn@northpolealaska.org
Signature:	Date:	Fax: 907-488-3002
Subgrantee Authorizing Official: Chad Rathbun		Phone: 907-488-0612
Title: Lieutenant, North Pole Police		E-mail: crathbun@northpolepolice.org
Signature:	Date:	Fax: 907-488-5299

AHSO ONLY:

AHSO Administrator: Tammy Kramer		Grant #: 164AL-15-01-00(C)	
		CC:	
		LC:	
Approved By:	Date:	PGM: 57870	Program Area: 164 Alcohol

Section 1. Project Budget

	AHSO	Subgrantee Match	Total
A. Personnel Services – Payroll			
1. DUI Officer Salary and Benefits	\$66,292.44	\$49,667.46	\$115,959.90
2. Lt. Rathbun Salary		\$7,393.12	\$7,393.12
3.			
Personnel Services Total:	\$66,292.44	\$57,060.58	\$123,353.02
B. Contractual Services			
1.			
2.			
Contractual Services Total:			
C. In-State Travel & Per Diem			
1.			
2.			
In-State Travel and Per Diem Total:			
D. Commodities			
1. Vehicle Fuel		\$7,236.90	\$7,236.90
2. Vehicle Insurance		\$1,994.96	\$1,994.96
Commodities Total:		\$9,231.86	\$9,231.86
E. Operating Capital Outlay			
1.			
2.			
Operating Capital Outlay Total:			
F. Equipment			
1.			
2.			
Equipment Total:			
G. Indirect Costs (10% maximum of total budget, allowed ONLY with a current cognizant Federal Agency letter submitted to AHSO.)			
1.			
2.			
Indirect Costs Total:			
TOTAL PROJECT COSTS:	\$66,292.44	\$66,292.44	\$132,584.88

Section 3: Agreement Conditions

THE FOLLOWING CONDITIONS ARE A PART OF THE PROJECT AGREEMENT AND, AS SUCH, ARE BINDING ON ALL PARTIES TO THE PROJECT AGREEMENT

- A. **Contingent Upon Federal Funding:** The award of grant funding is subject to the availability of Federal funding. The AHSO reserves the right to incrementally fund any awarded grant at any time during the grant period.
- B. **Match:** The Subgrantee agency is expected to provide a local hard dollar match when funding for personnel is included in this Agreement. The local match is a minimum of 10 percent for first year projects, 50 percent for the second year of project funding, and 75 percent for the third year of project funding. Funding identified by the Subgrantee to meet the "hard" match requirement shall not originate from other federal funds or be used as match for another federal program.
- C. **BUY AMERICA Requirement:** The Buy America Act, 23 U.S.C. §313, prohibits States from using highway safety grant funds under 23 U.S.C. Chapter 4 to purchase products, unless they are produced in the United States. This prohibition applies to steel, iron, and all manufactured products, unless the Secretary of Transportation has determined that it is appropriate to waive the Buy America Act requirement. There is no minimum purchase threshold that exempts the need for a waiver. The Subgrantee agency agrees not to place any order for, or make any purchase of, any product which is not produced in the United States without documentation of a written waiver from the U.S. Department of Transportation. All requests for such waivers shall be submitted to the Alaska Highway Safety Office (AHSO).
- D. **Property:** State and Local Agencies and Other Non-State Subgrantees: Equipment and other property acquired under this Agreement for use in highway safety projects shall be used and kept in operation for highway safety purposes. State Agencies: Property management standards described in the "State Property Accounting Manual" will be used in accounting for equipment purchased under this Agreement. Local Agencies and Other Non-State Subgrantees: Standards for property management described in 49 CFR 18.32(c) through e) will be used in accounting for equipment purchased under this Agreement. The Applicant Agency shall seek disposition instructions from the AHSO prior to disposing of any item of equipment purchased under this project. Nothing in this Agreement shall prevent the Applicant Agency from following existing property management standards that exceed the requirements set out in 49 CFR 18.32(c) through (e).
- E. **Copyright:** The AHSO and the U.S. Department of Transportation reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for State or Federal government purposes: 1) the copyright in any work developed under a grant, sub grant, or contract under a grant or sub grant; and 2) any rights of copyright to which a grantee, sub grantee, or a contractor purchases ownership with grant support.
- F. **Subcontracts:** Services performed, or materials provided, by a Subgrantee's subcontractor shall align with the objectives and intent of the grant agreement. The AHSO will not reimburse for work performed by any subcontractor until a copy of the subcontract is reviewed by the AHSO and deemed to meet the objectives of the grant agreement.
- G. **Sub Awards to Debarred and Suspended Parties:** Subgrantees must not make any award (sub grant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension".
- H. **Standards for Americans with Disabilities:** Subgrantees, contractors, and others who receive funding from the State of Alaska, Department of Transportation and Public Facilities, to provide a service or services to the general public as an agent of the state must certify that all programs, services, and activities operated under the grant or contract are made available to the general public in compliance with the Americans with Disabilities Act of 1990. Grant or contract recipients are subject to state review.
- I. **Procurement Standards:** Subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 49 CFR 18.36.
- J. **Progress Reports:** The Subgrantee agency shall submit quarterly narrative progress reports by mail or electronically which must include an update on grant performance measures, by the 15th of the month following the end of each calendar quarter and an annual evaluation report by November 15th during the life of the project.
- K. **Financial Reports:** The Subgrantee agency certifies it has an accounting system capable of properly accounting for expenditures made under this project. Claims for costs incurred must be submitted on a monthly basis, by the 15th of

the end of the previous month. Claims must be accompanied by supporting documentation which may be submitted by mail or electronically. Original copies of all supporting documentation submitted electronically must be kept in the Subgrantee agency's grant project file for at least three years after the end date of the grant.

- L. **News Releases:** The AHSO encourages Subgrantee agencies to publicize the Highway Safety project award. The "Alaska Highway Safety Office" shall be named as the granting agency in any news releases announcing the project award. Any subsequent news releases written by the Subgrantee agency regarding the project and related activity shall mention the "Alaska Highway Safety Office".
- M. **Highway Safety Tag:** The "Alaska Highway Safety Office" shall be identified as the sponsor or co-sponsor in any public information materials developed under a highway safety project. This requirement includes public service announcements on radio and television, newspaper advertisements, pamphlets and brochures, and promotional "giveaways" such as bumper stickers, key chains, etc. Promotional items must include both AHSO and Alaska's "Target Zero" logo or wording to support the Alaska Strategic Highway Safety Plan as well as the type or national/state slogan of the current national or state driver behavior program: Impaired Driving, Occupant Protection, Traffic Records, Motorcycle Safety, etc. Examples of a national program include "Click It Or Ticket", and "Drive Sober Or Get Pulled Over".
- N. **Record Retention:** All financial and programmatic records, supporting documents, statistical records, and other records of the Subgrantee agency which are required to be maintained by the terms of 49 CFR 18.42 and other records reasonably considered as pertinent to program regulations or the project agreement must be retained for a period of three years after submittal of the final claim. Additional record retention requirements may be found in 49 CFR 18.42 and are incorporated and made part of this Agreement by reference. The AHSO and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any pertinent books, documents, papers, or other records of Subgrantees which are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts.
- O. **Enforcement:** If the Subgrantee agency materially fails to comply with any term of this Agreement, the AHSO may take one or more of the actions listed in 49 CFR 18.43(a)(1) through (5), as appropriate in the circumstances. Additional provisions for enforcement are listed in 49 CFR 18.45(b) through (d).
- P. **Termination for Convenience:** Except as provided in 49 CFR 18.43, this Agreement may be terminated in whole or in part only as follows: a) by the AHSO with the consent of the Subgrantee agency, in which case the two parties shall agree upon the termination conditions, including the effective date, and, in the case of partial termination, the portion to be terminated, or b) by the Subgrantee agency upon written notification to the AHSO, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. If, however, in the case of a partial termination, the AHSO determines that the remaining portion of this Agreement will not accomplish the purposes for which the award was made, the AHSO may terminate the Agreement in its entirety under either 49 CFR 18.43 or paragraph a) of this section.
- Q. **Audit:** The Subgrantee agency agrees to arrange for a financial and compliance audit as required under the Single Audit Act of 1984 and to provide a copy of the final audit report to the AHSO upon request. The CFDA (Catalog of Federal Domestic Assistance) number of the State and Community Highway Safety Program is 20.600-20.613. The financial agency responsible for arranging for the audit shall be advised by the Subgrantee agency of this number.
- R. **Laws of Alaska:** This Agreement shall be governed in all respects by the laws of the State of Alaska.
- S. **Limited English Proficient Persons (LEP) Guidance:** Two Federal authorities, Title VI of the Civil Rights Act of 1964 and the Presidential Executive Order (EO) 13166, Improving Access to Services for Persons with Limited English Proficiency, require the ADOT&PF to provide LEP persons with meaningful access to programs, activities and services. To fully implement Title VI and EO 13166, the U.S. DOT published guidance to its recipients of Federal assistance on December 14, 2005 in the Federal Register. ADOT&PF is required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. If you have any questions, please contact the Civil Right Manager, at 907 269-0850.
- T. **Political Activity (Hatch Act):** The Subgrantee agency will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Signature of Subgrantee Project Manager: _____

Date: _____

Section 4: Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub grants, and contracts under grant, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Signature of Subgrantee Project Manager: _____

Date: _____



**FFY 2015
GRANT APPLICATION
FOR HIGHWAY SAFETY
FUNDS**

State of Alaska
Department of Transportation & Public Facilities
Alaska Highway Safety Office
P.O. 112500; Suite #200
Juneau AK 99811-2500
Ph: 907-465-8944
Fax: 907-465-6984
www.dot.alaska.gov/ahso

<i>For DOT&PF Use Only</i> Project Number: _____	DOT&PF Contract Number: _____
Federal Funds Allocated: _____	Date Approved: _____
Subgrant Period: _____	Date Revised: _____
Subgrant History: (1) _____ (2) _____ (3) _____	
PART I: GENERAL ADMINISTRATIVE INFORMATION (See FFY 2015 Highway Safety Grant Application Instructions)	
1. Project Title: <u>DUI Officer</u>	
2. Type of Application: <input type="checkbox"/> Initial <input checked="" type="checkbox"/> First Year <input type="checkbox"/> Second Year <input type="checkbox"/> Third Year	
3. Requested Subgrant Period: <u>October 1, 2014</u> to <u>September 30, 2015</u>	
4. Support Sought: <u>66,292.44</u> Matching Share: <u>66,292.44</u> Total Budget: <u>132,584.88</u>	
5. Applicant Agency (Subgrantee): <u>North Pole Police Department</u> Telephone: <u>(907) 488 - 0612</u>	6. Implementing Agency: <u>North Pole Police Department</u> Telephone: <u>(907) 488 - 0612</u>
7. Federal ID Number: <u>92-600-1585</u>	8. DUNS Number: <u>082506569</u>
9. Alaska Business License Number: <u>NA</u> NOTE: Attach a copy of your Business License with your application	10. Non-Profits: Attach a copy of your Non-Profit Certificate (401.C3 or 501.C3) with your application
11. Chief Financial Officer: <u>Lisa Vaughn</u> Telephone: <u>(907) 488 - 8594</u> Fax Number: <u>(907) 488 - 3002</u> E-mail Address: <u>lisa-vaughn@northpolealaska.org</u>	12. Project Director: <u>Lt. Chad Rathbun</u> Telephone: <u>(907) 488 - 0612</u> Fax Number: <u>(907) 488 - 5299</u> E-mail Address: <u>crathbun@northpolepolice.org</u>
<small>Subgrant funds provided by the U.S. Department of Transportation, National Highway Traffic Safety Administration. Catalog of Federal Domestic Assistance Number - 20.6 __. State and Community Highway Safety Program, through the Alaska Department of Transportation. Compliance requirements applicable to the Federal resources awarded pursuant to this agreement are: Activities Allowed or Unallowed, Matching, Level of Effort, Earmarking and Reporting.</small>	

PART II: PROJECT PLAN AND SUPPORTING DATA

State clearly and in detail the aims of the project, precisely what will be done, who will be involved, and what is expected to result. Use the following major headings:

1. Statement of the Problem
2. Proposed Solution
3. Objectives
4. Evaluation
5. Milestones (Use form provided)

Start below and use no more than five (5) additional pages.

See attached

The City of North Pole is located 13 miles southeast of Fairbanks and received its start in 1944, when the area was homesteaded. Renamed North Pole in 1952 in attempt to attract a toy manufacture, the area was incorporated into a home rule city in 1953.

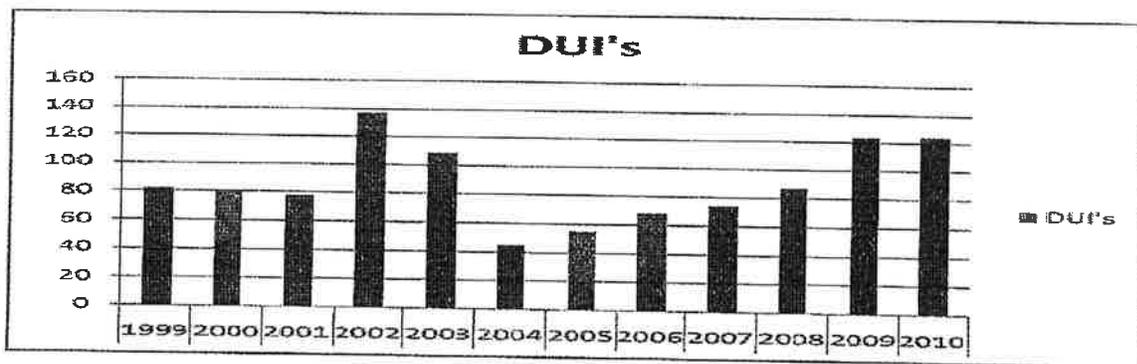
The city of North Pole has approximately 35 miles of road and 2154 residents (State of Alaska Dept. of Commerce.) The population increases by approximately 2181 students daily during the school year. (FNSB 2009-2010) North Pole facilitates two military bases, Eielson AFB which is 8 miles south and Ft. Wainwright which is 7 miles north. Surrounding population, within a 10 mile radius of North Pole, adds approximately 22,000+ people who access and utilize North Pole's shopping, restaurants, businesses, bars, parks and recreation.

The Richardson Hwy runs through North Pole, south of Fairbanks to Yukon and British Columbia It is directly accessed through Badger Rd and Santa Claus Ln. A large percent of the outlying 25,000 population travel into and through the city on a daily basis. Tourist traffic increases during the summer months. Traffic figures obtained through the SOA Department of Transportation, with AADT to exceed 12,000 vehicles daily. (http://www.dot.state.ak.us/stwdplng/transdata/traffic/volume_data08/2008_Northern_VMT.pdf).

THE PROBLEM

2003-2008, the North Pole Police Department did not have an established traffic enforcement program. Patrol handled DUI enforcement in addition to calls for service (assaults, burglaries, thefts, criminal mischief, etc.) The North Pole Police Department is continually understaffed with only one officer on per shift at times. Many times DUI reports were given a lower priority because officer were on other calls and delayed in their response.

The 2008 AHSO DUI/Traffic enforcement funding, created a new environment for the City of North Pole, giving direct, immediate attention to DUI and Traffic related calls for service. Further the North Pole Police department was enabled to assume a dedicated proactive approach to DUI enforcement, targeting prime DUI hours and location throughout the city.



The chart shows the impact a dedicated full time DUI officer can make. In 2001-2003 we received funding for a DUI officer, the impact on DUI arrests was significant. When grant funding dissolved and the dedicated DUI position was discontinued we observed a dramatic drop in DUI arrests. In late 2008 the North Pole Police

department again received grant funding to reinstate the dedicated DUI officer position and we observed a substantial increase in DUI arrests.

“There are numerous accounts of cases where driving under the influence spurred events that led to serious injury. **In 2010 Alaska experienced 26 fatality motor vehicle crashes involving an impaired drivers. In 2011 this number increased to 30 fatality motor vehicle crash involving impaired drivers.** The number of Alcohol-related figures include non-occupant persons (e.g. pedestrians, pedal cyclists, etc.) in addition to drivers and passengers of motor vehicles.

(http://www.dot.state.ak.us/stwdplng/hwysafety/assets/pdf/2013/CrashData/FFY2014_HSP_IMPAIRED_DRIVER_CRASHES_BY_GENDER.pdf)

In addition to these statistics, the Fairbanks and North Pole communities have been plagued by fatalities during 2011-2012. Most of them are documented in articles from the Fairbanks Daily News Miner.

	2005	2006	2007	2008	2009	2010	2011
FATALITIES*-Alcohol-related (out of all fatalities):							
Percentage	50%	31%	43%	44%	41%	32%*	23%*
Number	37	23	35	27	26*	18*	6*

***These numbers are based on preliminary reports and therefore subject to change.**

<http://dot.alaska.gov/stwdplng/hwysafety/index.shtml>

PROPOSED SOLUTION:

The North Pole Police Department is committed to maintaining and improving traffic safety in the City of North Pole and surrounding area. The common proactive enforcement measures combating impaired drivers will be deployed in these efforts.

The DUI Officer will concentrate his proactive DUI enforcement to specific prime DUI hours, typically 6 pm to 4 am, on weekends, (Wednesday, Thursday, Friday and Saturday) . Concentrating on specific locations where impaired driver are often found as well as roaming patrols focused on thoroughfares typically travelled by impaired drivers. This should enhance the success of our efforts in the detection, apprehension and deterrence of impaired driving.

OBJECTIVE

The North Pole Police Department is committed to improving traffic safety in and around the City of North Pole. These efforts provide a safer environment to motorist as well as the general public. Our goal is to continue our current proactive enforcement, arrest and deterrence of impaired drivers. We have had a dedicated DUI officer since 2008. It is well known throughout the North Pole community of the dedicated, committed efforts by AHSO and the North Pole Police Departments to ensure the continued safety of motorists and public in and around the City of North Pole.

Performance Measure

Performance evaluation will be conducted to measure the following:

1. The DUI Officer will maintain 50 DUI arrests from 2014 to 2015.

EVALUATION:

The DUI Officer will maintain records and statistics documenting progress and success. Lt. Rathbun will monitor the overall DUI Officer program and make needed adjustments to ensure its success.

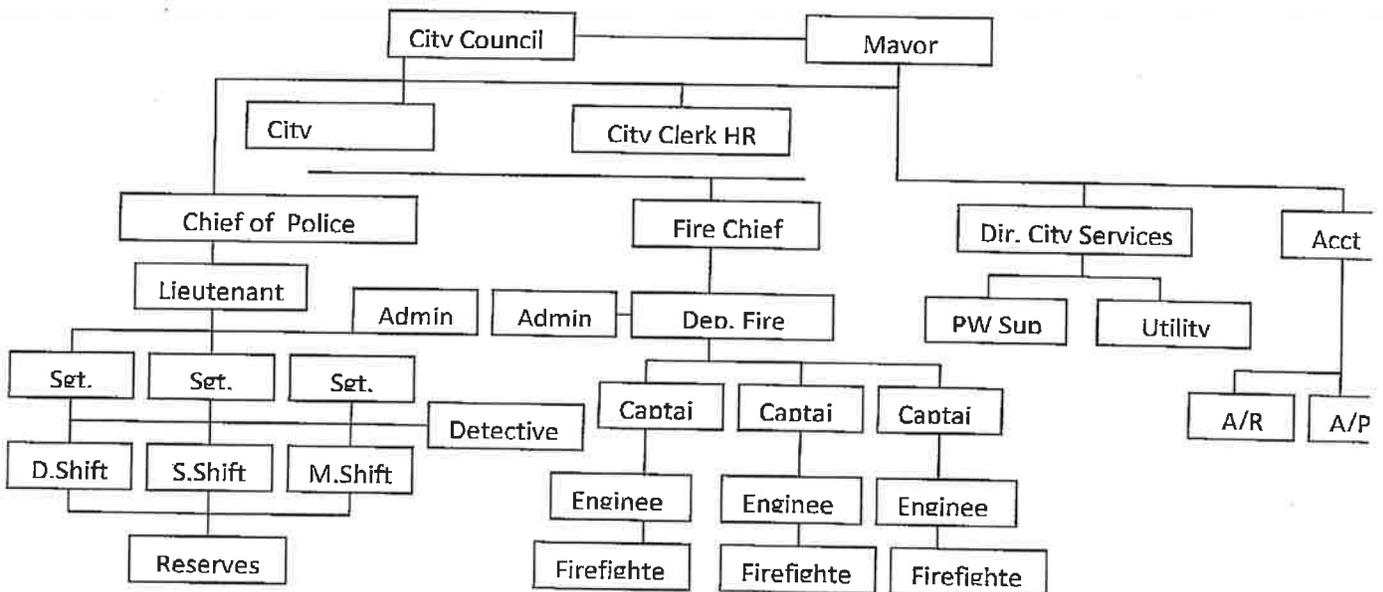
1. Specifically to maintain the DUI Officers apprehension of 50 impaired drivers.
2. Ensure the DUI Officers patrols are in peak hours and location to provide deterrence.
3. DUI Officers efforts are focused during peak holidays and events.

Qualifications:

City of North Pole:

The City of North Pole Accountant will collect payroll and expense documentation. The Accountant will be responsible for managing income and expenses associated with the grant. The Accountant is assisted by the Accounts Receivable and Payable clerk.

The City of North Pole has participated in several Federal and State grants over the years and has shown they are capable and qualified to maintain all required Progress and Financial Reports during the term of the AHSO Grant. The organizational chart is as follows.



Lisa Vaughn – City Accountant

Lisa Vaughn has been with the City of North Pole for almost 5 years now and is responsible for all of the city finances to include audits, payroll, accounts receivable, accounts payable. Lisa Vaughn has 25 years of accounting experience which included accounting for the City of Palmer, Alaska and the City of Homer, Alaska. Lisa Vaughn is responsible for managing the annual budget of \$7.2 million dollars.

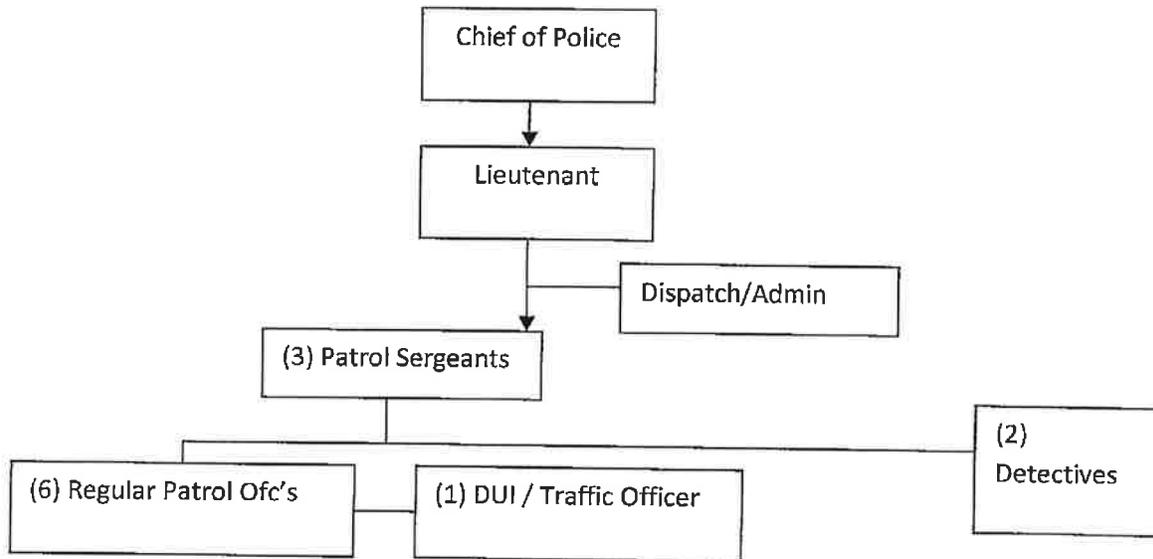
Renee Beckman – Accounts Payable

Marilyn has been with the City of North Pole for almost 1 year and has 14 years of prior experience with accounting. Renee is responsible for all payable accounts to include business licensing, purchase orders, and fillings. Renee ensures that the city is complying with all payment obligations.

Agency:

The North Pole Police Department will have the following people involved in the proposed project. The Chief of Police will be in charge of the overall success of the project with the Police Lieutenant coordinating as Project Director. The Lieutenant will monitor and collect all necessary data related to the AHSO Grant and he will provide all necessary documentation to the City Accountant and AHSO according to State and Federal guidelines. The DUI / Traffic Officer will report to his/her patrol Sergeant directly during normal duty hours. The DUI / Traffic Officer will report all statistical information, related to the AHSO Grant to the Lieutenant through the Sergeant.

The North Pole Police is staffed with 14 sworn officers which includes the Chief of Police. This includes the Lieutenant, (3) Sergeants, (2) Detectives, (6) Regular Patrol Officers, and (1) DUI / Traffic Officer, with a Reserve Officer capacity of 10.



Steve Dutra Chief of Police

Chief Steve Dutra has almost 18 years of law enforcement experience in the State of Alaska with 8 years as the Lieutenant and 2 years as a patrol Sergeant. Chief Dutra has a Bachelors Degree in Criminal Justice with thousands of hours of training in defensive tactics, investigations, patrol, drug interdiction, supervision, and administration.

Chief Dutra is responsible for the annual budget of over 1.7 million dollars. Chief Dutra is responsible for allocating funds and resources in the most efficient and effect manner possible. Chief Dutra has been the Project Manager on Federal Grants as well as 3 previous years with the AHSO DUI / Traffic Officer Grant.

Lieutenant Chad Rathbun

Lt. Rathbun has 18.5 years of law enforcement experience in the State of Alaska, with 2 years as Lieutenant and 5 years as Patrol Sergeant. Lt. Rathbun has approximately 2000 + hours of additional training in law enforcement, to include, defensive tactics instructor, FTO, advance investigations and crime scene, police supervision and administration. Lt. Rathbun hold an advanced certificate to Alaska Police Standards Council. Lt. Rathbun is responsible for the day to day operations of the North Pole Police Department.

Future Funding Plans

The North Pole Police Department has worked hard over the last 6 years to produce a quality DUI/Traffic Safety program. With the help of the staff at AHSO it has been a complete success. Our desire has always been one of independence and self sufficiency. Over the years we have sought funding for the tools necessary to create an independent long term DUI/Traffic Officer program. A program which would continue to carry on the goals and objectives of AHSO, NHTSA, and the citizens of North Pole.

In talks with AHSO staff it was apparent we are restarting our time line as follows:

Our Mayor has agreed to the following timeline:

Grant Year	AHSO Funding	City Of North Pole
2013 - 2014	90%	10%
2014 - 2015	50%	50%
2015 - 2016	25%	75%
2016 - 2017	0%	100%

This plan would place the DUI/Traffic Officer on a long term stable platform. This plan slowly removes the financial burden from AHSO and shifts it to the City of North Pole. During this transition period the DUI/Traffic Officer would continue to support the goals and objectives of all of the citizens and help ensure that the roadways of Alaska are safe to drive.



PART III: PROJECT DETAIL BUDGET

Project Title: DUI Officer

Project Number: _____

Contract Number: _____

Each budget category subtotal listed below cannot be exceeded. All individual line item costs are estimates, and the AHSO may approve monetary shifts between line items, not to exceed the subtotal of each budget category.

Budget Category	Total	Federal Funding	Non-Federal	
			State	Local
A. Personnel Services				
1. Wage and Benefits	101,504.00		51,836.54	49667.46
2. Grave shift differential	1,331.20		1,331.20	
3. Over time	10,535.70		10,535.70	
4. Holiday	3,389.00		3,389.00	
5. Lt. Rathbun	7,393.12			7,393.12
Subtotal	124,153.02			
B. Contractual Services				
Subtotal				
C. In-State Travel & Per Diem				
Subtotal				
D. Commodities				
1. Fuel	7236.90			7,236.90
2. Vehicle Insurance	1,994.96			1,994.96
Subtotal	132,584.88		66,292.44	66,292.44

Budget Modification Number: _____

Effective Date: _____

PART III: PROJECT DETAIL BUDGET

Project Title: DUI Officer

Project Number: _____

Contract Number: _____

Each budget category subtotal listed below cannot be exceeded. All individual line item costs are estimates, and the AHSO may approve monetary shifts between line items, not to exceed the subtotal of each budget category.

Budget Category	Total	Federal Funding	Non-Federal	
			State	Local
E. Operating Capital Outlay				
Subtotal				
F. Indirect Costs				
Subtotal				
Total Cost of Project	132,584.88		66,292.44	66,292.44

Budget Modification Number: _____
 Effective Date: _____

BUDGET NARRATIVE

Project Title: DUI Officer

Project Number: _____

Contract Number: _____

The following is a narrative description of the project budget by line item by category, detailing the item and anticipated cost. Each category must be sufficiently defined to show cost relationship to project objectives. Attach additional sheets as needed.

See Attached

Budget Modification Number: _____

Effective Date: _____

Budget Narrative

Fully describe each specific cost outlined in the Budget Detail. A description of the proposed expenditures must be provided for each cost category.

A 1 & 2.) One NPPD Officer will be selected to participate in "The DUI/Traffic enforcement program." The actual rate for the officer is currently set at this time, it is possible the current employee could be reassigned and another more senior patrol officer could bid the position. The wage scale with all benefits will be used to estimate wage. An hourly rate with benefits of \$48.80 x 2080 hours worked + ((2080 hours x \$.64 (shift differential/benefits) = \$1331.20) = \$102,835.20. The hourly rate and differential represent the current wage scale for the officer selected.

A.3.) An estimated 210 hours of overtime associated with department callouts would be used for the NPPD Traffic Officer processing DUI's, traffic/criminal court, and additional DUI/Traffic enforcement campaigns. The senior wage scale will be used to calculate the costs associated with the overtime. Overtime = 210 hours x (wages/benefits) \$50.17 = \$10,535.70.

A.4.) Holiday pay for Traffic Officer. There are a total of 10 paid holidays for city personnel. The additional costs associated with the Traffic Officer position would be estimated at the base hourly rate for wage/benefit scale of \$33.89 x 10 holidays x 10 hour shifts = \$3389.00. This cost will likely be less, due to the possibility that Traffic Officer may not work all holidays.

C 1.) Gas for vehicle for 1 year period (based on 2011 figures) = 1683 gals. @ \$4.30 = \$7236.90

C2.) Vehicle Insurance for 1 year (based on 2011 figures) = \$1194.96

C.3.) A portion of Lt. Rathbun's annual salary is used as the match for this AHSO grant. Based on last year's figures and expected work load, the project director expenses will be reduced from last year to reflect a more accurate cost. Lt. Rathbun's wages may also fluctuate depending on hours spent on directing grant activities. Lt. Dutra's wages are calculated at base rate plus benefits of \$66.01 per hour. Based on six previous quarterly reports the estimated time for this grant period is estimated at 112 hours x \$66.09 = \$7393.12.

Total estimated cost for Personnel Services would be \$124,153.52. Costs will fluctuate as differential will not always apply to wages and the officer assigned to this unit may not be paid at this officer's wages.

A & C.) Expenses for DUI Traffic Officer: These expenses will be incurred in support of the fulltime DUI / Traffic Officer. These expenses are necessary and will be borne by the North Pole Police Department and used as matching funds. In order to accurately reflect the costs we are itemizing the cost for gas and insurance on the vehicle to be used during the grant period. These costs are as follows.

Total expenses for personnel services \$124,153.02

Total expenses for commodities = \$8431.86

Overall Project Cost = \$132,584.88

CITY OF NORTH POLE

RESOLUTION 14-17

PRESERVING A FREE AND OPEN INTERNET

WHEREAS, Since its inception, the Internet has existed based on principles of freedom and openness, core values that have made it the most powerful communication medium ever known; and

WHEREAS, The FCC is currently debating how to enshrine these Open Internet Principles into 21st century regulation; and

WHEREAS, the U.S. Court of Appeals in Washington, D.C. in 2010 determined that the long-observed Open Internet Principles of nondiscrimination, non-blocking, and transparency, described below, should not be declared in an FCC Policy Statement, but instead should be enshrined in a formal rulemaking seeking to reinstate those principles; and

WHEREAS, the FCC issued its Open Internet Order, reinstating these rules for preserving a free and open internet, on December 23, 2010, formalizing the three basic protections: transparency, no blocking of lawful content and no unreasonable discrimination of network traffic; and these rules were made effective November 20, 2011; and

WHEREAS, these rules enshrine the values of what is commonly referred to as net neutrality; and

WHEREAS, the first principle of the Open Internet Order states that fixed and mobile broadband providers must publicly disclose accurate information regarding network management practices, performance characteristics, and commercial terms of their broadband services; and

WHEREAS, the second principle states that fixed broadband providers may not block lawful content, applications, services, or non-harmful devices; mobile broadband providers may not block lawful websites, or block applications that compete with their voice or video telephony services; and

WHEREAS, the third principle states that unreasonable discrimination shall not be permitted, that fixed broadband providers may not unreasonably discriminate in transmitting lawful network traffic; and

WHEREAS, these principles, applied with the complementary principle of reasonable network management, guarantee that the freedom and openness that previously enabled the internet to flourish as an engine for creativity and commerce under the protection of the original policy statement will continue, providing greater certainty and predictability to citizens, consumers, innovators, investors, and broadband providers, while retaining the flexibility providers need to effectively manage their networks; and

WHEREAS, since the beginning of the internet, broadband internet access services have continued to invest in a single infrastructure which has increased average speeds for all users across our nation, without resorting to the practice of prioritization for users who can afford to pay the most; and

WHEREAS, online companies, or edge providers, have also invested in new innovative products and services that have driven economic growth and consumer demand for improved internet services and faster speeds from broadband internet access providers; and

WHEREAS, the dual investment of broadband Internet access service providers and edge providers has fostered a virtuous cycle of investment and innovation online; and

WHEREAS, two key rules of the three rules comprising the Open Internet Order, one pertaining to no blocking and another pertaining to no unreasonable discrimination, were again vacated on January 14, 2014 by the U.S. Court of Appeals in Washington, D.C. in the Verizon Communications Inc. v. Federal Communications Commission (2014), ruling that the FCC has no authority to enforce these rules; and

WHEREAS, the FCC on May 15, 2014, voted 3-2 to open the process of public comment on their proposed net neutrality rules that could in some circumstances allow paid prioritization of internet traffic based on a commercially reasonable standard; and

WHEREAS, paid prioritization under a commercially reasonable standard allows paid prioritization that has heretofore been understood to be unjust and unreasonable; and

WHEREAS, unreasonable paid prioritization is antithetical to a neutral Internet, and nondiscrimination is an inherent and indivisible characteristic of net neutrality; and

WHEREAS, all data on the Internet should be treated equally, not discriminating or charging differentially by user, content, site, platform, application, type of attached equipment, and modes of communication; and

WHEREAS, innovation relies on a free and open Internet that does not allow individual arrangements for priority treatment over broadband Internet access service; and

WHEREAS, preventing access to any lawful websites, slowing speeds for services, or redirecting users from one website to a competing website creates asymmetrical access which is antithetical to an Open Internet; and

WHEREAS, startups are the engine of an innovation economy, yet may not have the cash flow to pay for paid prioritization, and will therefore be unable to compete with large companies to deliver content to customers, impeding startup growth, thus limiting economic development and the creation of jobs.

NOW, THEREFORE BE IT RESOLVED that the City of North Pole supports a free and open internet as outlined in the FCC's original Open Internet Order; and

BE IT FURTHER RESOLVED, that the City₂of North Pole supports securing a commitment to transparency and the free flow of information over the internet, including no blocking of

lawful websites and no unreasonable discrimination of lawful network traffic; and

BE IT FURTHER RESOLVED, that the City of North Pole calls on the White House to offer their support of these principles; and

BE IT FURTHER RESOLVED, that the City of North Pole calls on Congress to offer their support of these principles and if necessary use their lawmaking power to enshrine access to a free and open Internet and give the FCC a clear mandate.

BE IT FURTHER RESOLVED, that the City of North Pole recommends that the FCC preempt state barriers to municipal broadband service as a significant limitation to competition in the provision of Internet access.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 6th day of October, 2014

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED/FAILED Yes: No: Absent:

**CITY OF NORTH POLE
RESOLUTION 14-18**

**A RESOLUTION OF THE NORTH POLE CITY COUNCIL RESCHEDULING
THE NOVEMBER 17, 2014 COUNCIL MEETING TO NOVEMBER 24, 2014
DUE TO THE AML CONFERENCE IN ANCHORAGE, ALASKA**

WHEREAS, the City of North Pole holds their regular City Council meetings on the first and third Monday of each month; and

WHEREAS, the North Pole Municipal Code states in section 2.12.030 “Regular Council meetings shall be scheduled for the first and third Mondays of each month unless otherwise posted”; and

WHEREAS, the majority of the North Pole City Council will be attending the Alaska Municipal League Annual Conference from November 17 – 21, 2014 to receive training on issues facing municipal leaders and to have networking opportunities with other communities and municipal officials and; and

WHEREAS, three of our council members will be attending the “Newly Elected Officials” seminar which is one of Alaska’s most highly regarded training programs for local leaders; and

WHEREAS, there will not be a quorum to conduct the business of the City on November 17, 2014 and therefore the meeting will be rescheduled due to the AML Conference and will take place on Monday, November 24, 2014 at 7:00 p.m.

NOW, THEREFORE BE IT RESOLVED, that the North Pole City Council does hereby proclaim that the meeting of November 17, 2013 will be rescheduled for Monday, November 24, 2014 at 7:00 p.m.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council on this 6th day of October, 2014.

Bryce J. Ward, Mayor

ATTEST:

Kathryn Weber, MMC
North Pole City Clerk

PASSED/FAILED Yes: No: Absent:
