



CITY OF NORTH POLE *Alaska*

REGULAR CITY COUNCIL MEETING Monday, October 3, 2016

MAYOR

Bryce Ward
888-4444

CITY CLERK

Kathy Weber, MMC
488-8583

COUNCIL MEMBERS

Kevin McCarthy- Mayor Pro Tem	590-0800
Preston Smith – Dep Mayor Pro Tem	488-8824
Elizabeth Holm – Alt Dep Mayor Pro Tem	488-6125
Santa Claus	388-3836
Thomas McGhee	455-0010

1. Call to Order/Roll Call
2. Pledge of Allegiance to the US Flag
3. Invocation
4. Approval of the Agenda
5. Approval of the Minutes
6. Communications from the Mayor
 - Student of the Month – Cody Peters, NPHS
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 16-22, an Ordinance of the North Pole City Council amending North Pole Municipal Code Title 2, Chapter 2.36.231, Tuition Reimbursement

12. New Business

- a. Request from Victoria Jones for forgiveness of utility bills left by tenants.
- b. Approval of stipulation with the Williams Companies, Inc in regards to the sulfolane litigation.
- c. Approval of RFP# NPPD-16-02, Towing Services for the City of North Pole to Interior Towing
- d. Approval of the 2016 SHSP (State Homeland Security Program) Grant EMW-2016-SS-0002 in the amount of \$79,450.
- e. Approval of State of Alaska, Division of Homeland Security and Emergency Management grant in the amount of \$20,000 and minimum matching grant of \$20,000
- f. Ordinance 16-23, An Ordinance of the North Pole City Council amending the 2016 Operating and Capital Budget and levying the mill rate
- g. Resolution 16-10, a Resolution in support of Fairbanks Metropolitan Area Transportation Systems' Green Streets policy.

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 \$10.00 per CD. The City Clerk's Office is located in City Hall, 125 Snowman Lane, North Pole, Alaska.



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

A regular meeting of the North Pole City Council was held on Tuesday, September 19, 2016 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

CALL TO ORDER/ROLL CALL

Mayor Ward called the regular City Council meeting of Tuesday, September 19, 2016 to order at 7:02 p.m.

There were present:

Mr. McCarthy – Mayor Pro Tem
Mr. Smith – Deputy Mayor Pro Tem
Ms. Holm – Alt. Deputy Mayor Pro Tem
Mr. McGhee
Mr. Claus
Mayor Ward

Absent/Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Councilwoman Holm

APPROVAL OF AGENDA

Mr. McGhee moved to Approve the Agenda of September 19, 2016

Seconded by Mr. McCarthy

Discussion

None

Mr. McGhee moved to consent items:

Old Business.

- a. Ordinance 16-19, an ordinance of the North Pole City Council Repealing Chapter 4.18, 4.20, and 4.22.
- b. Ordinance 16-20, an ordinance of the North Pole City Council adding Section 4.19, Property Disposal.
- c. Ordinance 16-21, an ordinance of the North Pole City Council amending Title 2, Chapter 2.36, Section 2.36.220, Travel and Host Reimbursements.

12. New Business

- a. Approval of election judges and Canvass Board for the October 4, 2016 municipal election.
- c. Recommendation to approve purchase of two mobile generators for the Utility Department.
- d. Recommendation to award 2017 snow removal contract to the lowest responsive bidder: Blackhawk Works, LLC.

Seconded by Ms. Holm

On the amendment

PASSED

Yes: 6 –Smith, McGhee, Claus, McCarthy, Holm, Ward

No: 0

Absent: 0

On the main motion as amended

PASSED

Yes: 6 –Smith, McGhee, Claus, McCarthy, Holm, Ward

No: 0

Absent: 0

APPROVAL OF MINUTES

Mr. Smith moved to Approve the Minutes of September 6, 2016

Seconded by Mr. McGhee

Discussion

None

PASSED

Yes: 6 –Smith, McGhee, Claus, McCarthy, Holm, Ward

No: 0

Absent: 0

COMMUNICATIONS FROM THE MAYOR

-

COUNCIL MEMBER QUESTIONS OF THE MAYOR

- None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

- Chief Dutra encouraged the council to visit the Memorial Park. The supports for the arch way is up. The parking lot and pathways are now paved.
- Opened a bid from Interior Towing and will have that bid for the next council meeting.

Fire Dept., Deputy Chief Coon

- Participating in the fire conference in North Pole and Fairbanks.
- Sold 2 ambulances and fire truck at the auction and brought in \$7,500.
- 6 students involved in firefighter 1 class.
- Channel 11 has a news segment on the conference.
- One open position for Deputy Fire chief and for firefighter.
- Very thankful for his position through the years from firefighter to fire chief.

Finance, Tricia Fogarty

- None

Director of City Services, Bill Butler

-

Borough Representative

- None

City Clerk's Office, Kathy Weber

- Absentee voting is now available at City Hall. Polls are open from 8:00 a.m. – 5:00 p.m.
- Sample ballots are on the website for those that want to have a look before voting.
- The Municipal Election for the City of North Pole will be held Tuesday, October 4, 2016.
The following seats are open:

CITY OF NORTH POLE COUNCIL SEATS
(All offices serve at-large)

2 City Council Seats.....3-year terms
1 City Council Seat.....2-year Term

Elyse Dawson gave her letter of resignation at the last council meeting. She will not be in attendance tonight as she has a sick child.

- Candidates for City Council are:

DeJohn Cromer

815 Marquette Loop
North Pole, AK 99705
P: 907-347-2808
Email: jejohnc@gmail.com

Avery Thompson

135 E. 6th Ave
North Pole, AK 99705
P: 907-388-5351
Email: ThompsonAvery@msn.com

Doug Isaacson

1003 Shirley Turnaround
North Pole, A 99705
P: 907-322-3133
Email: douglas.isaacson@gmail.com

David Skipps

2729 Perimeter Dr.
North Pole, AK 99705
P: 907-750-5106
Email: DavidSkipps@yahoo.com

The seats will go to the top three vote getters by the number of votes received.

- The Alaska Municipal League Annual Local Government Conference is November 16 – 18th. If any council members are interested in attending please let me know and I will sign you up for the conference, hotel, and book airfare for you. The sooner we know the better the rooms and flights are.
- The bulletin boards in the foyer and in the council chambers have been revitalized by our new employee Jamie Duncan. I encourage you to look at the board in the foyer on your way out.
- Next meeting is Monday, October 3, 2016.
- 97 days until Christmas.

ONGOING PROJECTS

- None

CITIZENS COMMENTS

Jim Williams, 1125 Cloverleaf – FNSB Chief of Staff

- 26-28 September - www.fnsb.us links for free conference.
- Spoke on Ordinance 2016-49, Land Use on marijuana
- Spoke on Ordinance 2016-45, Smith Ranch off Dale Rd.
- Grant from Office of Economic -Growth Mgmt. plan \$330,000
- Transportation Dept. awarded grant for 12.8 million for bus storage facility.
- Set back on recycling. Back at ground zero and moving toward plan B and C.

OLD BUSINESS

None

NEW BUSINESS

REQUEST FROM VICTORIA JONES FOR FORGIVENESS OF UTILITY BILLS LEFT BY TENANTS.

Director of City Services, Bill Butler addressed council and gave backup information on the properties owned by Victoria Jones. He gave copies of the Customer water & sewer reports for both properties. See attached reports. A summary report was given by Mr. Butler along with NPMC 13.28.020 Delinquent utility account resolution process. The Utility Disconnection Order was also provided for council review.

Ms. Holm pointed out high water usage for certain months. She asked how you could have a \$900 bill one month and then a \$31 bill the next month.

Mr. Butler explained how this could happen.

Mr. Smith asked if there is a mechanism in place so this wouldn't have happened.

Mr. Butler stated that they did not have the owners address.

Mr. Smith said that there were two different houses that had broken pipes and asked about tie-ins.

Mr. Butler stated that they did not have power and were running a generator and the individual had taken a chainsaw and cut a hole in the side of the building to put in a woodstove vent to get some heat.

Mr. Claus asked was there no access because you couldn't hold of the owner?

Mr. Butler said they had tried to get in and the feedback from the owner to the utilities was that she was uncomfortable and scared with the individual on the property.

Ms. Holm asked Mr. Butler to clarify recommendations to reduce the delinquent charges by reducing the late and related fees.

Mr. Butler said that there are liquidated damages fees that will occur not specifically related to water or sewage but there is additional fees. Recommending anything beyond just the water and sewage uses...included gallons of water used and the calculation of the sewer and the base charge would still be there and the FRR charges would still be legitimate utility charges but just not charging the late fees or any associated supplemental charges.

Mr. McGhee asked how he wanted this to be rated.

Mr. Butler said the \$5,800 is the water charge and is still part of that bill. There are sewer charges previous to this that would still be part of that and any of the late fees accrued on this account because the utility was not able to contact the property owner to remove those.

Mr. McGhee asked on the totals on the disconnection notices/orders and if she is requesting a forgiveness or elimination of those two and asked Mr. Butler his recommendations on reducing this.

Mr. Butler said reducing it by taking the sewer charge at the point there was a break and forward – the sewer FRR.

Mr. McGhee asked Mr. Butler if he would suggest waiting till the next Council meeting.

Mr. Butler said he could give specific dollar figures at that time.

Mr. McGhee said thank you because this is too confusing to make a judgment.

Mr. Butler said he would encourage them to hear the individual's testimony.

Victoria Jones – stated she had no knowledge of any bills or disconnection that was sent for 2293 Homestead for \$9,050.10. She stated that she had given her address where she lives but it was not changed. Her tenants always knew where to contact her but never let her know of any bills. She spoke of all the bills that the tenants did not pay. She had her tenants sign an agreement that they would pay the utilities, the water bill plus any damage while they reside there, they were to let her know. They told her they would fix up her home and take care of it and she trusted them. She pleads for mercy and help. She is a single Senior citizen. She works hard and does not want

to be a burden of the state or anyone else. Her husband had left her these properties and also a water bill on one of them. She has been paying \$100 a month on it. She works at Wal-Mart and does not make that much.

Mr. McGhee asked if she could bring the bills that she has and a copy of the credit.

Victoria Jones said she will bring them to the next meeting.

Mrs. Holm asked her if she had written up a lease or contract for her tenants to sign.

Victoria Jones states that she did and that she had to evict him. She had to hire a lawyer because he would not respond to her and would ignore her. He lived there for 1 year and 2 months without paying her rent. The lawyer wrote her a letter and left it at the home. The tenant moved out but left the home completely unlivable. Home needs major repair. She says she has no money to go after him.

Public Comment

None

Mr. McGhee *moved to* postpone this until the meeting of Monday, October 3, 2016.

Seconded by Mr. McCarthy

Discussion

None

PASSED

Yes: 6 –Smith, McGhee, Claus, McCarthy, Holm, Ward

No: 0

Absent: 0

**ORDINANCE 16-22, AN ORDINANCE OF THE NORTH POLE CITY COUNCIL
AMENDING NORTH POLE MUNICIPAL CODE TITLE 2, CHAPTER 2.36.231,
TUITION REIMBURSEMENT**

Mr. McGhee gave background on the tuition reimbursement.

Public Comment

None

Mr. McGhee moved to **Introduce and Advance Ordinance 16.22, An Ordinance Of The North Pole City Council Amending North Pole Municipal Code Title 2, Chapter 2.36.231, Tuition Reimbursement**

Seconded by Mr. McCarthy

Discussion

Ms. Holm said she objected and said that when these items come forward for classes it get a little confusing when police and fire take classes.

Ms. Holm moved to amend Title 2, Section 36.231 Tuition Reimbursement, line 2, strike 100% and add 70%.

Failed for lack of a second

On the main motion

PASSED

Yes: 6 – McGhee, Holm, Claus, Smith, McCarthy, Ward

No: 0

Absent: 0

RESOLUTION 16-09, A RESOLUTION TO CONDITIONALLY DONATE THE BUILDING AND LAND AT 101 EAST 5TH AVENUE TO THE SANTA'S SENIOR CENTER, A 501(C)3, TO SATISFY THE MATCHING REQUIREMENT OF A COMMUNITY DEVELOPMENT BLOCK GRANT THAT WILL BE USED TO RENOVATE THE BUILDING AND GROUNDS WHERE TRANSFER OF OWNERSHIP OF THE PROPERTY IS CONTINGENT UPON AWARD OF THE GRANT; SUCCESSFUL COMPLETION OF THE RENOVATIONS; AND SATISFYING ALL REQUIREMENTS OF THE FUNDING AGENCY IN THE GRANT AWARD.

Mr. Butler introduced the resolution and explained the block grant and donation of the property to the Santa's Senior Center. They would not need to pay property tax to the borough and would be responsible for the operating expenses.

Mr. Smith asked if we had a clean title.

Mr. Butler stated that we did have that.

Public Comment

Linda Clark, SSC Secretary

Ms. Clark said that they worry about the plumbing, electrical, and boiler. There is some remodeling that needs to be done in the kitchen. They need an arctic entry on the west side of the building.

Mr. McGhee asked why the Senior Center hasn't asked for winterization from the State.

Linda Clark stated that they do not qualify.

Sharon Kubuki,

Ms. Kubuki said that they keep their building up and running with the fundraisers and are hoping to get this block grant to help them out.

Mr. Smith asked if there are any skilled seniors that can do some of the work.

Ms. Kubuki said that they have had some people come in and do some repairs. She said they have a luncheon every month and other fundraisers and it is hard to continue to come up with things.

Ms. Holm asked if they could answer questions about the grant. She wondered if that included remodeling.

Ms. Kubuki said that yes, this grant would help to do that.

Barbara Sevier, 1176 Vincent Ct.

Ms. Sevier spoke on the gift shop and stated that they have over 25 vendors and make things to supplement their income and the center takes a percentage. There was a remodel earlier in the year and some of plumbing issues were fixed.

Agnes Beaver,

Ms. Beaver uses their multipurpose room for exercise. She began there in February and there are anywhere from 5 to 18 people and this gives a good time for socialization as well as exercising.

Ms. Holm asked if there is a set number that they can ask for this grant. She also wanted to know if they wanted the City to come up with that money.

Mr. Butler said that the donation of the building would be the 25% match. He said until there is an appraisal, we won't know how much to ask for.

William Sanderson has been a member since 2013 and SSC is always getting new members. If this grant would go through it would help them expand the building to give them more room for more members. They would like to have a game room/class room if they are able to expand. Would like members of Council to stop by and play some Shanghai.

Doug Isaacson, agrees with the SSC efforts to rejuvenate the building and he urges Council to do the same.

Mr. McGhee

Walt Guzy thanks all the people in the Council meeting playing a part to keep our community going. States they need a bigger place to hold our community for events. There is a lot to be offered at the SSC. We need a place for older people.

Sharron Hunter talks about SSC's priority wish list. Most of their needs are improvements to the infrastructure. One of the difficulties they have is a storage room that is not heated and a portion of an old sewer system. If they have the money to remove it they would like to do so. Lord of Life Lutheran church offered plumbing services and they are looking for skilled volunteers. Activities at the SSC; farmers market, senior driving activities, a Prof from UAF has volunteered his Architect students to take a look at their plans. One of their new fundraisers is lunches and HoHo Meals-to-Go.

Mayor no further discussion

Mr. McGhee *moved to Approve Resolution 16-09, a Resolution to conditionally donate the building and land at 101 East 5th Avenue to the Santa's Senior Center, A 501(C)3, to satisfy the matching requirement of a community development block grant that will be used to renovate the building and grounds where transfer of ownership of the property is contingent upon award of the grant; successful completion of the renovations; and satisfying all requirements of the funding agency in the grant award.*

Seconded by Mr. Smith

Discussion

PASSED

Yes: 6 – McGhee, Holm, Claus, Smith, McCarthy, Ward

No: 0

Absent: 0

COUNCIL COMMENTS

Ms Holm – We know how valuable you are to this City. Thank you for serving North Pole.

Mr. McGhee – Jim Williams, I appreciate you coming and sharing with us. Mr. McGhee invites everyone to drive by his house as it's decorated for Halloween. Tune into radio station 88.1 to listen to Halloween music while viewing synchronized lights. The address is 1152 North Star Drive.

ADJOURNMENT

Mr. McGhee *moved to Adjourn the meeting at 9:21 p.m.*

Seconded by Mr. Claus

The regular meeting of Monday, September 19, 2016 adjourned at 9:21 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, October 3, 2016.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

Office of the Mayor
City of North Pole

Proclamation

WHEREAS, Cody Peters is a senior at North Pole High School and is the son of Daniel & Danielle Peters of North Pole; and

WHEREAS, Cody is an exceptional student and a high achiever. He is a member of Mock Trial, a Cyber Patriot, part of Musical Production, and is in the Homework Club which helps students who need tutoring. He has also received a letter in academics and was nominated for the Presidential Scholars Program in CTE (Career and Technical Education) and was Student of the Year for Video Productions; and

WHEREAS, Cody is an accomplished athlete and a member of the NPHS Cross Country Running Team and a member of Track & Field. He has lettered in both sports and continues to push himself to perform to newer heights; and

WHEREAS, Cody is a kind, compassionate young man who wants to make a difference. He is involved in his community and has taken part in fundraisers for the North Pole Library, was part of the International Senior Games where he directed athletes and handed out water; and

WHEREAS, Cody pushes himself to excel in his academics and athletics by making good life choices. He is a diligent young man with a bright and promising future in whatever he decides to do; and

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

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

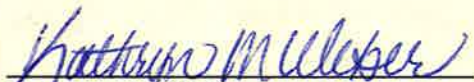
The North Pole City Council

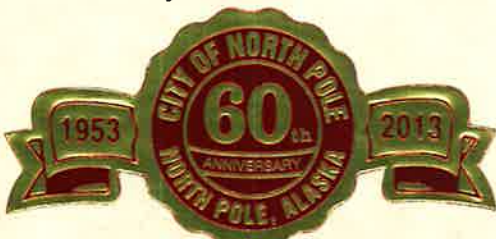
"Student of the Month"

For the Month of September 2016


Bryce J. Ward, Mayor

ATTEST:


Kathryn M. Weber, MMC
North Pole City Clerk



**CITY OF NORTH POLE
ORDINANCE 16-22**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING
NORTH POLE MUNICIPAL CODE TITLE 2, CHAPTER 2.36.231,
TUITION REIMBURSEMENTS**

WHEREAS, changes to the Personnel practices and policies 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 to clarify questionable areas.

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 2.36, Section 2.36.231 is amended in the North Pole Code of ordinances as follows: [new text in italicized *red font*; deleted text in ~~striketrough~~ font]

2.36.231 Tuition reimbursements.

A. An employee who registers for course work to be taken on personal time that is considered to be of benefit to the City may be reimbursed up to one hundred percent of the tuition expense. In order to be considered for reimbursement, the employee must, prior to enrollment, receive department head approval and submit a tuition reimbursement agreement obtained by Human Resources that explains how the course will be of mutual benefit to the City and the employee and that funds are available in the department's budget. Pre-approval by the City Council is required on all tuition reimbursements ~~prior to the enrollment.~~

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 3rd day of October, 2016.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED/FAILED Yes: No: Absent:

September 14, 2016

Dear Honorable North Pole City Council,

Yesterday a notice for a Utility Disconnection Order for properties 2392 Homestead Road and 2450 Homestead Road were delivered to me in Fairbanks. The balance owing on 2392 Homestead Road is \$9,050.10 and on 2450 Homestead Road the balance owing is \$2,107.85. This is the first time that I have been made aware of the balances owing on these properties.

I have been left with unpaid water bills from tenants that have moved out and was not made aware of the delinquent payments by them until September 13, 2016. The tenants have signed a utility agreement with the City that they would pay the water bill. However, they did not pay and now I am responsible for the bill, the total of which is 11,157.95.

I am asking for you to forgive a portion of the bill or total forgiveness. I cannot pay the total amount all at once and ask that you review my water bills and consider changing the NPMC to put the unpaid water balances on the tenant like they do with GVEA. I am a single senior citizen woman working for Walmart and collecting social security. Both houses have been vacant for almost a year, have been vandalized and need major repair before I can even rent them again.

Respectfully,


Victoria M. Jones

Delinquent Tenant Utility Charges and Recommended Forgiveness

Address	Recommended deducted sewer charge	Recommended deducted Sewer FRR	Recommended deducted late charges	Total recommended deducted charges	Original total utility charges as of August 31, 2016	Recommended adjusted utility charges
2392 Homestead (Jerry Cook)	\$1,661.61	\$364.07	\$1,283.11	\$3,308.79	\$8,950.10	\$5,641.31
2450 Homestead (Pam Dillion)	\$0	\$0	\$505.49	\$505.49	\$2,007.85	\$1,502.36

Outstanding Delinquent Utility Charges (incurred before P. Dillion became tenant)

Address	Recommended deducted sewer charge	Recommended deducted FRR	Recommended deducted late charges	Total recommended deducted charges	Original total utility charges as of August 31, 2016	Recommended adjusted utility charges
2450 Homestead* (Victoria Jones)	\$0	\$0	\$0	\$0	\$135.98	\$135.98

*Utility charges due for utility account prior to P. Dillion becoming a tenant. This is a utility charge for V. Jones

Confessions of Judgments

Address	Confession of Judgment signed	Original balance	Minimum agreed monthly payment	Amount paid to date	Number of payments made	Number of months skipped payments	Balance
2392 Homestead (Victoria Jones)	February 4, 2014	\$3,702.06	\$100	\$600	5	24	\$3,102.06
2450 Homestead (Victoria Jones)	January 3, 2013	\$3,207.86	\$100	\$3,204.34	10	33	\$0.52

2392 Homestead Road

V. Jones (Account # 6213.01)

J. Cook (Account # 6213.02)

CONFESSION OF JUDGMENT WITHOUT ACTION

I, VICTORIA M. JONES hereby confess judgment in favor of The City of North Pole and against VICTORIA M. JONES in the amount of \$3,207.86. This amount is justly due and owing The City of North Pole for past utility bills.

I agree to make payments in the amount of at least \$100.00 per month, due by the last business day of each month, beginning on February 2014. The monthly payment does not include monthly water and sewer usage charges nor monthly base utility charges of \$5.00 for sewer and \$5.00 for water. It is agreed that as long as I make these timely monthly payments, The City of North Pole will take no further action against me. However, if I miss the above payments as agreed, The City of North Pole shall be entitled to immediately thereafter reduce this obligation to judgment or foreclosure against Lot 01 Block 01 Highway Park II and shall be entitled to its full actual cost and attorney fees for doing so.

Dated this 4 day of Feb. 2014.

Victoria M. Jones
Customer signature

SUBSCRIBED AND SWORN to before me this 4th day of February 2014.

Tricia Fogarty
Notary Public in and for Alaska

My Commission Expires: 11-28-15



Report Criteria:
Customer.Customer number = 621301

6213.01	JONES, VICTORIA	2392 HOMESTEAD
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Account Summary:

[illegible]

[illegible]

6213.01 JONES, VICTORIA

2392 HOMESTEAD

(Continued)

Period	Water Misc	W Usg L Fee	FRRW	Sewer	S Usg	FRRS	CON PMT	Depos	Billings	Billing Adjustments	Payments	Other	Balance
05/31/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
06/30/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
07/31/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
08/31/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
09/30/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
10/31/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
11/30/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
12/31/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
01/31/2015	-	-	-	-	-	-	-	-	-	-	-	-	-
02/28/2015	-	-	-	-	-	-	-	-	-	-	-	-	-
03/31/2015	-	-	-	-	-	-	100.00	-	100.00	-	-	-	100.00
04/30/2015	-	-	-	-	-	-	-	-	-	-	-	-	100.00
05/31/2015	-	-	-	-	-	-	-	-	-	-	-	-	100.00
06/30/2015	-	-	-	-	-	-	-	-	-	-	200.00 -	-	100.00 -
07/31/2015	-	-	-	-	-	-	-	-	-	-	100.00 -	-	200.00 -
08/31/2015	-	-	-	-	-	-	-	-	-	-	100.00 -	-	300.00 -
09/30/2015	-	-	-	-	-	-	-	-	-	-	100.00 -	-	400.00 -

6213.01 JONES, VICTORIA 2392 HOMESTEAD (Continued)

Period	Water Misc	W Usg L Fee	FRRW	Sewer	S Usg	FRRS	CON PMT	Depos	Billings	Billing Adjustments	Payments	Other	Balance
10/31/2015	-	-	-	-	-	-	-	-	-	-	-	-	400.00 -
11/30/2015	-	-	-	-	-	-	-	-	-	-	-	-	400.00 -
12/31/2015	-	-	-	-	-	-	-	-	-	-	-	-	400.00 -
01/31/2016	-	-	-	-	-	-	-	-	-	-	-	-	400.00 -
02/29/2016	-	-	-	-	-	-	-	-	-	-	-	-	400.00 -
03/31/2016	-	-	-	-	-	-	-	-	-	-	-	-	400.00 -
04/30/2016	-	-	-	-	-	-	-	-	-	-	-	-	400.00 -
05/31/2016	-	-	-	-	-	-	-	-	-	-	-	-	400.00 -
06/30/2016	-	-	-	-	-	-	-	-	-	-	-	-	400.00 -
07/31/2016	-	-	-	-	-	-	-	-	-	-	-	-	400.00 -
08/31/2016	-	-	-	-	-	-	-	-	-	-	100.00 -	-	500.00 -
09/30/2016	-	-	-	-	-	-	-	-	-	-	-	8,950.10	8,450.10
Totals:	145.00 50.00	3,725.06 384.75	354.59	145.00	2,512.07	354.59	100.00	-	7,771.06	6,521.94 -	2,218.32 -	8,950.10	

6213.01

JONES, VICTORIA

2392 HOMESTEAD

(Continued)

Report Criteria:

Customer Customer number = 621301



City of North Pole

125 Snowman Lane • North Pole, Alaska 99705 • Tel. 907.488.2281 • Fax 907.488.3002

Renter Utility Service Contract

Official Use Only	
Account Number: <u>6213.02</u>	Account type: <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial
Official receiving: <u>Theresa</u>	<input type="checkbox"/> Water service deposit: \$ <u>75.00</u>
Date contract received: <u>Feb 4, 2014</u>	<input type="checkbox"/> Sewer service deposit: \$ <u>75.00</u>
Date account billing begins: <u>Feb 1, 2014</u>	Total deposit paid: <u>150.00</u>

Utility Customer: Renter Information

1. Utility service address	
Street address: <u>2392 Homestead DR. North pole AK 99705</u>	
2. Mailing address <u>2392 Homestead DR</u>	
Mailing address (if different than above): _____	
City: _____	State: _____ ZIP: _____
3. Contact information	
Day time phone: <u>(907) 888-3912</u>	Evening phone: <u>(907) 888-3912</u>
Cell phone: <u>" "</u>	Email: <u>JerryCook63@yahoo.com</u>
4. Identification	
Acceptable forms of identification: Alaska driver's license; Alaska ID; Passport, etc. (attach photocopy)	
Type of identification: <u>ADL</u>	Identification number: <u>0542605</u>
Date of birth: <u>1-25-62</u>	Social Security #: <u>492-74-6841</u>
5. Account holder name PLEASE PRINT	
First name <u>Victoria</u>	Middle initial <u>M.</u> Last name <u>Jerry L. Cook</u>
6. Signature	
Application is hereby made by the undersigned as the renter of the property identified above at the utility service address above for utility service. By signing this contract, the applicant is subject to all City ordinances outlined in Title 13, Public Services of the North Pole Municipal Code.	
Signature <u>Jerry L. Cook</u>	Date <u>2-4-14</u>

Authorized Agent Form must be on file with Utility Department if someone other than the property owner has immediate authority to manage the property.

MUST COMPLETE REVERSE SIDE--PROPERTY OWNER INFORMATION

Property Owner or *Authorized Agent Information

Application MUST be signed by the renter and the property owner or their *Authorized Agent. As according to the North Pole Municipal Code, Sections 13.12.020 Contract for Utility Service and 13.12.100 Customer Accounting and Payments, the property owner is responsible for the renter's utility account.

1. Property owner or *Authorized Agent mailing address

Street address: 2450 Homestead Drive

City: North Pole State: AK ZIP 99705

2. Property owner or *Authorized Agent contact information

Day time phone: (907) 888-9292

Evening phone: (907) 888-9292

Cell phone: Same

Email: vmjones47@yahoo.com

4. Property owner name or *Authorized Agent PLEASE PRINT

Victoria M. Jones

First name

Middle initial

Last name

4. Identification

Acceptable forms of identification: Alaska driver's license; Alaska ID; Passport, etc. (attach photocopy)

Type of identification: AK DL 6323563

Identification number: _____

Date of birth: Nov. 9, 1947

Social Security #: 510-66-8290

6. Signature

Application is hereby made by the undersigned as the owner of the property identified above at the utility service address above for utility service. By signing this contract, the applicant is subject to all City ordinances outlined in Title 13, Public Services of the North Pole Municipal Code.

Victoria M. Jones

Signature

Feb. 4, 2014

Date

* Authorized Agent Form must be on file with Utility if someone other than the property owner has immediate authority to manage the property.

Property Owner Responsibility for Renter's Utility Account

North Pole Utility
125 Snowman Lane
North Pole, AK 99705
907-488-2281

1. The North Pole Municipal Code holds the property owner responsible for all delinquent and related utility charges for their renter's utility account should that utility account become delinquent. (13.12.020 Contract for utility service)
2. When a renter's utility account becomes 60 days delinquent, the Utility will make a good faith effort to notify the property owner of the renter's delinquency. (13.12.020 Contract for utility service) The Utility's ability to notify the property owner is dependent upon the Utility having contact information for the property owner. It is the responsibility of the property owner to provide the Utility with current contact information.
3. The Utility requires that all unpaid and delinquent utility charges for a rental property **must be paid in full** before the Utility will establish a new utility contract for the rental property. Failure to pay all delinquent utility charges and establish a utility contract may result in disconnection of utility service and all associated charges related to disconnection and reconnection will be your responsibility. (13.12.020 Contract for utility service)

I request the utility bills for water and/or sewer service from the North Pole Utility to be rendered directly to the renter at the following address:
(Please print or type all information except signature)

Rental property street address: 2392 Homestead Drive North Pole AK 99705

Owner or *Authorized Agent's name: _____

Date of birth: Nov. 9, 1947 Social Security #: 510-66-8290

Daytime phone: (907) 888-9292 Evening phone: Same

Fax number: _____ Email: _____

~~X~~ Mailing address: 2450 Homestead Drive North Pole, AK 99705

☒ My signature below acknowledges that I have read the terms of this agreement and accept my obligations to the North Pole Utility.

Victoria M. James

Owner or *Authorized Agent's signature

Date

- * The North Pole Utility must have a signed **Authorized Agent Form** on file from the property owner of the above property before the Utility will recognize an individual other than the property owner is authorize to represent the owner.

OFFICIAL USE Date received: 11-28-12 Account number: 621301

Processor: Tricia

Start as of Nov 1

RECEIVED

NOV 28 2012

[illegible]

6213.02 COOK, JERRY 2392 HOMESTEAD (Continued)

Period	Water L Fee	W Usg	FRRW	Sewer	S Usg	FRRS	Depos	Misc	Billings	Billing Adjustments	Payments	Other	Balance
04/30/2015	5.00 27.74	279.96	41.05	5.00	187.35	41.05	-	-	587.15	-	-	-	3,757.93
05/31/2015	5.00 32.88	441.77	64.78	5.00	295.63	64.78	-	-	909.84	-	-	-	4,667.77
06/30/2015	5.00 50.00	871.61	127.80	5.00	583.29	127.80	-	-	1,770.50	-	-	-	6,438.27
07/31/2015	5.00 56.33	695.11	101.92	5.00	465.17	101.92	-	-	1,430.45	-	-	-	7,868.72
08/31/2015	5.00 68.85	.32	.05	5.00	.22	.05	-	-	79.49	-	-	-	7,948.21
09/30/2015	5.00 69.55	-	-	5.00	-	-	-	-	79.55	-	-	-	8,027.76
10/31/2015	5.00 70.24	-	-	5.00	-	-	-	-	80.24	-	-	-	8,108.00
11/30/2015	5.00 70.95	-	-	5.00	-	-	-	-	80.95	-	-	-	8,188.95
12/31/2015	5.00 71.65	-	-	5.00	-	-	-	-	81.65	-	-	-	8,270.60
01/31/2016	5.00 72.37	-	-	5.00	-	-	-	-	82.37	-	-	-	8,352.97
02/29/2016	5.00 73.09	-	-	5.00	-	-	-	-	83.09	-	-	-	8,436.06
03/31/2016	5.00 73.82	-	-	5.00	-	-	-	-	83.82	-	-	-	8,519.88
04/30/2016	5.00 74.55	-	-	5.00	-	-	-	-	84.55	-	-	-	8,604.43
05/31/2016	5.00 75.29	-	-	5.00	-	-	-	-	85.29	-	-	-	8,689.72
06/30/2016	5.00 76.04	-	-	5.00	-	-	-	-	86.04	-	-	-	8,775.76
07/31/2016	5.00 76.79	-	-	5.00	-	-	-	-	86.79	-	-	-	8,862.55
08/31/2016	5.00 77.55	-	-	5.00	-	-	-	-	87.55	-	-	-	8,950.10

6213.02	COOK, JERRY	2392 HOMESTEAD	(Continued)
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Period	Water L Fee	W Usg	FRRW	Sewer	S Usg	FRRS	Depos	Misc	Billings	Billing Adjustments	Payments	Other	Balance
09/30/2016	-	-	-	-	-	-	-	-	-	-	-	8,950.10 -	-
Totals:	155.00 1,283.11	4,115.55	603.46	155.00	2,320.41	603.46	-	-	9,235.99	-	285.89 -	8,950.10 -	

Report Criteria:

Customer: Customer number = 621302



CITY OF NORTH POLE

Alaska
"Where the Spirit of Christmas Lives Year Round"

125 Snowman Lane • North Pole, Alaska 99705-7708
E-mail: mayor@northpolealaska.com • Website: www.northpolealaska.com

June 03, 2015

City Hall
907-488-2281
Fax: 907-488-3002

Mayor
907-488-8584

City Clerk
907-488-8583

Police
Department
907-488-6902

Fire
Department
907-488-2232

Utilities
907-488-6111

Director of
City Services
907-488-8593

Finance
907-488-8594

VICTORIA JONES
265 CINDY DRIVE
FAIRBANKS AK 99701

Dear VICTORIA JONES:

This is formal notification that as of May 1, 2015 your North Pole Utility account became 30 days or more past due. Your account balance is \$3,401.90. A copy of your bill is attached. Should your account remain delinquent you risk having late charges and liquidated damages added to your account balance.

You can pay your utility bill at the North Pole City Hall in cash, check or by credit card from 8:00 am to 5:00 pm Monday through Friday. There is a drop box at the entrance to City Hall where you can deposit a payment 24 hours a day, seven days a week. Utility bills can also be paid on line using a credit card by going to www.northpolealaska.com and clicking on Pay Your Utility Bill.

Thank you for your attention to this important matter. If you have any questions about your utility bill, you can call me at 907-488-8538.

Thank you,

Renee Beckman
Utility Billing Clerk

Enclosure

*Does appear to be
2392 Homestead*

L3B3 NWY PKII

2450 Homestead Road

V. Jones (Account # 5932.01)

P. Dillion (account # 5932.02)

CONFESSION OF JUDGMENT WITHOUT ACTION

I, VICTORIA M. JONES, of 2450 Homestead Drive, North Pole, AK 99705, hereby confess judgment in favor of City of North Pole, of 125 Snowman Lane, North Pole, AK 99705, in the amount of \$3,720.06. This indebtedness arises from non-payment of utilities to City of North Pole and for attorney fees incurred in the City of North Pole's collection efforts. The utility bills were incurred by the prior property owner, Mr. Voytilla, but as the current owner with record notice of the City of North Pole's lien Victoria M. Jones is legally responsible for the bill. The \$3,720.06 is justly due and owing to the City of North Pole.

Victoria M. Jones shall pay \$100.00 per month starting on January 15, 2013 until paid in full. So long as Victoria M. Jones timely makes the above payments, and timely pays her current utility account with the City of North Pole, the City will not take any action on this confession. This confession of judgment shall accrue interest at 8% per annum from January 15, 2013, until paid in full. Further, if this confession of judgment without action is not timely paid than City of North Pole Utilities shall be entitled to reduce this confession to judgment in at least the amount of \$3,720.06 plus interest at 8% per annum until paid in full.

DATED this 3 day of January 2013.

Victoria M. Jones
VICTORIA M. JONES

SUBSCRIBED AND SWORN to before me this 3rd day of January 2013.

Meredith Lantz
Notary Public in and for Alaska
My Commission Expires: 4/14/14

(SEAL)

Customer.Customer number = 593201

2450 HOMESTEAD DR

Account Summary:

[illegible]

5932.01

JONES, VICTORIA

2450 HOMESTEAD DR

(Continued)

Period	Water	W Usg	FRRW	Sewer	S Usg	FRRS	CON PMT	L Fee	Billings	Billing Adjustments	Payments	Other	Balance
03/31/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
04/30/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
05/31/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
06/30/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
07/31/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
08/31/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
09/30/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
10/31/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
11/30/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
12/31/2014	-	-	-	-	-	-	-	-	-	-	-	-	-
01/31/2015	-	-	-	-	-	-	-	-	-	-	-	-	-
02/28/2015	-	-	-	-	-	-	-	-	-	-	-	-	-
03/31/2015	-	-	-	-	-	-	2,120.06	-	2,120.06	-	-	-	2,120.06
04/30/2015	-	-	-	-	-	-	-	-	-	-	-	-	2,120.06
05/31/2015	1.77	566.55	166.14	1.77	379.47	166.14	-	-	1,281.84	-	-	-	3,401.90
06/30/2015	5.00	1.45	.43	5.00	.97	.43	-	11.22	24.50	-	-	-	3,426.40
07/31/2015	5.00	1.33	.39	5.00	.89	.39	-	11.43	24.43	-	1,904.34 -	-	1,546.49
08/31/2015	5.00	.13	.04	5.00	.09	.04	-	11.64	21.94	-	-	-	1,568.43
09/30/2015	5.00	-	-	5.00	-	-	-	11.84	21.84	-	200.00 -	-	1,390.27
10/31/2015	5.00	-	-	5.00	-	-	-	11.29	21.29	-	100.00 -	-	1,311.56
11/30/2015	5.00	-	-	5.00	-	-	-	11.48	21.48	-	-	-	1,333.04
12/31/2015	5.00	-	-	5.00	-	-	-	9.91	19.91	-	200.00 -	-	1,152.95
01/31/2016	5.00	-	-	5.00	-	-	-	9.21	19.21	-	100.00 -	-	1,072.16
02/29/2016	5.00	-	-	5.00	-	-	-	8.51	18.51	-	100.00 -	-	990.67
03/31/2016	5.00	-	-	5.00	-	-	-	8.67	18.67	-	-	-	1,009.34
04/30/2016	5.00	-	-	5.00	-	-	-	7.96	17.96	-	100.00 -	-	927.30
05/31/2016	5.00	-	-	5.00	-	-	-	7.24	17.24	-	100.00 -	-	844.54
06/30/2016	5.00	-	-	5.00	-	-	-	5.64	15.64	-	200.00 -	-	660.18
07/31/2016	5.00	-	-	5.00	-	-	-	5.78	15.78	-	-	-	675.96
08/31/2016	5.00	-	-	5.00	-	-	-	4.16	14.16	-	200.00 -	-	490.12
09/30/2016	-	-	-	-	-	-	-	-	-	-	-	2,007.85	2,497.97
Totals:	161.95	1,015.45	255.92	161.95	627.37	255.92	2,120.06	141.96	4,740.58	1.81 -	4,202.22 -	2,102.29	

5932.01	JONES, VICTORIA	2450 HOMESTEAD DR
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(Continued)

Report Criteria:

Customer.Customer number = 593201

Report Criteria:

Customer: Customer number = 593202

5932.02 DILLON, PAM J 2450 HOMESTEAD DR

Account Summary:

Period	Water	W Usg	FRRW	Sewer	S Usg	FRRS	Depos	L Fee	Billings	Billing Adjustments	Payments	Other	Balance
12/31/2012	-	-	-	-	-	-	-	-	-	-	-	-	-
01/31/2013	-	-	-	-	-	-	-	-	-	-	-	-	-
02/28/2013	5.00	85.13	7.49	5.00	56.97	7.49	150.00	-	317.08	-	-	-	317.08
03/31/2013	5.00	94.10	8.28	5.00	62.97	8.28	-	-	183.63	-	317.08 -	-	183.63
04/30/2013	5.00	67.91	5.97	5.00	45.45	5.97	-	1.61	136.91	-	-	-	320.54
05/31/2013	5.00	59.15	5.20	5.00	59.97	5.20	-	2.80	142.32	-	-	-	462.86
06/30/2013	5.00	33.45	2.94	5.00	59.97	2.94	-	1.25	110.55	-	320.54 -	-	252.87
07/31/2013	5.00	33.30	2.93	5.00	59.97	2.93	-	2.21	111.34	-	-	-	364.21
08/31/2013	5.00	34.46	3.03	5.00	59.97	3.03	-	3.19	113.68	-	-	-	477.89
09/30/2013	5.00	34.12	3.00	5.00	22.83	3.00	-	4.18	77.13	-	-	-	555.02
10/31/2013	5.00	34.20	3.01	5.00	22.89	3.01	-	1.36	74.47	-	400.00 -	-	229.49
11/30/2013	5.00	31.35	2.76	5.00	20.98	2.76	-	2.01	69.86	-	-	-	299.35
12/31/2013	5.00	29.31	2.58	5.00	19.61	2.58	-	2.62	66.70	-	-	-	366.05
01/31/2014	5.00	44.50	6.53	5.00	29.78	6.53	-	3.20	100.54	-	-	-	466.59
02/28/2014	5.00	41.77	6.13	5.00	27.95	6.13	-	4.08	96.06	-	-	-	562.65
03/31/2014	5.00	31.10	4.56	5.00	20.81	4.56	-	4.92	75.95	-	-	-	638.60
04/30/2014	5.00	34.56	5.07	5.00	23.13	5.07	-	5.59	83.42	-	-	-	722.02
05/31/2014	5.00	52.63	7.72	5.00	23.60	7.72	-	6.32	107.99	-	-	-	830.01
06/30/2014	5.00	59.59	8.74	5.00	23.60	8.74	-	7.26	117.93	-	-	-	947.94
07/31/2014	5.00	53.59	7.86	5.00	23.60	7.86	-	8.29	111.20	-	-	-	1,059.14
08/31/2014	5.00	20.26	2.97	5.00	23.60	2.97	-	9.27	69.07	-	-	-	1,128.21
09/30/2014	5.00	5.05	.74	5.00	3.38	.74	-	9.87	29.78	-	-	-	1,157.99
10/31/2014	5.00	15.74	2.31	5.00	10.53	2.31	-	10.13	51.02	-	-	-	1,209.01
11/30/2014	5.00	237.83	34.87	5.00	159.16	34.87	-	10.58	487.31	-	-	-	1,696.32
12/31/2014	5.00	-	-	5.00	-	-	-	14.84	24.84	-	-	-	1,721.16
01/31/2015	5.00	-	-	5.00	-	-	-	15.06	25.06	-	-	-	1,746.22
02/28/2015	5.00	-	-	5.00	-	-	-	15.28	25.28	-	-	-	1,771.50
03/31/2015	5.00	-	-	5.00	-	-	-	15.50	25.50	-	-	-	1,797.00
04/30/2015	5.00	-	-	5.00	-	-	-	15.72	25.72	-	-	-	1,822.72
05/21/2015	3.39	-	-	3.39	-	-	-	-	6.78	-	-	150.00 -	1,679.50
05/31/2015	-	-	-	-	-	-	-	14.64	14.64	-	-	-	1,694.14

5932.02

DILLON, PAM J

2450 HOMESTEAD DR

(Continued)

Period	Water	W Usg	FRRW	Sewer	S Usg	FRRS	Depos	L Fee	Billings	Billing Adjustments	Payments	Other	Balance
06/30/2015	-	-	-	-	-	-	-	50.00	50.00	-	-	-	1,744.14
07/31/2015	-	-	-	-	-	-	-	15.26	15.26	-	-	-	1,759.40
08/31/2015	-	-	-	-	-	-	-	15.39	15.39	-	-	-	1,774.79
09/30/2015	-	-	-	-	-	-	-	15.53	15.53	-	-	-	1,790.32
10/31/2015	-	-	-	-	-	-	-	50.00	50.00	-	-	-	1,840.32
11/30/2015	-	-	-	-	-	-	-	16.10	16.10	-	-	-	1,856.42
12/31/2015	-	-	-	-	-	-	-	16.24	16.24	-	-	-	1,872.66
01/31/2016	-	-	-	-	-	-	-	16.39	16.39	-	-	-	1,889.05
02/29/2016	-	-	-	-	-	-	-	16.53	16.53	-	-	-	1,905.58
03/31/2016	-	-	-	-	-	-	-	16.67	16.67	-	-	-	1,922.25
04/30/2016	-	-	-	-	-	-	-	16.82	16.82	-	-	-	1,939.07
05/31/2016	-	-	-	-	-	-	-	16.97	16.97	-	-	-	1,956.04
06/30/2016	-	-	-	-	-	-	-	17.12	17.12	-	-	-	1,973.16
07/31/2016	-	-	-	-	-	-	-	17.27	17.27	-	-	-	1,990.43
08/31/2016	-	-	-	-	-	-	-	17.42	17.42	-	-	-	2,007.85
09/30/2016	-	-	-	-	-	-	-	-	-	-	-	2,007.85 -	-
Totals:	138.39	1,133.10	134.69	138.39	860.72	134.69	150.00	505.49	3,195.47	-	1,037.62 -	2,157.85 -	

Report Criteria:

Customer.Customer number = 593202

Delinquent Assessments

V. Jones, 2392 Homestead Road (Account # 2099561)

V. Jones, 2450 Homestead Road (Account #s 20299740 & 20299758)

Delinquent Assessments: Victoria Jones

Address	Account number	2015 charge (not delinquent; due December 31, 2016)	Delinquent balance	Liquidated damaged charge	Total delinquent balance
2392 Homestead	20299561	\$129.62	\$713.70	\$50	\$763.70
2450 Homestead	20299740	\$184.09	\$781.72	\$50	\$831.72
2450 Homestead	20299758	\$184.09	\$781.72	\$50	\$831.72
Total		\$497.80	\$2,277.14	\$150	\$2,427.14

Report Criteria:

End Date	Principal	Interest	Late Fee	Other	Payment	Balance	Unapplied Payment Balance
12/31/2002	20.26	109.36	.00	.00	129.62-	.00	.00
12/31/2003	21.22	108.40	.00	.00	129.62-	.00	.00
12/31/2004	22.23	107.39	.00	.00	.00	129.62	.00
12/31/2005	22.23	107.39	.00	.00	.00	259.24	.00
12/31/2006	888.07	107.39	.00	.00	1,254.70-	.00	.00
12/31/2007	66.52	63.10	.00	.00	.00	129.62	.00
12/31/2008	66.52	63.10	10.37	.00	.00	269.61	.00
12/31/2009	66.52	63.10	21.57	.00	420.80-	.00	.00
12/31/2010	76.00	53.62	.00	.00	129.62-	.00	.00
12/31/2011	79.61	50.01	.00	.00	.00	129.62	.00
12/31/2012	79.61	50.01	10.37	.00	.00	269.61	.00
12/31/2013	79.61	50.01	21.57	.00	.00	420.80	.00
12/31/2014	79.61	50.01	33.66	.00	.00	584.08	.00
12/31/2015	79.61	50.01	.00	.00	.00	713.70	.00
12/31/2016	79.61	50.01	.00	.00	.00	843.32	.00

Report Criteria:

End Date	Principal	Interest	Late Fee	Other	Payment	Balance	Unapplied Payment Balance
12/31/2002	28.77	155.32	.00	.00	184.09-	.00	.00
12/31/2003	30.13	153.96	.00	.00	184.09-	.00	.00
12/31/2004	31.56	152.53	.00	.00	.00	184.09	.00
12/31/2005	31.56	152.53	.00	.00	184.09-	184.09	.00
12/31/2006	33.06	151.03	.00	.00	184.09-	184.09	.00
12/31/2007	33.06	151.03	14.73	.00	.00	382.91	.00
12/31/2008	33.06	151.03	.00	.00	382.91-	184.09	.00
12/31/2009	33.06	151.03	14.73	.00	382.91-	.00	.00
12/31/2010	40.84	143.25	.00	.00	184.09-	.00	.00
12/31/2011	42.78	141.31	.00	.00	184.09-	.00	.00
12/31/2012	44.81	139.28	.00	.00	.00	184.09	.00
12/31/2013	44.81	139.28	14.73	.00	.00	382.91	.00
12/31/2014	44.81	139.28	30.63	.00	.00	597.63	.00
12/31/2015	44.81	139.28	.00	.00	.00	781.72	.00
12/31/2016	44.81	139.28	.00	.00	.00	965.81	.00

Report Criteria:

End Date	Principal	Interest	Late Fee	Other	Payment	Balance	Unapplied Payment Balance
12/31/2002	28.77	155.32	.00	.00	184.09-	.00	.00
12/31/2003	30.13	153.96	.00	.00	184.09-	.00	.00
12/31/2004	31.56	152.53	.00	.00	.00	184.09	.00
12/31/2005	31.56	152.53	.00	.00	184.09-	184.09	.00
12/31/2006	33.06	151.03	.00	.00	.00	368.18	.00
12/31/2007	33.06	151.03	29.45	.00	.00	581.72	.00
12/31/2008	33.06	151.03	.00	.00	581.72-	184.09	.00
12/31/2009	33.06	151.03	14.73	.00	382.91-	.00	.00
12/31/2010	40.84	143.25	.00	.00	184.09-	.00	.00
12/31/2011	42.78	141.31	.00	.00	184.09-	.00	.00
12/31/2012	44.81	139.28	.00	.00	.00	184.09	.00
12/31/2013	44.81	139.28	14.73	.00	.00	382.91	.00
12/31/2014	44.81	139.28	30.63	.00	.00	597.63	.00
12/31/2015	44.81	139.28	.00	.00	.00	781.72	.00
12/31/2016	44.81	139.28	.00	.00	.00	965.81	.00



CITY OF NORTH POLE

"Where the Spirit of Christmas Lives Year Round"

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E-mail: mayor@northpolealaska.com • Website: www.northpolealaska.com

VICTORIA M JONES
265 CINDY DRIVE
FAIRBANKS, AK 99701

July 28, 2016

City Hall
907-488-2281
Fax: 907-488-3002

Mayor
907-488-8584

City Clerk
907-488-8583

Police
Department
907-488-6902

Fire
Department
907-488-2232

Utilities
907-488-6111

Director of
City Services
907-488-8593

Finance
907-488-8594

RE: Delinquent assessment of \$763.7 owed to the City of North Pole

Dear: VICTORIA M JONES

The City of North Pole has determined that your assessment account 2.0299561 is 60 or more days delinquent. Your delinquent account has been assessed a \$50.00 liquidated damages charge. If you do not pay in full the delinquent assessment totaling \$763.7 or sign a legally binding confession of judgment (repayment plan) by **5:00 pm August 12, 2016**, your account will immediately be turned over to the City of North Pole attorney to initiate a civil action against you up to and including foreclosure. Once a delinquent account is turned over to the City attorney, all future communications to resolve your delinquent debt shall be between you and the City attorney.

Prior to 5:00 pm August 12, you may pay your delinquent debt owed to the City or sign a legally-binding confession of judgment at the North Pole City Hall, 125 Snowman Lane. City Hall's office hours are 8:00 am to 5:00 pm, Monday through Friday. You can also pay delinquent debts over the phone (907-488-2281) with a credit card (Visa or MasterCard). **No partial payment of a delinquent debt shall be accepted without you first establishing a legally-binding confession of judgment.** Failure to adhere to the terms of a confession of judgment shall result in your delinquent debt being immediately turned over to the City attorney to initiate a civil action to collect the delinquent debt.

Sincerely,

William Butler
Director of City Services

01 01 Hwy Prk II



CITY OF NORTH POLE

Alaska
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June 22, 2016

City Hall
907-488-2281
Fax: 907-488-3002

Mayor
907-488-8584

City Clerk
907-488-8583

Police
Department
907-488-6902

Fire
Department
907-488-2232

Utilities
907-488-6111

Director of
City Services
907-488-8593

Finance
907-488-8594

VICTORIA M JONES
265 CINDY DRIVE
FAIRBANKS, AK 99701

RE: Delinquent assessment of \$713.70 owed to the City of North Pole

Dear: VICTORIA M JONES

The City of North Pole' records indicate that you owe \$713.70 for a delinquent assessment for your property located at 2392 HOMESTEAD DRIVE account number 2.0299561. You can pay your delinquent debt owed to the City or arrange a legally-binding repayment plan at the North Pole City Hall, 125 Snowman Lane. City Hall's office hours are 8:00 am to 5:00 pm, Monday through Friday. You can also pay delinquent debts over the phone (907-488-2281) with a credit card (Visa or MasterCard). **No partial payment of a delinquent debt will be accepted by telephone without you first establishing a legally-binding repayment plan.**

I encourage you to pay your delinquent assessment debt before it is declared 60 days delinquent. If your debt is declared 60 or more days delinquent, your account shall be assessed a \$50 (fifty dollar) liquidated damages fee. The 60-day delinquency notice shall indicate the deadline that you must either pay the delinquent account balance or sign a legally binding confession of judgment that specifies a repayment plan. If you do not meet either of these conditions by the deadline in the 60-day delinquency notice, your account will be transferred to the City Attorney for civil action, up to and including foreclosure. Once your account is transferred to the City Attorney you will be responsible for all charges associated with collecting the delinquent debt, including, but not limited to, late charges, interest, penalties, liquidated damages and attorney fees.

For your information, I have included a statement for your assessment that listed the delinquent amount that is due immediately, the annual assessment payment that is due no later than December 31, 2016, and the payoff amount for your assessment as of the date of this notice.

Sincerely,

William Butler

William Butler
Director of City Services

Hwy Pk 2 0101



CITY OF NORTH POLE

Alaska
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June 22, 2016

City Hall
907-488-2281
Fax: 907-488-3002

Mayor
907-488-8584

City Clerk
907-488-8583

Police
Department
907-488-6902

Fire
Department
907-488-2232

Utilities
907-488-6111

Director of
City Services
907-488-8593

Finance
907-488-8594

VICTORIA M JONES
265 CINDY DRIVE
FAIRBANKS, AK 99701

RE: Delinquent assessment of \$781.72 owed to the City of North Pole

Dear: VICTORIA M JONES

The City of North Pole' records indicate that you owe \$781.72 for a delinquent assessment for your property located at 2450 HOMESTEAD DRIVE account number 2.0299740. You can pay your delinquent debt owed to the City or arrange a legally-binding repayment plan at the North Pole City Hall, 125 Snowman Lane. City Hall's office hours are 8:00 am to 5:00 pm, Monday through Friday. You can also pay delinquent debts over the phone (907-488-2281) with a credit card (Visa or MasterCard). **No partial payment of a delinquent debt will be accepted by telephone without you first establishing a legally-binding repayment plan.**

I encourage you to pay your delinquent assessment debt before it is declared 60 days delinquent. If your debt is declared 60 or more days delinquent, your account shall be assessed a \$50 (fifty dollar) liquidated damages fee. The 60-day delinquency notice shall indicate the deadline that you must either pay the delinquent account balance or sign a legally binding confession of judgment that specifies a repayment plan. If you do not meet either of these conditions by the deadline in the 60-day delinquency notice, your account will be transferred to the City Attorney for civil action, up to and including foreclosure. Once your account is transferred to the City Attorney you will be responsible for all charges associated with collecting the delinquent debt, including, but not limited to, late charges, interest, penalties, liquidated damages and attorney fees.

For your information, I have included a statement for your assessment that listed the delinquent amount that is due immediately, the annual assessment payment that is due no later than December 31, 2016, and the payoff amount for your assessment as of the date of this notice.

Sincerely,

William Butler

William Butler
Director of City Services

Wwy PK 2 0303



CITY OF NORTH POLE

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E-mail: mayor@northpolealaska.com • Website: www.northpolealaska.com

VICTORIA M JONES
265 CINDY DRIVE
FAIRBANKS, AK 99701

July 28, 2016

City Hall
907-488-2281
Fax: 907-488-3002

Mayor
907-488-8584

City Clerk
907-488-8583

Police
Department
907-488-6902

Fire
Department
907-488-2232

Utilities
907-488-6111

Director of
City Services
907-488-8593

Finance
907-488-8594

RE: Delinquent assessment of \$831.72 owed to the City of North Pole

Dear: VICTORIA M JONES

The City of North Pole has determined that your assessment account 2.0299740 is 60 or more days delinquent. Your delinquent account has been assessed a \$50.00 liquidated damages charge. If you do not pay in full the delinquent assessment totaling \$831.72 or sign a legally binding confession of judgment (repayment plan) by **5:00 pm August 12, 2016**, your account will immediately be turned over to the City of North Pole attorney to initiate a civil action against you up to and including foreclosure. Once a delinquent account is turned over to the City attorney, all future communications to resolve your delinquent debt shall be between you and the City attorney.

Prior to 5:00 pm August 12, you may pay your delinquent debt owed to the City or sign a legally-binding confession of judgment at the North Pole City Hall, 125 Snowman Lane. City Hall's office hours are 8:00 am to 5:00 pm, Monday through Friday. You can also pay delinquent debts over the phone (907-488-2281) with a credit card (Visa or MasterCard). **No partial payment of a delinquent debt shall be accepted without you first establishing a legally-binding confession of judgment.** Failure to adhere to the terms of a confession of judgment shall result in your delinquent debt being immediately turned over to the City attorney to initiate a civil action to collect the delinquent debt.

Sincerely,

William Butler
Director of City Services

03 03 Hwy Prk II



CITY OF NORTH POLE

Alaska
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E-mail: mayor@northpolealaska.com • Website: www.northpolealaska.com

June 22, 2016

City Hall
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Fax: 907-488-3002

Mayor
907-488-8584

City Clerk
907-488-8583

Police
Department
907-488-6902

Fire
Department
907-488-2232

Utilities
907-488-6111

Director of
City Services
907-488-8593

Finance
907-488-8594

VICTORIA M JONES
265 CINDY DRIVE
FAIRBANKS, AK 99701

RE: Delinquent assessment of \$781.72 owed to the City of North Pole

Dear: VICTORIA M JONES

The City of North Pole's records indicate that you owe \$781.72 for a delinquent assessment for your property located at 2458 HOMESTEAD DRIVE account number 2.0299758. You can pay your delinquent debt owed to the City or arrange a legally-binding repayment plan at the North Pole City Hall, 125 Snowman Lane. City Hall's office hours are 8:00 am to 5:00 pm, Monday through Friday. You can also pay delinquent debts over the phone (907-488-2281) with a credit card (Visa or MasterCard). **No partial payment of a delinquent debt will be accepted by telephone without you first establishing a legally-binding repayment plan.**

I encourage you to pay your delinquent assessment debt before it is declared 60 days delinquent. If your debt is declared 60 or more days delinquent, your account shall be assessed a \$50 (fifty dollar) liquidated damages fee. The 60-day delinquency notice shall indicate the deadline that you must either pay the delinquent account balance or sign a legally binding confession of judgment that specifies a repayment plan. If you do not meet either of these conditions by the deadline in the 60-day delinquency notice, your account will be transferred to the City Attorney for civil action, up to and including foreclosure. Once your account is transferred to the City Attorney you will be responsible for all charges associated with collecting the delinquent debt, including, but not limited to, late charges, interest, penalties, liquidated damages and attorney fees.

For your information, I have included a statement for your assessment that listed the delinquent amount that is due immediately, the annual assessment payment that is due no later than December 31, 2016, and the payoff amount for your assessment as of the date of this notice.

Sincerely,

William Butler

William Butler
Director of City Services

Hwy Pk 2 0304



CITY OF NORTH POLE

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VICTORIA M JONES
265 CINDY DRIVE
FAIRBANKS, AK 99701

July 28, 2016

City Hall
907-488-2281
Fax: 907-488-3002

Mayor
907-488-8584

City Clerk
907-488-8583

Police
Department
907-488-6902

Fire
Department
907-488-2232

Utilities
907-488-6111

Director of
City Services
907-488-8593

Finance
907-488-8594

RE: Delinquent assessment of \$831.72 owed to the City of North Pole

Dear: VICTORIA M JONES

The City of North Pole has determined that your assessment account 2.0299758 is 60 or more days delinquent. Your delinquent account has been assessed a \$50.00 liquidated damages charge. If you do not pay in full the delinquent assessment totaling \$831.72 or sign a legally binding confession of judgment (repayment plan) by **5:00 pm August 12, 2016**, your account will immediately be turned over to the City of North Pole attorney to initiate a civil action against you up to and including foreclosure. Once a delinquent account is turned over to the City attorney, all future communications to resolve your delinquent debt shall be between you and the City attorney.

Prior to 5:00 pm August 12, you may pay your delinquent debt owed to the City or sign a legally-binding confession of judgment at the North Pole City Hall, 125 Snowman Lane. City Hall's office hours are 8:00 am to 5:00 pm, Monday through Friday. You can also pay delinquent debts over the phone (907-488-2281) with a credit card (Visa or MasterCard). **No partial payment of a delinquent debt shall be accepted without you first establishing a legally-binding confession of judgment.** Failure to adhere to the terms of a confession of judgment shall result in your delinquent debt being immediately turned over to the City attorney to initiate a civil action to collect the delinquent debt.

Sincerely,

William Butler
Director of City Services

03 04 Hwy Prk II



CITY OF

"Where the Spirit of"

125 Snowman Lane

City Hall
907-488-2281
907-488-3002

CERTIFIED MAIL™



7013 2630 0000 8992 8662

RECEIVED

SEP 28 2016

CITY OF NORTH POLE



UNITED STATES POSTAGE
PITNEY BOWES
02 1P
\$ 006.46⁵
0003132075 JUL 28 2016
MAILED FROM ZIP CODE 99705

Coll
2.1

VICTORIA M JONES
265 CINDY DRIVE
FAIRBANKS, AK 99701

NIXIE 995 CE 1 0109/26/16

RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD

MANUAL PROC REQ *1989-02312-30-34

9370-9838-5-51

P.12
P.8



CITY OF

"Where the Spirit of"

125 Snowman Lane

City Hall
907-488-2281
907-488-3002

CERTIFIED MAIL™



7013 2630 0000 8992 8679

RECEIVED

SEP 28 2016

CITY OF NORTH POLE



UNITED STATES POSTAGE
PITNEY BOWES
02 1P
\$ 006.46⁵
0003132075 JUL 28 2016
MAILED FROM ZIP CODE 99705

Coll
2.1

VICTORIA M JONES
265 CINDY DRIVE
FAIRBANKS, AK 99701

NIXIE 995 CE 1 0109/26/16

RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD

MANUAL PROC REQ *1989-02311-30-34

9370-9838-5-51

P.12
P.8

125 Snowman Ln
North Pole, Alaska
99705
907-888-4444
907-488-8584

**City of North Pole
Office of the Mayor**

Memo

To: North Pole City Council
From: Mayor Ward
cc: Kathy Weber, Zane Wilson
Date: September 27, 2016
Re: Proposed stipulation with The Williams Companies, Inc.

Honorable City Council,

Per recommendation from the City Attorney, Zane Wilson, I am requesting approval of the following stipulation with The Williams Companies, Inc in regards to the sulfolane litigation.

Proposed Stipulation with The Williams Companies, Inc.

The Williams Companies, Inc. (Williams) and the City of North Pole (the City) hereby stipulate that:

- A. An intercompany receivable of approximately \$665 Million payable to Williams Alaska Petroleum, Inc.(WAPI) is reflected in WAPI's-2014 and 2015 trial balances that WAPI produced in the above captioned litigation. This intercompany receivable was discussed in the deposition of Cathy McDonald taken on June 2, 2016 and is a valid WAPI receivable and asset.

- B. If judgment in this matter is entered in favor of the City and against WAPI, the intercompany receivable will, to the extent possible, be honored as to that portion of the\$ 665 million needed to satisfy the judgment. If WAPI appeals any final judgment in favor of the City, the intercompany receivable will, to the extent possible, be honored to meet any bond requirements imposed pursuant to Alaska Rule of Appellate Procedure 204. Based on the above agreement the City hereby dismisses its claim against Williams with prejudice, except as required to enforce this agreement, all parties to bear their own costs and fees.

Mayor

Bryce J. Ward



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

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

September 21, 2016

To: Kathy Weber City Clerk
North Pole City Council

Re: RFP # NPPD-16-02

I would like to request that the North Pole City Council accept the bid proposal submitted by Interior Towing and Salvage and allow the Mayor to enter into contract negotiations for towing services between Interior Towing and Salvage and the City of North Pole. Interior Towing and Salvage was the sole bidder and received a score of 100.

The City of North Pole has been using Interior Towing for a number of years and they have been doing a good job.

Thank you for your time.

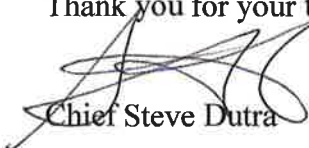

Chief Steve Dutra

EXHIBIT A

AGREEMENT FOR PROFESSIONAL SERVICES

CITY OF NORTH POLE

TOWING SERVICES

NPPD-16-02

THIS AGREEMENT, made and entered to be effective the 4th day of October, 2016, by and between the **CITY OF NORTH POLE**, hereinafter called OWNER, and Interior Towing and Salvage, licensed and qualified to do business within the State of Alaska and City of North Pole, hereinafter called CONTRACTOR.

RECITALS

a) The OWNER desires the performance, provision and accomplishment of the services, labor and materials described and set forth in Request for furnishing Towing Services, NP-16-02.

b) CONTRACTOR represents that it is ready, able and qualified to provide, in all respects, all of the services according to the conditions and provisions of this agreement in the manner, at the times, and for the consideration hereafter provided.

NOW, THEREFORE, for and in consideration of the terms, covenants, conditions, and provisions contained herein, and/or attached and incorporated herein and made a part hereof, the parties hereto agree as follows:

SECTION 1. AGREEMENT TO PERFORM - the OWNER hereby agrees to engage the CONTRACTOR, and the CONTRACTOR hereby agrees to perform, complete, provide and furnish, in a timely and proper manner, and pursuant to and in accordance with all of the terms, covenants, conditions, and provisions of this agreement, all of the work, services, labor and materials required to accomplish all of the work described in NP-16-02 proposal, hereof at the times and in the manner and for the consideration set forth.

SECTION 2. SCOPE OF WORK - The CONTRACTOR shall perform, supply and provide all of the work, services and materials (hereinafter collectively referred to as work) as set forth and described in NPPD-16-02. The tasks are to be performed during the period **commencing October 4, 2016**, and continuing for twenty four months until **October 4, 2018**, unless terminated pursuant to section 6.15, Scope of Work, or extended.

TASKS:

Towing Services and associated work and other services as are detailed in City of North Pole NPPD-16-02, and the filed proposal of September 19, 2016. To the extent the scope of work is outlined in NPPD-16-02 and the CONTRACTOR'S proposal, those documents are a part of this agreement by reference. In the event of a conflict between OWNER'S and CONTRACTOR'S scope of work to be performed (as enunciated in OWNER'S NPPD-16-02 and if required amended scope presented in the Vehicle Towing Services proposal), the OWNER'S scope shall dictate the scope of work required under this agreement and is incorporated herein by this reference.

SECTION 3: COMPENSATION AND PAYMENT - For and in consideration of the timely and proper performance of work authorized as provided herein, the OWNER shall pay the CONTRACTOR net 30 upon receipt of itemized invoice. Billing shall be monthly; invoice shall include a report with the following information provided: NPPD Case #, Date of Tow, Vehicle Description (Year, Make, and Model), License #, Vehicle Identification Number (VIN) and Registered Owners Name.

SECTION 4: NO ADDITIONAL WORK - No claim for additional work, services or materials, not specifically and expressly requested and authorized in writing as provided for in this agreement, or by a written amendment thereto signed by both parties, done or furnished by the CONTRACTOR, will be allowed or paid by the OWNER, and CONTRACTOR expressly waives any claim therefore.

SECTION 5: OWNER'S CONTRACTING OFFICER - For purposes of this agreement, the OWNER'S Contracting Officer shall be the CITY CLERK, POLICE CHIEF, IMPOUND OFFICER or such other person as is designated in writing by such person.

SECTION 6: COMPLIANCE WITH GUIDELINES AND PROCEDURES - The CONTRACTOR shall provide and perform all work, services and materials in full, strict and complete compliance with all the following procedures and guidelines:

a) CONTRACTOR will provide, at its expense, all necessary office and work areas and all equipment and office supplies.

b) CONTRACTOR will provide adequate numbers of professional personnel as well as all other skilled and semi-skilled personnel to accomplish the required scope of services contained herein.

SECTION 7: CONTRACTOR QUALIFICATION - The CONTRACTOR expressly represents and warrants it is now and shall continue to be at all times during the performance of this agreement, the holder of all required or necessary professional, business or other licenses or permits and is qualified and capable of performing all of the work covered or called for by this agreement and is presently ready, able and willing to undertake and perform all of such work and services and to supply all necessary materials and equipment in a non-negligent professional and workmanlike manner pursuant to the terms, conditions and provisions, at the times, and for the compensation and payments as herein provided.

SECTION 8: CONTRACTOR RESPONSIBLE FOR PERSONNEL - The CONTRACTOR has or will secure, at CONTRACTOR'S own cost and expense, all personnel required to perform this agreement in a timely and proper manner. The parties hereto agree and understand that such personnel shall in no event be deemed to be, and are not, employees, agents, or representatives of the OWNER and such persons shall have no contractual or other relationship with the OWNER, and the OWNER shall have no responsibility or liability whatsoever to any of said persons, or for the acts or omissions of any of such persons.

SECTION 9: PERSONNEL SUPERVISION - CONTRACTOR agrees that all work and services required or provided under this agreement shall be performed by the CONTRACTOR, or qualified employees thereof.

SECTION 10: INDEPENDENT CONTRACTOR - The parties hereto expressly agree that the CONTRACTOR shall be and is an independent CONTRACTOR and is not an employee or agent of the OWNER, and is, therefore, entitled to no insurance coverage, whether worker's compensation or otherwise and no other benefits accorded to OWNER'S employees. No withholding, FICA, or other taxes (whether income, sales or otherwise) or other amounts, will be withheld from the payments due to the CONTRACTOR, it being understood that the CONTRACTOR is solely responsible therefore, provided OWNER shall be entitled to withhold such retainage or other amounts from any progress or other payments as have been provided for elsewhere in this agreement.

SECTION 11: TERMINATION - If this agreement is terminated, OWNER shall be liable only for payment for actual work performed at the rates stipulated.

SECTION 12: CHANGES OR MODIFICATIONS - Any change in any regulations or requirements applicable to the work called for herein, made, caused or imposed by, or as a result of, the action of any state, federal, or other governmental agency that has or will provide all or any portion of any funds for payment for the work or project which is the subject of this agreement shall automatically become a part of and amendment to this agreement and the CONTRACTOR shall comply therewith

SECTION 13: CONFLICT OF INTEREST - The CONTRACTOR covenants, warrants and represents that the CONTRACTOR has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner with the subject matter or the performance of this agreement. The CONTRACTOR further covenants, warrants and represents that in the performance of this agreement, no person having any such interest shall be employed. In the event that there may be any appearance of potential conflict of interest, CONTRACTOR will advise OWNER the details thereof, in writing, and the OWNER may grant CONTRACTOR a specific waiver of this provision on an individual case basis.

SECTION 14: CONFIDENTIAL INFORMATION. All information, and work products relating to or generated pursuant to this agreement shall be kept confidential and shall not be disclosed, discussed or made available to any other person or organization by the CONTRACTOR, its employees or representatives, without the prior written approval of the OWNER provided, however, the OWNER shall have the right to audit, inspect and otherwise obtain any information as provided in Section 15 or regarding performance of this agreement by the CONTRACTOR.

SECTION 15: REPORTING AND RECORDS

a) At any time during normal business hours, and as often as the OWNER deems necessary, there shall be made available to the OWNER, at a location within the City of North Pole or at the office of the CONTRACTOR, any and all books, records and documents regarding matters covered or related to this agreement or the performance of, or payment for, the work called for herein, excluding licensed software and/or pre-existing developmental software used to complete the work, and the OWNER shall be entitled to make audits and copies of all such work papers, expense receipts, and summaries or data relating to any all matters covered by this agreement or performance or payment for the work called for herein.

b) All project records shall be maintained by the CONTRACTOR for not less than three (3) years after completion and final acceptance of all work by the OWNER and shall be subject to inspection and copying by the OWNER, representative of the OWNER, or third party designated in writing by OWNER.

SECTION 16: HOLD HARMLESS AND INDEMNITY - The OWNER, its officers, employees and agents shall not be held liable for any claims, liabilities, penalties, fines or for damage to any goods, properties or effects of any person whatsoever, nor for any personal injury or death, caused by or resulting from any act or omission of CONTRACTOR, or by any of CONTRACTOR'S officers, employees, agents, representatives, contractors, or subcontractors in the performance or nonperformance of this agreement, and CONTRACTOR further agrees to appear and defend, and to indemnify and save free and harmless the OWNER and its officers, employees and agents from and against any of the foregoing claims, liabilities, penalties, fines or damages, whether or not valid, and for any cost and expense, including reasonable attorney's fees incurred by the OWNER, its officers, employees or agents on account of any claim therefore

SECTION 17: INSURANCE - As indicated in: Section 6. Scope of Work, 6.16 Liability Insurance.

SECTION 18: INDEPENDENT CONTRACTOR; NO AUTHORITY TO BIND OWNER - The parties hereto agree that CONTRACTOR is an independent contractor and is not, and shall not be construed to be a partner, joint venturer, employee or agent of the OWNER and shall not, and is not authorized to, enter

into or make any contracts, agreements or enter into any other understanding with any other person, corporation, partnership, joint venture, or other entity, in the name of or for the benefit of the OWNER.

SECTION 19: NO THIRD PARTY BENEFICIARIES - Nothing in this agreement shall be construed to give any person other than the OWNER and the CONTRACTOR any legal or equitable right, remedy or claim under this agreement, but it shall be held to be for the sale and exclusive benefit of the OWNER and the CONTRACTOR.

SECTION 20: PAYMENT OF TAXES - The CONTRACTOR shall pay all federal, state, and local sales, excise or other taxes or assessments incurred by the CONTRACTOR in a timely manner.

SECTION 21: ASSIGNMENT AND SUBLETTING PROHIBITED WITHOUT PRIOR CONSENT OF OWNER - The CONTRACTOR shall not assign, transfer, convey, pledge, hypothecate, sublet, subcontract, or otherwise dispose of or encumber this agreement, or the rights there under, nor shall the CONTRACTOR delegate any of its duties hereunder **without the prior written consent of the OWNER**. Any such attempted assignment, transfer, conveyance, pledge, hypothecation, subletting or other disposition, or the attempted assignment, disposition or delegation of duties or rights shall be null and void and of no force or effect and shall be grounds and cause for immediate termination of this agreement without liability by and at the option of the OWNER.

SECTION 22: NOTICE - Any notice, demand, request, consent, approval, or other communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first class mail at the address set forth below. Either party may change its address by notifying the other party of its change of address in writing. Notice shall be deemed to have been duly made and given when delivered if served personally, faxed, or upon the expiration of seventy-two (72) hours after the time of mailing if mailed as provided in this section. Notice made by fax will be confirmed with mailing of original notice.

OWNER:
City of North Pole
125 Snowman Lane
North Pole, Alaska 99705

CONTRACTOR:
Interior Towing and Salvage
3230 Van Horn Rd.
Fairbanks, AK 99709

SECTION 23: EQUAL EMPLOYMENT OPPORTUNITY

a) The CONTRACTOR shall not discriminate against any employee or applicant for employment because of unlawful reasons and will abide by all federal and state laws, regulations, and policies pertaining to the prevention of discriminatory employment practices. The CONTRACTOR will take affirmative action to insure that such federal and state employment discrimination laws are not violated. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, those notices regarding employment discrimination as required by law.

b) The CONTRACTOR shall state in all solicitations or advertisements for employees to work on contract jobs to be let in the performance of this agreement, that all qualified applicants will receive consideration for employment in a form required by law.

c) The CONTRACTOR agrees to fully cooperate with the office or agency of the State of Alaska which seeks to deal with the problem of unlawful or invidious discrimination, and with all other state efforts to guarantee fair employment practices under this agreement, and said CONTRACTOR will comply promptly with all requests and directions from the State Commission for Human Rights or any of its officers or against relating to prevention of discriminatory employment practice.

d) Full cooperation as expressed in the foregoing clause c) shall include, but not be limited to, being a witness in any proceeding involving questions of unlawful, or invidious discrimination if such is deemed necessary by any official or agency of the State of Alaska, permitting employees of said CONTRACTOR to be witnesses or complainants in any proceeding involving questions of unlawful or invidious discrimination, if such is deemed necessary by any official or agency of the State of Alaska, or the OWNER, participating in meetings, submitting periodic reports on the equal employment aspects of present and future employment, assisting in inspection of relevant facilities, and promptly complying with all state directives deemed essential by any office or agency of the State of Alaska, or the OWNER, to insure compliance with all federal and state laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.

e) Failure to perform any of the above agreements pertaining to equal employment opportunities shall be deemed a material breach of the contract and sufficient grounds for termination of this agreement for cause without liability.

SECTION 24: WORKER'S COMPENSATION COVERAGE - The CONTRACTOR, if subject to the provisions of the Alaska Worker's Compensation Act (A.S. Title 23, Chapter 30), shall, upon request, provide the OWNER and the State of Alaska with proof, furnished by the insurance carrier, of current coverage for worker's compensation with an insurance company or association authorized to transact such business in the State of Alaska, or an approved current certification of self-insurance by the Alaska Worker's Compensation Board. The CONTRACTOR further acknowledges and agrees that in the event it fails to maintain proper worker's compensation coverage, the provisions of A.S. 23.30.045(e) will be implemented, and the OWNER, at its option, may terminate this agreement for cause without liability. The City will require proof of Workers Compensation Coverage, Automotive Insurance and Liability Insurance.

SECTION 25 - MISCELLANEOUS

a) **Relationship of Parties:** Nothing herein contained shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship or principal and agent or of partnership or of joint venture between the parties hereto, it being understood and agreed that neither method of computation of payment nor any other provision contained herein, nor any acts of the parties hereto, shall be deemed to create any relationship between the parties hereto other than the relationship of OWNER and independent contractor.

b) **Terminology:** Whenever herein the singular number is used, the same shall include the plural, and the masculine gender shall include the feminine and neuter genders.

c) **Nonwaiver:** No delay or omission of the right to exercise any power by either party shall impair any such right or power, or be construed as a waiver of any default or as acquiescence therein. One or more waivers of any covenant, term, or condition of this agreement by either party shall not be construed by the other party as a waiver of a subsequent breach of the same covenant, term or condition. The consent or approval by either party to any act by the other party of a nature requiring consent or approval shall not be deemed to waive or render unnecessary consent to or approval of any subsequent similar act.

d) **Law Applicable:** The laws of the State of Alaska shall govern the construction, validity, performance and enforcement of this agreement. Venue as to any action or claim proceeding, arising out of, or based upon this agreement, including, but not limited to, any action for declaratory or injunctive relief, shall be the appropriate state court sitting in the City of Fairbanks, Fourth Judicial District, Alaska.

e) **Successors and Assigns:** Except as otherwise provided herein, the covenants, agreements and obligations herein contained shall extend to bind and inure to the benefit not only of the parties hereto but their respective personal representatives, heirs, successors and assigns.

f) Compliance With Law and Regulations: CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, comply with all of the requirements of all local, state, or federal laws, ordinances, or regulations now in force, or which may hereafter be in force, pertaining to this agreement, or the project or work to be performed, and shall faithfully observe in the performance of this agreement, all local, state, and federal laws, ordinances and regulations now in force or which may hereafter be in force.

g) Entire Agreement: This agreement and any schedules, appendices or attachments attached hereto set forth all the covenants, promises, agreements, conditions and understandings between the parties, hereto, and there are no covenants, promises, agreements, conditions, or understandings, either oral or written, between them other than as herein set forth. Except as herein otherwise expressly provided, no contemporaneous or subsequent agreement, understanding, alteration, amendment, change or addition to this agreement, or any schedule, appendix, exhibit or attachment thereto shall be binding upon the parties hereto unless reduced to writing and signed by both parties. This agreement constitutes a final, complete, and exclusive statement of the agreement between the parties; provided, however, that this agreement does not incorporate or nullify any previous oral or written contract for other work not encompassed within the scope of work of this agreement.

h) Severability: In the event any provision of this agreement is adjudicated or held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

i) CONTRACT INTERPRETATION- This contract shall not be construed against the drafting party.

j) Contactor agrees to pay the City of North Pole its Administrative fee on all vehicles sold at auction, before refunding any monies to the owner of said vehicle. This would only apply to those vehicles which are sold above and beyond the cost incurred by the contractor.

WHEREFORE, the parties have entered into this agreement to be effective as of the day and year first above written. Executed at the City of North Pole, Alaska.

BY:

OWNER:

CONTRACTOR:

CITY OF NORTH POLE

Bryce Ward, Mayor

Date

Name and Title:

Date

Approved as to Form:
OFFICE OF THE CITY ATTORNEY

ATTEST:

Zane Wilson, City Attorney

Date

Kathy Weber, City Clerk

Date

2. Have no criminal conviction entered by a court within the past five (5) years from the date of conviction or the date of release from prison, whichever is later, of any of the following offenses:
 - a. Any offense that includes as an element the use or threat of force upon a person;
 - b. Burglary, larceny, fraud or embezzlement; or
 - c. A crime involving dishonesty
3. Have no license revocations within one (1) year of application.

If there are any personnel changes, the City shall be provided an updated employee qualification list within three (3) days of the change. The City reserves the right to request background checks on any or all employees.

3.7 COST - Include completed PROPOSAL FORM.

4. EVALUATION CRITERIA AND PROCESS


4.1 EVALUATION CRITERIA

Proposals will be evaluated using the following criteria to ascertain which proposer best meets the needs of the requester. Several proposals may be so similar in quality that oral interviews may have to be arranged to assist in making the final selection.

Initial proposal submitted should be complete and set forth the most favorable terms, as the award may be made by accepting the most favorable proposal received without further negotiation.

Evaluation considerations include the following:

*Rating Blocks are for City use only.		<u>Weight</u>	<u>Rating</u>
1.	Experience and longevity of the firm. Areas of considerations includes, but are not limited to: <ul style="list-style-type: none">➤ Number of years proposer has been in business;➤ Staff qualifications;➤ References.	<u>30</u>	<u>20</u>
2.	Equipment - areas of consideration include but are not limited to: <ul style="list-style-type: none">➤ Number, types and condition of equipment;➤ Company owned or operated;➤ Company maintained.	<u>20</u>	<u>20</u>
3.	Cost	<u>50</u>	<u>60</u>
TOTAL:		<u>100</u>	<u>100</u>


9-21-16



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

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

September 22, 2016

To: Kathy Weber
North Pole City Council

Re: Acceptance of 2016 SHSP Grant EMW-2016-SS-0002

I would like to ask the North Pole City Council to accept the 2016 State Homeland Security Program (SHSP) grant in the amount of \$79,450.00.

In early 2016, the North Pole Fire Department and Police Department collaborated and submitted a grant to the State of Alaska Department of Homeland Security to help secure funding for the departments emergency preparedness. We requested \$179,410.00 in funding.

We requested funding to replace Police Laptops, MCA/Active Shooter Trauma Response bags, Body Armor for firefighters, crowd control barriers, and ballistic shields for active shooter response.

We received \$59,250.00 for laptop replacement for the police department. This amount includes docking stations and accessories for the laptops. This will replace the existing equipment for all the officers.

We also received funding in the amount of \$13,000.00 for Rapid Response Medical Kits for the North Pole Fire Department. These kits will be used in an active shooter or mass casualty event. We also received funding in the amount of \$7,200.00 for responder body armor. This armor will be used by fire department personnel when responding to an active shooter or hostile environment in order to protect our personnel from harm.

There is no match with this grant. Myself and any other personnel associated with the completion of this grant will track their time devoted to the completion of this grant.

So again, I would like to recommend the City Council to accept these grant funds.

Thank you for your time

Chief Steve Dutra



THE STATE
of **ALASKA**

GOVERNOR BILL WALKER

**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 6, 2016

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

RE: 2016 State Homeland Security Program, EMW-2016-SS-0002
State Grant No.: 20SHSP-GY16

Certified Mail #: 9171 9690 0935 0126 7427 75

Dear Mayor Ward:

The Division of Homeland Security and Emergency Management (DHS&EM) received funds from the U.S. Department of Homeland Security under the 2016 State Homeland Security Program. We are pleased to award the City of North Pole the amount of \$79,450.00 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 Requirement and Program Terms and Conditions as articles have changed to incorporate the provisions of 2 CFR Part 200. All changes to these items will be discussed at the 2016 Grant Kick-Off Meetings. Participation at a Kick-Off Meeting is required.

Please review Project Budget Details for Environmental and Historical Preservation requirements and approved project specifics. As a reminder, all procurement transactions must be conducted in a manner providing full and open competition. To ensure this, DHS&EM requires a Procurement Method Report with every expense (with the exception of local advertising, legal notices, and travel arrangements) submitted for reimbursement under this grant. In addition, all service contracts, purchases over \$25,000, and non-competitive/sole source purchases must be pre-approved by DHS&EM. Please see the Procurement Method Report for additional details.

Enclosed are two pre-signed Obligating Award Documents (OAD). Please review the information for accuracy and review any Special Conditions. Sign both OADs, 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

Mayor Ward
September 6, 2016
Page 2 of 2

If the OADs 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 OAD. The Signatory Authority Form is available for download on DHS&EM's Grants website. If needed, Electronic Payment enrollment forms are also available upon request.

If you have any questions, 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.


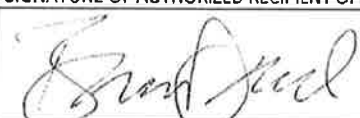
Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Sutton", followed by a horizontal line.

Michael J. Sutton
Deputy Director

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

cc: Geoff Coon, Jurisdiction Project Manager
Tricia Fogarty, Jurisdiction Chief Financial Officer

State of Alaska Division of Homeland Security and Emergency Management Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						Page 1 of 7 FEDERAL AWARD DATE July 28, 2016 FEDERAL GRANT PROGRAM 2016 State Homeland Security Program	
OBLIGATING AWARD DOCUMENT						FEDERAL GRANT NUMBER EMW-2016-SS-0002	
RECIPIENT NAME AND ADDRESS City of North Pole 125 Snowman Lane North Pole, AK 99705		PERFORMANCE PERIOD FROM: September 01, 2016 TO: September 30, 2018		AMENDMENT AMENDMENT #: EFFECTIVE DATE:		CFDA: 97.067 AWARD AMOUNT \$79,450.00	
DUNS NUMBER 082506569		EIN 92-6001585		STATE PROGRAM NUMBER 20SHSP-GY16		FUNDING ALLOCATION PLANNING EXERCISE TRAINING EQUIPMENT	
METHOD OF PAYMENT Electronic		TRAINING		EQUIPMENT		\$79,450.00	
PURPOSE OF AWARD The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.							
GRANT REQUIREMENTS AND PROGRAM TERMS AND CONDITIONS The acceptance of a grant from the United States government creates a legal duty on the part of the recipient 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)] See attached for continued Grant Requirements and Program Terms and Conditions							
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 Adrian Avey		PHONE (907) 428-7027		FAX (907) 428-7009		EMAIL adrian.avey@alaska.gov	
AGENCY APPROVAL NAME AND TITLE OF APPROVING AGENCY OFFICIAL Michael J. Sutton, Deputy Director SIGNATURE OF APPROVING AGENCY OFFICIAL 				RECIPIENT ACCEPTANCE NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL Bryce Ward, Mayor SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 			
DATE 9/2/16				DATE 9/13/16			
FOR STATE USE ONLY Division File Number: 1.6.2.15 Date Returned:							
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC
1004	2001	099170010	7001	2012	16 SHSP NP	2SHSP2016	GYSHSP

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 (unless otherwise specified in the Program Terms and Conditions) 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 Acknowledgement of Federal Funding; 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 2 CFR Part 200, Subpart E, 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 the requirements under 2 CFR 25, Appendix A, to maintain and keep jurisdiction information current within the System of Award Management (SAM). Also the jurisdiction is requirement to be non-delinquent to the Federal government as required in OMB Circular A-129.

(F) 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. Executive Order 13224 prohibits transactions with and support to organizations associated with terrorism. Energy Policy and Conservation Act, 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, subrecipients who collect Personally Identifiable Information (PII) are required to have a publically-available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate.

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

(H) 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.

(I) It is the responsibility of the jurisdiction as the subrecipient of these federal funds to fully understand and comply with the requirements of:

1. Administrative requirements

2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

2. Cost Principles

2 CFR Part 200 Subpart E *Cost Principles*

<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.e>

3. Audit Requirements

2 CFR Part 200 *Subpart F Audit Requirements*

<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.f>

- a. **Federal:** The applicant agrees that, as a condition of receiving any federal financial assistance, a Single 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. Subrecipients identified as "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 subrecipient.
 - 2) Subrecipients will be required to meet the Single Audit requirements as specified by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator.

- 3) Subrecipients will provide compliance evidence (letter of engagement) to DHS&EM 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 subrecipient's failure to comply with Single Audit requirement.
 - 6) Payments made in error to subrecipients that are "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 2 CFR Part 200, Subpart D. 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.
 5. Debarred/Suspended Vendors. As required by Executive Orders 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, the applicant certifies that it and its principals:
 - a. 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;
 - b. 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;
 - c. 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
 - d. 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.
 6. Reporting of Matters Related to Recipient Integrity and Performance.
If the total value of the subrecipients' active grant, cooperative agreements, and procurement contracts from all Federal assistance office exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, the subrecipient must comply with the requirement set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 CFR Part 200, Appendix XII, the full text of which is incorporated here by reference in the terms and conditions of the subrecipients' award.
 7. Conflict of Interest
2 CFR Part 200.112 – the jurisdiction must disclose in writing to DHS&EM any potential conflict of interest per the applicable Federal awarding agency policy in the award's performance period.
 8. False Claims Act, Program Fraud Civil Remedies, and Mandatory Disclosures
 - a. 31 U.S.C. §3729, no recipient of federal payments shall submit a false claim for payment.
 - b. 38 U.S.C. §3801-3812, details the administrative remedies for false claims and statements made.
 - c. 2 CFR Part 200.113 – the jurisdiction must disclose, in a timely manner and in writing to DHS&EM, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the award.
 9. Federal Leadership on Reducing Text Messaging while Driving.
All subrecipients are encourage to adopt and enforce policies that ban text messaging while driving as described in Executive Order 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.
 10. Technology Requirements
28 CFR Part 23, Criminal Intelligence System Operating Policies
 11. Research and Development (R&D) Requirements
Grants awarded to DHS&EM are not R&D
 12. Duplication of Benefits
2 CFR Part 200, Subpart E, Cost Principles
 13. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities, where applicable.
 14. State Requirements
 - a. Alaska State Procurement Code AS 36.30, AS36.30.005-.030
www.state.ak.us/local/akpages/ADMIN/dqs/docs/as3630.doc
 - b. Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. <http://www.legis.state.ak.us/cgi-bin/folio/isa.dll/aac>
 - c. Alaska Administrative Manual <http://doa.alaska.gov/dof/manuals/aam/index.htm>

SHSP Program Terms and Conditions

The total allocation of the 2016 State Homeland Security Program awarded to the Division of Homeland Security and Emergency Management (DHS&EM) is \$3,734,500.00 under *Federal Grant EMW-2016-SS-0002, CFDA# 97.067*. The City of North Pole has been awarded \$79,450.00, which shall be used to support activities essential to the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events. The performance period of this grant award is September 1, 2016 through September 30, 2018. 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 of 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 the 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	09/01/2016-09/30/2016	Waived
2	10/01/2016-12/31/2016	01/20/2017
3	01/01/2017-03/31/2017	04/20/2017
4	04/01/2017-06/30/2017	07/20/2017
5	07/01/2017-09/30/2017	10/20/2017
6	10/01/2017-12/31/2017	01/20/2018
7	01/01/2018-03/31/2018	04/20/2018
8	04/01/2018-06/30/2018	07/20/2018
9	07/01/2018-09/30/2018	10/20/2018
10	Final Report	11/15/2018

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, service contracts of any value, 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.

- **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). Documentation required per instructions attached to DHS&EM quarterly reports.
- **Travel:** Travel must be listed in the approved budget.
- **Training:** Requires DHS&EM pre-approval prior to registering or participating in training opportunities.
- **Exercise:** Requires submission of an AAR/IP 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, such as a Mass Care Shelter Exercise where food is prepared as part of the exercise objectives in evaluating food preparation capabilities.

(E) Non-reimbursable Expenses:

- Contracts, service contracts of any value, 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. 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, service contracts of any value, 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 (with the exception of local advertising, legal notices and travel arrangements). 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 subrecipients of a grant use contractors, subrecipients 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.

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

(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***

author's 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 subrecipients 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 subrecipients 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 subrecipients must comply with the requirements of 31 U.S.C. § 3729 which set forth that no subrecipient 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) Subrecipient 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 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 2016 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 subrecipient 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.

(U) The City of North Pole shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2016 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 2016 Grant Kick-Off Meeting to be held throughout the state in September and October, 2016. 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, 2017. Information on this requirement will be provided at 2016 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 2016, the Alaska Assessment will be the required means to report NIMS compliance for future preparedness award eligibility.

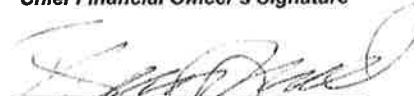
Special Conditions

None

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


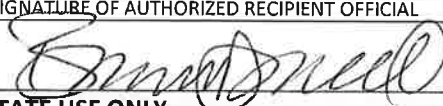
Memo

To: Kathy Weber
From: Chief Coon
Date: 9-28-16
Re: Acceptance of EMPG grant



The North Pole Fire Department is in support of acceptance of the 2016 Emergency Management Performance Grant (EMPG). This grant is for \$20,000.00 with a \$20,000.00 match from the city. The Match will offset the Fire Chiefs wages while working as emergency manager or coordinator.

Chief Geoffrey L. Coon

State of Alaska Division of Homeland Security and Emergency Management Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						Page 1 of 6	
						FEDERAL AWARD DATE	
						August 15, 2016	
						FEDERAL GRANT PROGRAM	
						2016 Emergency Management Performance Grant	
OBLIGATING AWARD DOCUMENT							
RECIPIENT NAME AND ADDRESS		PERFORMANCE PERIOD		AMENDMENT		FEDERAL GRANT NUMBER	
City of North Pole 125 Snowman Lane North Pole, AK 99705		FROM: July 01, 2016		AMENDMENT #: #		FEDERAL GRANT NUMBER	
		TO: June 30, 2017		EFFECTIVE DATE:		EMS-2016-EP-00001-S01	
		STATE PROGRAM NUMBER		CFDA: 97.042		AWARD AMOUNT	
		20EMPG-GY15		\$20,000.00		20EMPG-GY15	
DUNS NUMBER		082506569		FUNDING ALLOCATION		\$20,000.00	
EIN		92-6001585		ORGANIZATION		\$20,000.00	
METHOD OF PAYMENT		Electronic		PLANNING		EXERCISE	
				TRAINING		EQUIPMENT	
PURPOSE OF AWARD							
Federal Awarded Amount, Organization Funds:						\$20,000.00	
Minimum Required Local Match, Organization Funds:						\$20,000.00	
Total Program Amount:						\$40,000.00	
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 (all previous Grant Requirements, Assurances and Agreements still apply)			
All previous Grant Terms and Conditions still apply.				The acceptance of a grant from the United States government creates a legal duty on the part of the recipient 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)							
None							
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	
Jared Woody		(907) 428-7044		(907) 428-7009		jared.woody@alaska.gov	
AGENCY APPROVAL				RECIPIENT ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL			
Michael J. Sutton, Deputy Director				Bryce Ward, Mayor			
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL			
				DATE		DATE	
8/14/16						9-8-16	
FOR STATE USE ONLY							
Division File Number:		1.6.9.11		Date Returned			
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC
1004	2001	90000200	7001	2012	16 EMPG NP	2EMPG2016	GYEMPG

Program 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 (unless otherwise specified in the Program Terms and Conditions) 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 Acknowledgement of Federal Funding; 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 2 CFR Part 200, Subpart E, 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 the requirements under 2 CFR 25, Appendix A, to maintain and keep jurisdiction information current within the System of Award Management (SAM). Also the jurisdiction is requirement to be non-delinquent to the Federal government as required in OMB Circular A-129.

(F) 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. *Executive Order 13224* prohibits transactions with and support to organizations associated with terrorism. Energy Policy and Conservation Act, 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, subrecipients who collect Personally Identifiable Information (PII) are required to have a publically-available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate.

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

(H) 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.

(I) It is the responsibility of the jurisdiction as the subrecipient of these federal funds to fully understand and comply with the requirements of:

1. Administrative requirements

2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

2. Cost Principles

2 CFR Part 200 Subpart E *Cost Principles*

<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.e>

3. Audit Requirements

2 CFR Part 200 *Subpart F Audit Requirements*

<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.f>

- A. **Federal:** The applicant agrees that, as a condition of receiving any federal financial assistance, a Single 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. Subrecipients identified as "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 subrecipient.

2. Subrecipients will be required to meet the Single Audit requirements as specified by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator.
3. Subrecipients will provide compliance evidence (letter of engagement) to DHS&EM 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 subrecipient's failure to comply with Single Audit requirements.
6. Payments made in error to subrecipients that are "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 2 CFR Part 200, Subpart D. 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 Orders 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, 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 (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. Reporting of Matters Related to Recipient Integrity and Performance.
 - A. If the total value of the subrecipients' active grant, cooperative agreements, and procurement contracts from all Federal assistance office exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, the subrecipient must comply with the requirement set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 CFR Part 200, Appendix XII, the full text of which is incorporated here by reference in the terms and conditions of the subrecipients' award.
6. Conflict of Interest
 - 2 CFR Part 200.112 – the jurisdiction must disclose in writing to DHS&EM any potential conflict of interest per the applicable Federal awarding agency policy in the award's performance period.
7. False Claims Act, Program Fraud Civil Remedies, and Mandatory Disclosures
 - A. 31 U.S.C. §3729, no recipient of federal payments shall submit a false claim for payment.
 - B. 38 U.S.C. §3801-3812, details the administrative remedies for false claims and statements made.
8. Federal Leadership on Reducing Text Messaging while Driving.
 - All subrecipients are encourage to adopt and enforce policies that ban text messaging while driving as described in Executive Order 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

9. Technology Requirements
 - 28 CFR Part 23, Criminal Intelligence System Operating Policies

10. Research and Development (R&D) Requirements
 - Grants awarded to DHS&EM are not R&D

11. Duplication of Benefits
 - 2 CFR Part 200, Subpart E, Cost Principles

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

13. State Requirements

Alaska State Procurement Code AS 36.30, AS36.30.005--0.30 www.state.ak.us/local/akpages/ADMLN/dqs/docs/as3630.doc
 Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. <http://www.legis.state.ak.us/cgi-bin/folio/isa.dll/aac>
 Alaska Administrative Manual <http://doa.alaska.gov/dof/manuals/aam/index.htm>

EMPG Program Terms and Conditions

The total allocation of the 2016 Emergency Management Performance Grant awarded to the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) is \$3,101,752.00 under *Federal Grant EMS-2016-EP-00001-S01*, Catalog of Federal Domestic Assistance (CFDA) #97.042. The City of North Pole has been awarded \$20,000.00, which shall be used to support organization activities essential to emergency management and community preparedness. The performance period of this grant award is July 1, 2016 through June 30, 2017. The City of North Pole **cannot sub-grant** any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that expenditures supporting the organization staffing work plan will be made, or a request for de-obligation of funds must be submitted.

(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 20 days of the end of the performance period when the *Final Performance Progress Report* is due.

(B) The City of North Pole shall be familiar with the requirements and restrictions of the 2016 Emergency Management Performance Grant Guidance and State Grant Guidelines. By signing the Obligating Award Document, the City of North Pole certifies it has read, understood, and accepted these documents as binding.

(C) Changes to Award: All change requests must be submitted in writing, or electronically to the DHS&EM project manager, accompanied by a narrative justification and budget/spending plan, for review and approval. Changes must be consistent with the organization category and federal grant guidelines. Requests for changes will be considered only if the reporting requirements are current and terms and conditions have been met at the time the request for the change is made. Changes in the staffing work plan, 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 the project manager/director, or release of special conditions may result in an amendment to this award. No category allocations are authorized, only de-obligation of funds.

(D) Reporting Requirements: The City of North Pole shall submit timely quarterly *Performance and Financial Progress Reports*. Quarterly *Performance and Financial Progress Report* forms are located electronically at <http://ready.alaska.gov/grants.htm> and may be reproduced. Use of outdated forms will not be accepted and may delay timely reimbursements. The quarterly reports are due:

Number of Scheduled Reports Due	Jurisdiction Performance Period	Performance and Financial Progress Report Due Dates
1	07/01/2016 – 09/30/2016	10/20/2016
2	10/01/2016 – 12/31/2016	01/20/2017
3	01/01/2017 – 3/31/2017	04/20/2017
4/Final	04/01/2017 – 06/30/2017	07/20/2017

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.

Quarterly Performance Progress Reports shall describe the status of the organization category expenditures; compare actual accomplishments to the objectives established for the reporting period in the organization timeline, report reasons for deviation, and justification for timeline adjustment requests. *Performance Progress Reports* must support the *Financial Progress Report*. Include any significant events or activities. Progress must be reported relative to identified organization activities and milestones stated in the jurisdiction's application. *Financial Progress Reports* shall describe the status of the funds; show encumbrances, and receipts of program income and cash or in-kind contributions to the project. The fourth quarter/*Final Performance Progress Report* is a summary report, evaluating organization expenditures staffing work plan activities and measuring performance against emergency management goals and objectives for the entire performance period, and is required in addition to the last quarterly report. *After-Action Report/Improvement Plans* (AAR/IP) are required within 30 days of the conduct of an exercise.

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

(F) Reimbursements: Submit on the *Financial Progress Report* form. Reimbursement shall be based upon authorized and allowable salary expenditures consistent with narrative and grant guidelines, and submission of timely quarterly *Performance and Financial Progress Reports*. Payments may be withheld pending correction of deficiencies. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g. copies of certified payroll or time sheets, etc.)

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 or the submission of timesheets with name/wage/hours and cost allocation identified and copies of the corresponding pay warrants. Completion of the *Optional Financial Work Sheet for Identifying & Certifying*

Program Costs Worksheet available at <http://ready.alaska.gov/grants.htm> may be submitted in lieu of the above documentation for reimbursement of personnel costs. 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 H.

(G) **Record Keeping 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.

(H) **DHS Access:** The jurisdiction shall keep all records, accounts, documents, information, facilities and staff available for DHS access as required per DHS Specific Acknowledgements and Assurances.

(I) **Performance Measures:** Quarterly *Performance Progress Reports* shall demonstrate performance and progress relative to all hazards, emergency management operations staffing, and other tasks in support of emergency management. Staffing activities must be linked to achieving goals outlined in the Emergency Management Performance Grant (EMPG) Work Plan.

(J) **Subrecipient Monitoring Policy:** 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, properly/equipment management system(s), progress of project activities, etc. Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets and other related program criteria are being met. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The *Subrecipient Monitoring Policy* is available at <http://ready.alaska.gov/grants.htm>

(K) **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 reimbursement, 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 program goals
2. Unwillingness or inability to adhere to Special Conditions
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 that do not meet federally required management standards

(L) **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.

(M) **Termination for Convenience:** Any program may be terminated upon convenience, in whole or in part, for the convenience of the government. The Department of Homeland Security FEMA and 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.

(N) The City of North Pole understands FEMA reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for federal government purposes: (a) the copyright in any work developed under this award; and (b) any rights of copyright to which City of North Pole purchases ownership with federal support. The City of North Pole agrees to consult with DHS&EM and FEMA regarding any patent rights that arise from, or are purchased with this funding. The jurisdiction also agrees to obtain DHS's approval through DHS&EM for any DHS seal (s), logos, crests or flags used in association with federal grants.

(O) As a condition of receiving FFY 2016 EMPG funding, the City of North Pole must ensure and maintain adoption and implementation of National Incident Management System (NIMS). The Alaska Assessment is the required means to report NIMS adoption and implementation.

(P) The City of North Pole must update or complete the Alaska Assessment by December 31, 2016.

(Q) The City of North Pole must attend the 2017 Preparedness Conference.

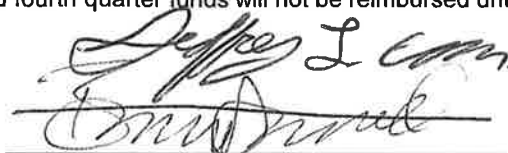
(R) The City of North Pole must attend the state's Multi-Year Training and Exercise Plan Workshop (TEPW) Workshop, to be held in conjunction with the 2017 Preparedness Conference and develop a local jurisdiction Multi-Year Training and Exercise Plan (TEP) to be submitted to DHS&EM at the TEPW.

(S) EMPG-funded personnel should attempt to participate in no less than three exercises (discussion-based or functional) during the performance period. DHS&EM sponsored opportunities will be available during the performance period. Real world events may not always count as exercise participation.

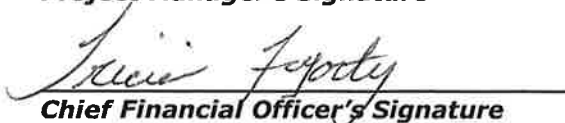
(T) The City of North Pole staff funded by the 2016 EMPG must complete the FEMA Independent Study Program Professional Development Series by June 28, 2017.

(U) The state will review expenditures at the end of the second quarter (10/01/2016-12/31/2016) to ensure funds are being adequately spent. If not, the state may de-obligate some or all the remaining funds. Third and fourth quarter funds will not be reimbursed until this review is completed.

I certify that I have read and understand the Grant Terms and Conditions, and the Grant Requirements, Assurances and Agreements, in accordance with this award and acknowledge and agree to comply with applicable provisions governing DHS&EM and the Department of Homeland Security (DHS) access to records, accounts, documents, information, facilities, and staff as authorized by the City of North Pole.



Project Manager's Signature



Chief Financial Officer's Signature



Signatory Official's Signature

Project Budget Details Report

2016 Emergency Management Performance Grant / EMPG

North Pole, City of

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

<u>PBD#</u>	<u>Expense Category</u>	<u>Solution Area</u>	<u>Discipline</u>	<u>Qty</u>	<u>Budgeted Cost</u>	<u>Amt Spent</u>	<u>PBD# Balance</u>
1	Plan.Org	Prog: Dev,Coord,Imp,Eval	EMA	State			
				Federal	\$20,000.00		\$20,000.00
<div> <div>EHP</div> <div> <input type="checkbox"/> EHP </div> </div> <div> <div>Item:</div> <div>Salary & Benefits</div> </div> <div> <div>Buddy Lane, Fire Chief</div> <div>Description <i>Geoffrey L. Coon</i></div> </div>							

Adjusted Grant Award

State

Federal **\$20,000.00**

Total Budgeted Allocated (Fed & State)

\$20,000.00

PBD Total Allocations:

State

Federal **\$20,000.00**

Total Expenses: State

Federal

Summary Balance: State

Federal **\$20,000.00**

PBD Non-Budgeted Funds: **\$0.00**

**CITY OF NORTH POLE
ORDINANCE 16-23**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING
THE 2016 OPERATING AND CAPITAL BUDGET AND LEVYING THE
MILL RATE**

Section 1. This ordinance is of a special nature and shall not be included in the North Pole Code of Ordinances.

Section 2. There is hereby appropriated to the 2016 General Fund Operating Budget (Fund 1) from the following sources of revenue for the City of North Pole in the amount indicated to the departments named for the purpose of conducting the business of said departments of the City of North Pole, Alaska, for the fiscal year commencing January 1, 2016 and ending December 31, 2016.

Revenue Source	2016 Approved Budget	Proposed Amended Budget
Taxes: Property	895,000	816,680
Taxes: General Sales	2,909,999	2,911,649
Taxes: Alcohol	264,500	264,500
Taxes: Tobacco	162,500	162,500
Taxes: Hotel- Motel	22,500	22,500
Taxes: State collected Shared Taxes	50,000	50,000
Fees: Licenses, fee schedule	134,750	140,750
Contracts: FNSB, ARMY COPRS	502,795	507,170
Citations: Current and Prior Year	91,000	135,000
Fire: Other	2,500	3,800
Police: Other	1,000	1,000
State: Revenue Sharing-Assistance	171,000	132,636
Interest	2,750	4,235
Other: Miscellaneous	20,000	20,000
Grants: Small non-capital grants	25,000	20,000
Intergovernmental Transfers	163,608	238,822
Total	5,418,902	5,431,242

Section 3. There is hereby appropriated to the 2016 General Fund Operating Budget (Fund 1) expenditures for the City of North Pole in the amount indicated.

Department Expenditures	2016 Approved Budget	Proposed Amended Budget
Administration	822,622	834,962
Professional Services	0	0
Police Department	1,974,670	1,974,670
Fire Department	1,985,474	1,985,474
Public Works	636,136	636,136
Total	5,481,902	5,431,242

Section 4. There is hereby appropriated to the 2016 Major Enterprise Operating and Capital Budget from the following sources of revenue for the City of North Pole Utilities in the amount indicated to the departments named for the purpose of conducting the business of said Utility Departments of the City of North Pole, Alaska, for the fiscal year commencing January 1, 2016 and ending December 31, 2016. A Major Enterprise Fund is used to account for operations that are financed and operated in a manner similar to a private business enterprise.

		2016 Approved Budget		Proposed Amended Budget	
Fund #	Description	Revenue	Expenditures	Revenues	Expenditures
41	Utility Fund Water	786,018	786,018	786,018	786,018
42	Utility Fund Sewer	1,544,319	1,544,319	1,545,069	1,545,069
41	Utility Water Reserve	0	0	0	0
42	Utility Sewer Reserve	0	0	0	0
43	Utility Capital Projects	2,391,000	2,391,000	2,391,000	2,391,000
Total		4,721,337	4,721,337	4,722,087	4,722,087

Section 5. There is hereby appropriated to the 2016 North Pole City Budget revenue and expenditures for the following capital and vehicle replacement-reserve funds in the amount indicated. The following Funds are committed by Ordinance and can only be used for the specific purpose as defined by City Code.

		2016 Approved Budget		Proposed Amended Budget	
Fund #	Description	Revenue	Expenditures	Revenues	Expenditures
22	Fire Fleet Res	0	0	6,900	6,900
23	Police Fleet Res	61,630	61,630	94,269	94,269
21	Admin Fleet Res	0	0	0	0
24	Public Works Fleet Res	0	0	0	0
20	Capital Projects Res	0	0	20,000	20,000
25	Utility Fleet Reserve	22,500	22,500	22,500	22,500
Total		84,130	84,130	143,669	143,669

Section 6. There is hereby appropriated to the 2016 North Pole City Budget revenue and expenditures for the following Non-Major Funds in the amounts indicated. Non-Major Funds are established to finance a particular activity and are created from receipts of designated and restricted funds.

Fund	Description	2016 Approved Budget		Proposed Amended Budget	
		Revenue	Expenditures	Revenues	Expenditures
4	Building Dept.	312,500	312,500	424,217	424,217
12	ABADE- Dept Justice	110,000	110,000	110,000	110,000
11	Bryne JAG	35,000	35,000	35,000	35,000
13	ABADE- State Forfeitures	8,500	8,500	8,957	8,957
	Capital Projects- Gen Gov.	0	0	0	0
30	Admin Grants	483,000	483,000	483,000	483,000
31	Fire Dept Grants	257,079	257,079	257,079	257,079
32	Police Dept Grants	0	0	0	0
33	Public Works Grants	70,000	70,000	82,000	82,000
14	Treasury Forfeitures	34,000	34,000	34,000	34,000
15	Impound Lot	25,000	25,000	25,100	25,100
10	Litigation Fund	100,000	100,000	100,000	100,000
Total		1,435,079	1,435,079	1,559,353	1,559,353

Section 7. There is hereby appropriated to the 2016 North Pole City Budget revenue and expenditures for the following Debt Service Fund in the amounts indicated. The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general obligation bond and special assessment debt principle, interest and related cost for issuance that are not accounted for elsewhere.

Fund	Description	2016 Approved Budget		Proposed Amended Budget	
		Revenue	Expenditures	Revenues	Expenditures
3	Assessment Fund	241,965	241,965	247,965	247,965
Total		241,965	241,965	247,965	247,965

Section 8. There is hereby appropriated to the 2016 North Pole City Budget revenue and expenditures for the following Community Purpose Funds in the amounts indicated. Community Purpose Funds are established to finance a particular activity or event and are created from receipts of designated funds.

Fund	Description	2016 Approved Budget		Proposed Amended Budget	
		Revenue	Expenditures	Revenues	Expenditures
9	NP Community Ice Rink	10,962	10,962	10,962	10,962
8	Festival	8,500	8,500	8,500	8,500
5	Bed tax Fund	90,000	90,000	90,000	90,000
Total		109,462	109,462	109,462	109,462

Section 9. Mill Rate: The assessed valuation of all taxable property in the City of North Pole has been estimated at **\$255,714,285** for 2016. The rate of levy on each dollar of taxable property is hereby fixed at **3.50** mills for municipal purposes. The tax levies are due, delinquent and subject to penalties prescribed by law and by the Fairbanks North Star Borough.

Section 10. Supplemental: See appendix 2016 B for the budget breakdown of revenues and expenditures per individual account line.

Section 11. Effective date. This ordinance shall become effective October 17, 2016.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 17th day of October, 2016.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED
Yes:
No:
Absent:

Account NumberAccount Title		2014-14 Prior year 2 Actual YTD	2015-15 Prior year Actual YTD	2016 Current year Actual YTD	2016-16 Current Year Approved Budget	Amendments Budget Staff	Amendments Budget Council	Amendments Approved By Ordinance	2016-16 Current Year Amended Budget	Current Year Budget Remaining YTD	Current Year Budget Used YTD - %	Budget Notes
GENERAL FUND												
Accounts Payable												
01-00-2-900	Fund Balance	1,703,553.94	1,873,357.06	1,983,066.04	5,080.00-	.00	.00	.00	5,080.00-	1,988,146.04-	390.37-	
Total Accounts Payable:		1,703,553.94	1,873,357.06	1,983,066.04	5,080.00-	.00	.00	.00	5,080.00-	1,988,146.04-	390.37-	
TAX REVENUE												
01-00-3-300	Alcohol Tax	159,302.40	199,414.02	160,869.74	264,500.00	.00	.00	.00	264,500.00	103,630.26	.61	
01-00-3-305	Property Tax	587,138.80	489,203.04	336,757.07	895,000.00	.00	78,320.00-	.00	816,680.00	479,922.93	.41	
01-00-3-310	Sales Tax	1,991,620.45	2,138,036.76	1,583,601.28	2,909,999.00	.00	.00	.00	2,909,999.00	1,326,397.72	.54	
01-00-3-315	Sales Tax Misc Vendors	3,722.53	2,754.95	1,546.28	.00	.00	1,650.00	.00	1,650.00	103.72	.94	
01-00-3-318	State: Shared Taxes	47,601.95	.00	19,022.23	50,000.00	.00	.00	.00	50,000.00	30,977.77	.38	
01-00-3-320	Tobacco Tax	98,031.53	127,623.53	97,825.41	162,500.00	.00	.00	.00	162,500.00	64,674.59	.60	
Total TAX REVENUE:		2,887,417.66	2,957,032.30	2,199,622.01	4,281,999.00	.00	76,670.00-	.00	4,205,329.00	2,005,706.99	.52	
LICENSES & PERMITS												
01-00-4-400	Business Licenses	3,290.00	865.00	88.00	19,250.00	.00	.00	.00	19,250.00	19,162.00	.00	
01-00-4-405	Fireworks Permit	.00	3,000.00	12,000.00	12,000.00	.00	.00	.00	12,000.00	.00	1.00	
Total LICENSES & PERMITS:		3,290.00	3,865.00	12,088.00	31,250.00	.00	.00	.00	31,250.00	19,162.00	.39	
FEES & SERVICES												
01-00-5-085	Police: CVI Grant	1,365.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
01-00-5-500	Ambulance Fees CY	56,668.83	73,405.91	48,198.04	91,000.00	.00	.00	.00	91,000.00	42,801.96	.53	
01-00-5-502	Ambulance Fees PY	.00	.00	742.55	.00	.00	.00	.00	.00	742.55-	.00	
01-00-5-505	Ambulance Services	401,588.00	413,636.50	424,375.00	420,000.00	.00	4,375.00	.00	424,375.00	.00	1.00	
01-00-5-510	Fingerprinting	9,080.00	11,810.00	17,585.00	12,500.00	.00	6,000.00	.00	18,500.00	915.00	.95	
01-00-5-515	Fire Reports	.00	.00	50.00	.00	.00	.00	.00	.00	50.00-	.00	
01-00-5-520	Police Reports	900.00	875.00	775.00	1,000.00	.00	.00	.00	1,000.00	225.00	.78	
01-00-5-808	Fire: Grants FEMA	.00	7,030.00	.00	.00	.00	.00	.00	.00	.00	.00	
01-00-5-809	Police: ASTEP HVE Grants	2,408.12	.00	.00	.00	.00	.00	.00	.00	.00	.00	
01-00-5-815	FNSB: Beautification Funds	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
01-00-5-823	Police: Marijuana Eradication	738.59	.00	.00	.00	.00	.00	.00	.00	.00	.00	
01-00-5-901	Transfer in Other Funds	17,632.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
Total FEES & SERVICES:		491,380.54	506,757.41	491,725.59	524,500.00	.00	10,375.00	.00	534,875.00	43,149.41	.92	
FINES & PENALTIES												
01-00-6-600	Citations CY	45,383.00	38,312.38	90,890.00	56,000.00	.00	44,000.00	.00	100,000.00	9,110.00	.91	
01-00-6-605	Citations PY	36,162.31	194.00	642.60	35,000.00	.00	.00	.00	35,000.00	34,357.40	.02	
Total FINES & PENALTIES:		81,545.31	38,506.38	91,532.60	91,000.00	.00	44,000.00	.00	135,000.00	43,467.40	.68	
INTERGOVERNMENTAL REVENUE												
01-00-7-700	Corp of Engineers Contract	64,268.88	63,712.76	47,434.94	82,000.00	795.01	.00	.00	82,795.01	35,360.07	.57	
01-00-7-705	Bed Tax Fee	74,498.03	.00	.00	22,500.00	.00	.00	.00	22,500.00	22,500.00	.00	
01-00-7-710	EMPG Grant	5,019.93	7,533.24	15,834.81	25,000.00	.00	5,000.00-	.00	20,000.00	4,165.19	.79	
01-00-7-715	IRS Investigation Reimb	2,678.43	1,265.16	229.25	.00	.00	.00	.00	.00	229.25-	.00	
01-00-7-720	Liquor License Sharing	4,800.00	5,200.00	7,300.00	6,000.00	.00	1,300.00	.00	7,300.00	.00	1.00	
01-00-7-725	State Revenue Sharing	201,559.00	221,693.26	.00	165,000.00	.00	39,664.00-	.00	125,336.00	125,336.00	.00	
Total INTERGOVERNMENTAL REVENUE:		352,824.27	299,404.42	70,799.00	300,500.00	795.01	43,364.00-	.00	257,931.01	187,132.01	.27	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
		Prior year 2	Prior year	Current year	Current Year	Budget	Budget	Approved By	Current Year	Budget	Budget	
Account Number	Account Title	Actual YTD	Actual YTD	Actual YTD	Approved Budget	Staff	Council	Ordinance	Amended Budget	Remaining YTD	Used YTD - %	
OTHER REVENUE												
01-00-9-900	Fire Department Revenue	1,556.72	1,455.00	3,715.24	2,500.00	.00	1,300.00	.00	3,800.00	84.76	.98	
01-00-9-905	Interest Income	2,021.23	1,983.47	2,324.61	2,750.00	.00	1,485.00	.00	4,235.00	1,910.39	.55	
01-00-9-910	Miscellaneous Revenue	15,053.08	4,532.45	7,148.80	20,000.00	.00	.00	.00	20,000.00	12,851.20	.36	
01-00-9-999	Transfer In	.00	.00	.00	63,608.00	100,000.00	15,260.00	.00	178,868.00	178,868.00	.00	
Total OTHER REVENUE:		18,631.03	7,970.92	13,188.65	88,858.00	100,000.00	18,045.00	.00	206,903.00	193,714.35	.06	

Account NumberAccount Title		2014-14 Prior year 2 Actual YTD	2015-15 Prior year Actual YTD	2016 Current year Actual YTD	2016-16 Current Year Approved Budget	Amendments Budget Staff	Amendments Budget Council	Amendments Approved By Ordinance	2016-16 Current Year Amended Budget	Current Year Budget Remaining YTD	Current Year Budget Used YTD - %	Budget Notes
GENERAL FUND												
Accounts Payable												
01-00-2-900	Fund Balance	1,703,553.94	1,873,357.06	1,983,066.04	5,080.00-	.00	.00	.00	5,080.00-	1,988,146.04-	390.37-	
Total Accounts Payable:		1,703,553.94	1,873,357.06	1,983,066.04	5,080.00-	.00	.00	.00	5,080.00-	1,988,146.04-	390.37-	
SALARIES & BENEFITS												
01-51-1-001	Wages: Full Time	218,725.82	227,244.02	227,349.39	313,390.00	.00	6,893.00-	.00	306,497.00	79,147.61	.74	
01-51-1-003	Benefits	57,936.00	90,813.55	14,931.01	102,133.00	94,964.00-	21,525.00	.00	28,694.00	13,762.99	.52	
01-51-1-004	PERS	48,760.22	50,928.06	49,713.11	68,949.00	.00	.00	.00	68,949.00	19,235.89	.72	
01-51-1-006	Leave Cash Out	.00	1,150.00	2,368.00	2,000.00	.00	368.00	.00	2,368.00	.00	1.00	
01-51-1-007	Overtime: Regular	351.39	54.07	348.00	1,000.00	.00	.00	.00	1,000.00	652.00	.35	
01-51-1-013	Health Insurance	.00	.00	59,389.20	.00	94,964.00	15,000.00-	.00	79,964.00	20,574.80	.74	
01-51-1-050	Wages: Council	12,350.00	13,575.00	11,750.00	16,000.00	.00	.00	.00	16,000.00	4,250.00	.73	
Total SALARIES & BENEFITS:		338,123.43	383,764.70	365,848.71	503,472.00	.00	.00	.00	503,472.00	137,623.29	.73	
PURCHASED SERVICES												
01-51-2-200	Advertising	21,173.89	13,178.12	5,708.24	20,000.00	16,500.00-	3,000.00	.00	6,500.00	791.76	.88	
01-51-2-205	Audit & Finance	18,643.88	36,148.80	41,221.57	27,000.00	.00	18,000.00	.00	45,000.00	3,778.43	.92	
01-51-2-210	Credit Card Fees	5,284.45	6,404.37	8,486.90	4,900.00	.00	5,800.00	.00	10,700.00	2,213.10	.79	
01-51-2-215	Insurance	26,376.51	20,286.54	14,779.79	24,500.00	.00	9,000.00-	.00	15,500.00	720.21	.95	
01-51-2-220	IT Services	10,131.68	31,534.01	14,052.67	14,080.00	.00	2,960.00	.00	17,040.00	2,987.33	.82	
01-51-2-225	Legal Fees	15,235.26	13,164.07	4,453.63	18,000.00	.00	11,000.00-	.00	7,000.00	2,546.37	.64	
01-51-2-230	Maintenance Contracts	25,877.64	20,521.88	7,436.14	25,000.00	13,750.00-	.00	.00	11,250.00	3,813.86	.66	
01-51-2-235	Professional Services	.00	.00	963.28	.00	2,500.00	1,000.00-	.00	1,500.00	536.72	.64	
01-51-2-800	Advertising, Publications - Co	.00	.00	3,491.43	.00	9,000.00	.00	.00	9,000.00	5,508.57	.39	
01-51-2-805	Ordinance Codification	350.00	1,748.55	1,009.80	3,000.00	.00	.00	.00	3,000.00	1,990.20	.34	
Total PURCHASED SERVICES:		123,073.31	142,986.34	101,603.45	136,480.00	18,750.00-	8,760.00	.00	126,490.00	24,886.55	.80	
OPERATIONAL EXPENSES												
01-51-3-305	Electric	9,369.61	5,279.24	4,437.16	11,000.00	2,500.00-	.00	.00	8,500.00	4,062.84	.52	
01-51-3-310	Heating Fuel	8,090.48	4,636.42	3,435.70	10,000.00	2,500.00	.00	.00	12,500.00	9,064.30	.27	
01-51-3-315	Senior Center Fuel	304.48-	2,746.86-	1,610.76-	.00	.00	.00	.00	.00	1,610.76	.00	
01-51-3-320	Phone/ Data	7,757.68	5,226.53	4,595.30	8,750.00	1,500.00	.00	.00	10,250.00	5,654.70	.45	
01-51-3-330	Postage	731.00	993.67	481.71	2,500.00	1,000.00-	.00	.00	1,500.00	1,018.29	.32	
01-51-3-335	Office Equipment & Supplies	7,328.70	6,830.98	8,826.39	13,500.00	5,000.00-	.00	.00	8,500.00	326.39-	1.04	
01-51-3-340	Operational Supplies	.00	.00	3,824.77	.00	9,000.00	.00	.00	9,000.00	5,175.23	.42	
01-51-3-350	Promotions & Apparel	1,085.42	4,429.52	73.35	3,000.00	.00	1,500.00	.00	4,500.00	4,426.65	.02	
01-51-3-355	Publications & Subscriptions	.00	.00	1,654.92	.00	4,000.00	.00	.00	4,000.00	2,345.08	.41	
01-51-3-800	Council Supplies	2,653.81	200.04	581.65	1,500.00	.00	.00	.00	1,500.00	918.35	.39	
Total OPERATIONAL EXPENSES:		36,712.22	24,849.54	26,300.19	50,250.00	8,500.00	1,500.00	.00	60,250.00	33,949.81	.44	
LEASES & RENTALS												
01-51-4-400	Lease & Rentals Payments	.00	.00	3,546.88	.00	5,750.00	.00	.00	5,750.00	2,203.12	.62	
Total LEASES & RENTALS:		.00	.00	3,546.88	.00	5,750.00	.00	.00	5,750.00	2,203.12	.62	
TRAVEL, TRAINING & MEMBERSHIPS												
01-51-5-500	Memberships & Dues	.00	.00	725.00	.00	1,500.00	.00	.00	1,500.00	775.00	.48	
01-51-5-510	Travel & Training	3,207.19	13,687.36	9,313.14	13,000.00	.00	.00	.00	13,000.00	3,686.86	.72	
01-51-5-800	Council Travel & Training	3,514.56	311.36	11.20	7,000.00	.00	.00	.00	7,000.00	6,988.80	.00	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
Account Number	Account Title	Prior year 2 Actual YTD	Prior year Actual YTD	Current year Actual YTD	Current Year Approved Budget	Budget Staff	Budget Council	Approved By Ordinance	Current Year Amended Budget	Current Year Budget Remaining YTD	Current Year Budget Used YTD - %	
Total TRAVEL, TRAINING & MEMBERSHIPS:		6,721.75	13,998.72	10,049.34	20,000.00	1,500.00	.00	.00	21,500.00	11,450.66	.47	
VEHICLE, EQUIPMENT EXPENSES												
01-51-6-605	Vehicle Gas & Oil	206.43	31.58	184.42	1,500.00	.00	.00	.00	1,500.00	1,315.58	.12	
01-51-6-610	Vehicle Repair & Maintenance	30.00	.00	10.00	500.00	.00	.00	.00	500.00	490.00	.02	
Total VEHICLE, EQUIPMENT EXPENSES:		236.43	31.58	194.42	2,000.00	.00	.00	.00	2,000.00	1,805.58	.10	
INFRASTRUCTURE OUTLAY												
01-51-7-006	Sales Tax Rebates	710.29	.00	.00	.00	.00	.00	.00	.00	.00	.00	
01-51-7-043	Citations: SOJ Fees	1,455.70	200.00	.00	.00	.00	.00	.00	.00	.00	.00	
01-51-7-055	Preparedness	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
01-51-7-071	Fees: Website Design/Maintenan	2,217.30	60.72	.00	.00	.00	.00	.00	.00	.00	.00	
01-51-7-200	Bed Tax: NP Chamber	3,912.05	.00	.00	.00	.00	.00	.00	.00	.00	.00	
01-51-7-700	Building Maintenance	5,295.58	6,409.73	3,981.47	3,000.00	2,000.00	.00	.00	5,000.00	1,018.53	.80	
Total INFRASTRUCTURE OUTLAY:		14,590.92	6,670.45	3,981.47	3,000.00	2,000.00	.00	.00	5,000.00	1,018.53	.80	
OTHER												
01-51-9-800	Election Expense	1,063.32	1,161.08	371.30	3,000.00	1,000.00	.00	.00	4,000.00	3,628.70	.09	
01-51-9-920	Miscellaneous Expense	3,212.48	9,206.41	3,175.52	6,500.00	.00	.00	.00	6,500.00	3,324.48	.49	
01-51-9-999	Transfer Out	.00	.00	100,000.00	.00	100,000.00	.00	.00	100,000.00	.00	1.00	
Total OTHER:		4,275.80	10,367.49	103,546.82	9,500.00	101,000.00	.00	.00	110,500.00	6,953.18	.94	
GENERAL FUND Expenditure Total:		523,733.86	582,668.82	615,071.28	724,702.00	100,000.00	10,260.00	.00	834,962.00	219,890.72	.74	
Net Total GENERAL FUND:		523,733.86-	582,668.82-	615,071.28-	724,702.00-	100,000.00-	10,260.00-	.00	834,962.00-	219,890.72-	.74	
Net Grand Totals:		1,179,820.08	1,290,688.24	1,367,994.76	729,782.00-	100,000.00-	10,260.00-	.00	840,042.00-	2,208,036.76-	1.63-	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
Account Number	Account Title	Prior year 2 Actual YTD	Prior year Actual YTD	Current year Actual YTD	Current Year Approved Budget	Budget Staff	Budget Council	Approved By Ordinance	Current Year Amended Budget	Budget Remaining YTD	Budget Used YTD - %	
GENERAL FUND												
Accounts Payable												
01-00-2-900	Fund Balance	1,703,553.94	1,873,357.06	1,983,066.04	5,080.00-	.00	.00	.00	5,080.00-	1,988,146.04-	390.37-	
Total Accounts Payable:		1,703,553.94	1,873,357.06	1,983,066.04	5,080.00-	.00	.00	.00	5,080.00-	1,988,146.04-	390.37-	
SALARIES & BENEFITS												
01-53-1-001	Wages: Full Time	617,233.93	688,795.34	635,374.55	904,370.00	13,000.00	.00	.00	917,370.00	281,995.45	.69	
01-53-1-002	Wages: Holiday Pay	6,302.18	6,389.46	5,506.16	8,000.00	.00	.00	.00	8,000.00	2,493.84	.69	
01-53-1-003	Benefits	229,001.17	230,875.69	28,337.87	321,004.00	256,620.00-	.00	.00	64,384.00	36,046.13	.44	
01-53-1-004	PERS	144,334.10	164,610.82	153,900.53	198,961.00	.00	.00	.00	198,961.00	45,060.47	.77	
01-53-1-006	Leave Cash Out	9,454.04	17,015.51	9,469.60	15,000.00	.00	.00	.00	15,000.00	5,530.40	.63	
01-53-1-007	Overtime: Regular	19,786.01	29,975.31	18,161.67	43,040.00	13,000.00-	.00	.00	30,040.00	11,878.33	.60	
01-53-1-008	Overtime: Training	2,670.90	4,061.94	4,083.44	6,000.00	.00	.00	.00	6,000.00	1,916.56	.68	
01-53-1-009	Overtime: Grant	6,865.37	1,519.58	1,508.97	.00	.00	.00	.00	.00	1,508.97-	.00	
01-53-1-013	Health Insurance	.00	.00	171,315.00	.00	256,620.00	.00	.00	256,620.00	85,305.00	.67	
Total SALARIES & BENEFITS:		1,035,647.70	1,143,243.65	1,027,657.79	1,496,375.00	.00	.00	.00	1,496,375.00	468,717.21	.69	
PURCHASED SERVICES												
01-53-2-200	Advertising	.00	.00	47.23	.00	1,000.00	.00	.00	1,000.00	952.77	.05	
01-53-2-205	Audit & Finance	.00	.00	3,000.00	3,000.00	.00	.00	.00	3,000.00	.00	1.00	
01-53-2-210	Credit Card Fees	.00	.00	443.01	300.00	.00	375.00	.00	675.00	231.99	.66	
01-53-2-215	Insurance	106,419.40	106,527.67	103,980.05	123,000.00	.00	.00	.00	123,000.00	19,019.95	.85	
01-53-2-220	IT Services	.00	.00	10,423.28	14,500.00	.00	.00	.00	14,500.00	4,076.72	.72	
01-53-2-225	Legal Fees	.00	.00	55.00	1,500.00	.00	375.00-	.00	1,125.00	1,070.00	.05	
01-53-2-230	Maintenance Contracts	2,132.30	2,132.30	2,698.59	1,700.00	.00	1,400.00	.00	3,100.00	401.41	.87	
01-53-2-250	Dispatch Contract	101,978.90	140,000.00	108,000.00	108,000.00	.00	.00	.00	108,000.00	.00	1.00	
Total PURCHASED SERVICES:		210,530.60	248,659.97	228,647.16	252,000.00	1,000.00	1,400.00	.00	254,400.00	25,752.84	.90	
OPERATIONAL EXPENSES												
01-53-3-305	Electric	18,011.35	11,075.70	9,206.71	20,000.00	.00	.00	.00	20,000.00	10,793.29	.46	
01-53-3-310	Heating Fuel	9,259.07	4,027.37	2,446.52	12,000.00	.00	1,400.00-	.00	10,600.00	8,153.48	.23	
01-53-3-320	Phone/Data	14,091.62	14,578.03	12,733.14	20,000.00	.00	.00	.00	20,000.00	7,266.86	.64	
01-53-3-330	Postage	.00	.00	222.60	1,200.00	.00	.00	.00	1,200.00	977.40	.19	
01-53-3-335	Office Equipment & Supplies	2,189.01	3,897.42	648.91	5,000.00	.00	.00	.00	5,000.00	4,351.09	.13	
01-53-3-340	Operational Supplies	832.33	1,254.35	4,130.76	5,000.00	.00	.00	.00	5,000.00	869.24	.83	
01-53-3-345	Uniforms	4,719.79	6,145.85	5,697.56	6,500.00	.00	.00	.00	6,500.00	802.44	.88	
01-53-3-350	Promotions & Apparel	.00	.00	668.90	.00	1,000.00	.00	.00	1,000.00	331.10	.67	
01-53-3-355	Publications & Subscriptions	290.00	964.15	369.95	2,000.00	.00	.00	.00	2,000.00	1,630.05	.18	
Total OPERATIONAL EXPENSES:		49,393.17	41,942.87	36,125.05	71,700.00	1,000.00	1,400.00-	.00	71,300.00	35,174.95	.51	
LEASES & RENTALS												
01-53-4-400	Lease & Rentals Payments	.00	.00	713.80	1,800.00	.00	.00	.00	1,800.00	1,086.20	.40	
Total LEASES & RENTALS:		.00	.00	713.80	1,800.00	.00	.00	.00	1,800.00	1,086.20	.40	
TRAVEL, TRAINING & MEMBERSHIPS												
01-53-5-500	Memberships & Dues	.00	.00	948.72	.00	1,000.00	.00	.00	1,000.00	51.28	.95	
01-53-5-505	Recruitment	1,658.40	135.00	536.30	3,500.00	.00	2,000.00-	.00	1,500.00	963.70	.36	
01-53-5-510	Travel & Training	8,037.23	9,673.20	10,164.22	15,000.00	1,000.00-	.00	.00	14,000.00	3,835.78	.73	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
Account Number	Account Title	Prior year 2 Actual YTD	Prior year Actual YTD	Current year Actual YTD	Current Year Approved Budget	Budget Staff	Budget Council	Approved By Ordinance	Current Year Amended Budget	Budget Remaining YTD	Budget Used YTD - %	
Total TRAVEL, TRAINING & MEMBERSHIPS:		9,695.63	9,808.20	11,649.24	18,500.00	.00	2,000.00-	.00	16,500.00	4,850.76	.71	
VEHICLE, EQUIPMENT EXPENSES												
01-53-6-600	Equipment Repair & Maintenance	1,775.12	1,781.40	1,212.90	5,500.00	.00	2,000.00-	.00	3,500.00	2,287.10	.35	
01-53-6-605	Vehicle Gas & Oil	30,256.40	23,096.39	16,324.46	40,500.00	2,000.00-	5,000.00-	.00	33,500.00	17,175.54	.49	
01-53-6-610	Vehicle Repair & Maintenance	12,219.82	13,117.38	17,463.28	20,500.00	795.01	2,000.00	.00	23,295.01	5,831.73	.75	
Total VEHICLE, EQUIPMENT EXPENSES:		44,251.34	37,995.17	35,000.64	66,500.00	1,204.99-	5,000.00-	.00	60,295.01	25,294.37	.58	
INFRASTRUCTURE OUTLAY												
01-53-7-700	Building Maintenance	2,486.44	3,188.14	3,504.75	6,000.00	.00	.00	.00	6,000.00	2,495.25	.58	
Total INFRASTRUCTURE OUTLAY:		2,486.44	3,188.14	3,504.75	6,000.00	.00	.00	.00	6,000.00	2,495.25	.58	
OTHER												
01-53-9-900	Citations State Admin Fee	2,606.00	3,121.50	6,193.70	7,000.00	.00	.00	.00	7,000.00	806.30	.88	
01-53-9-905	Equipment Outlay	6,602.42	13,620.61	16,596.33	17,500.00	.00	7,000.00	.00	24,500.00	7,903.67	.68	
01-53-9-915	Investigation Expense	3,254.62	3,847.84	2,484.13	7,000.00	.00	.00	.00	7,000.00	4,515.87	.35	
01-53-9-920	Miscellaneous Expense	1,772.60	1,976.64	2,400.90	5,000.00	.00	.00	.00	5,000.00	2,599.10	.48	
01-53-9-999	Transfer Out	.00	.00	24,500.00	24,500.00	.00	.00	.00	24,500.00	.00	1.00	
Total OTHER:		14,235.64	22,566.59	52,175.06	61,000.00	.00	7,000.00	.00	68,000.00	15,824.94	.77	
GENERAL FUND Expenditure Total:		1,366,240.52	1,507,404.59	1,395,473.49	1,973,875.00	795.01	.00	.00	1,974,670.01	579,196.52	.71	
Net Total GENERAL FUND:		1,366,240.52-	1,507,404.59-	1,395,473.49-	1,973,875.00-	795.01-	.00	.00	1,974,670.01-	579,196.52-	.71	
Net Grand Totals:		337,313.42	365,952.47	587,592.55	1,978,955.00-	795.01-	.00	.00	1,979,750.01-	2,567,342.56-	.30-	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
Account Number	Account Title	Prior year 2 Actual YTD	Prior year Actual YTD	Current year Actual YTD	Current Year Approved Budget	Budget Staff	Budget Council	Approved By Ordinance	Current Year Amended Budget	Budget Remaining YTD	Budget Used YTD - %	
GENERAL FUND												
Accounts Payable												
01-00-2-900	Fund Balance	1,703,553.94	1,873,357.06	1,983,066.04	5,080.00-	.00	.00	.00	5,080.00-	1,988,146.04-	390.37-	
	Total Accounts Payable:	1,703,553.94	1,873,357.06	1,983,066.04	5,080.00-	.00	.00	.00	5,080.00-	1,988,146.04-	390.37-	
SALARIES & BENEFITS												
01-54-1-001	Wages: Full Time	712,109.63	714,777.72	667,339.35	939,315.00	3,000.00-	25,520.00-	.00	910,795.00	243,455.65	.73	
01-54-1-002	Wages: Holiday Pay	10,683.66	9,633.56	9,945.25	15,000.00	.00	.00	.00	15,000.00	5,054.75	.66	
01-54-1-003	Benefits	256,378.15	279,221.66	59,185.92	397,015.00	279,584.00-	.00	.00	117,431.00	58,245.08	.50	
01-54-1-004	PERS	169,710.13	170,295.77	149,796.95	206,649.00	.00	.00	.00	206,649.00	56,852.05	.72	
01-54-1-006	Leave Cash Out	26,102.86	17,139.90	7,665.11	20,000.00	.00	2,850.00-	.00	17,150.00	9,484.89	.45	
01-54-1-007	Overtime: Regular	27,016.31	31,784.32	16,672.30	36,000.00	.00	14,258.77-	.00	21,741.23	5,068.93	.77	
01-54-1-008	Wages: Part Time	57,866.14	69,554.86	53,773.05	36,000.00	.00	37,778.77	.00	73,778.77	20,005.72	.73	
01-54-1-013	Health Insurance	.00	.00	194,580.00	.00	279,584.00	.00	.00	279,584.00	85,004.00	.70	
	Total SALARIES & BENEFITS:	1,259,866.88	1,292,407.79	1,158,957.93	1,649,979.00	3,000.00-	4,850.00-	.00	1,642,129.00	483,171.07	.71	
PURCHASED SERVICES												
01-54-2-200	Advertising	.00	.00	47.24	.00	.00	100.00	.00	100.00	52.76	.47	
01-54-2-205	Audit & Finance	.00	.00	3,000.00	3,000.00	.00	.00	.00	3,000.00	.00	1.00	
01-54-2-210	Credit Card Fees	.00	.00	375.02	300.00	.00	100.00	.00	400.00	24.98	.94	
01-54-2-215	Insurance	51,848.67	50,918.20	46,538.64	55,000.00	.00	.00	.00	55,000.00	8,461.36	.85	
01-54-2-220	IT Services	.00	.00	11,394.28	17,500.00	.00	100.00-	.00	17,400.00	6,005.72	.65	
01-54-2-225	Legal Fees	.00	.00	100.00	500.00	.00	.00	.00	500.00	400.00	.20	
01-54-2-230	Maintenance Contracts	8,849.34	4,298.53	5,663.77	6,000.00	.00	1,250.00	.00	7,250.00	1,586.23	.78	
01-54-2-240	Ambulance Billing Service	2,789.30	4,342.14	3,714.62	3,600.00	2,900.00	7,400.00-	.00	900.00-	4,614.62-	4.13-	
01-54-2-241	Amblance Fee Refund	1,057.11	84.15	.00	.00	.00	.00	.00	.00	.00	.00	
01-54-2-250	Dispatch Contract	.00	.00	72,000.00	72,000.00	.00	.00	.00	72,000.00	.00	1.00	
	Total PURCHASED SERVICES:	64,544.42	59,643.02	142,833.57	157,900.00	2,900.00	6,050.00-	.00	154,750.00	11,916.43	.92	
OPERATIONAL EXPENSES												
01-54-3-305	Electric	16,056.84	11,980.21	9,908.30	18,500.00	.00	.00	.00	18,500.00	8,591.70	.54	
01-54-3-310	Heating Fuel	10,834.14	9,238.56	6,198.82	18,000.00	2,900.00-	.00	.00	15,100.00	8,901.18	.41	
01-54-3-320	Phone/Data	7,719.27	6,427.38	6,822.29	9,500.00	.00	1,500.00	.00	11,000.00	4,177.71	.62	
01-54-3-330	Postage	454.33	378.04	64.38	650.00	.00	250.00-	.00	400.00	335.62	.16	
01-54-3-335	Office Equipment & Supplies	409.81	896.79	1,004.76	1,900.00	.00	.00	.00	1,900.00	895.24	.53	
01-54-3-340	Operational Supplies	19,250.74	19,188.36	16,608.39	23,600.00	.00	.00	.00	23,600.00	6,991.61	.70	
01-54-3-345	Uniforms	771.71	1,452.10	3,665.81	3,000.00	3,000.00	.00	.00	6,000.00	2,334.19	.61	
01-54-3-350	Promotions & Apparel	2,061.65	4,326.39	.00	.00	.00	.00	.00	.00	.00	.00	
01-54-3-355	Publications & Subscriptions	.00	.00	500.40	.00	.00	250.00	.00	250.00	250.40-	2.00	
	Total OPERATIONAL EXPENSES:	57,558.49	53,887.83	44,773.15	75,150.00	100.00	1,500.00	.00	76,750.00	31,976.85	.58	
LEASES & RENTALS												
01-54-4-400	Leases & Rentals Payments	46,944.36	46,944.36	.00	46,945.00	.00	46,945.00-	.00	.00	.00	.00	
	Total LEASES & RENTALS:	46,944.36	46,944.36	.00	46,945.00	.00	46,945.00-	.00	.00	.00	.00	
TRAVEL, TRAINING & MEMBERSHIPS												
01-54-5-500	Memberships & Dues	.00	.00	170.00	.00	300.00	.00	.00	300.00	130.00	.57	
01-54-5-505	Recruitment	.00	1,100.00	1,065.20	2,500.00	.00	.00	.00	2,500.00	1,434.80	.43	
01-54-5-510	Travel & Training	7,651.62	11,488.32	5,974.69	10,000.00	300.00-	.00	.00	9,700.00	3,725.31	.62	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
Account Number	Account Title	Prior year 2 Actual YTD	Prior year Actual YTD	Current year Actual YTD	Current Year Approved Budget	Budget Staff	Budget Council	Approved By Ordinance	Current Year Amended Budget	Budget Remaining YTD	Budget Used YTD - %	
GENERAL FUND												
Accounts Payable												
01-00-2-900	Fund Balance	1,703,553.94	1,873,357.06	1,983,066.04	5,080.00-	.00	.00	.00	5,080.00-	1,988,146.04-	390.37-	
	Total Accounts Payable:	1,703,553.94	1,873,357.06	1,983,066.04	5,080.00-	.00	.00	.00	5,080.00-	1,988,146.04-	390.37-	
SALARIES & BENEFITS												
01-58-1-001	Wages: Full Time	124,602.81	134,014.56	109,010.20	148,680.00	.00	4,500.00-	.00	144,180.00	35,169.80	.76	
01-58-1-002	Wages: Holiday Pay	.00	.00	104.19	.00	.00	500.00	.00	500.00	395.81	.21	
01-58-1-003	Benefits	56,524.09	62,095.63	11,284.92	58,596.00	41,938.00-	.00	.00	16,658.00	5,373.08	.68	
01-58-1-004	PERS	26,127.35	29,970.93	25,459.21	32,710.00	.00	.00	.00	32,710.00	7,250.79	.78	
01-58-1-006	Leave Cash Out	.00	.00	3,694.80	2,000.00	.00	2,000.00	.00	4,000.00	305.20	.92	
01-58-1-007	Overtime: Regular	526.05	4,864.08	5,655.44	5,000.00	.00	2,000.00	.00	7,000.00	1,344.56	.81	
01-58-1-008	Temp/Overhire	16,191.00	32,118.40	30,834.00	43,000.00	.00	.00	.00	43,000.00	12,166.00	.72	
01-58-1-013	Health Insurance	.00	.00	30,138.75	.00	41,938.00	.00	.00	41,938.00	11,799.25	.72	
	Total SALARIES & BENEFITS:	223,971.30	263,063.60	216,181.51	289,986.00	.00	.00	.00	289,986.00	73,804.49	.75	
PURCHASED SERVICES												
01-58-2-200	Advertising	.00	.00	829.96	.00	.00	1,000.00	.00	1,000.00	170.04	.83	
01-58-2-205	Audit & Finance	.00	.00	3,000.00	3,000.00	.00	.00	.00	3,000.00	.00	1.00	
01-58-2-215	Insurance	.00	.00	16,015.63	16,000.00	.00	50.00	.00	16,050.00	34.37	1.00	
01-58-2-225	Legal Fees	.00	.00	371.25	.00	.00	500.00	.00	500.00	128.75	.74	
01-58-2-230	Maintenance Contracts	.00	.00	597.52	.00	1,050.00	.00	.00	1,050.00	452.48	.57	
01-58-2-235	Professional Services	.00	.00	414.29	.00	.00	500.00	.00	500.00	85.71	.83	
01-58-2-240	Snow Removal	27,000.00	28,500.00	.00	76,000.00	.00	2,050.00-	.00	73,950.00	73,950.00	.00	
	Total PURCHASED SERVICES:	27,000.00	28,500.00	21,228.65	95,000.00	1,050.00	.00	.00	96,050.00	74,821.35	.22	
OPERATIONAL EXPENSES												
01-58-3-305	Electric	3,149.70	2,410.60	4,092.72	5,000.00	.00	.00	.00	5,000.00	907.28	.82	
01-58-3-307	Radar Signs Electric	189.59	146.07	126.07	400.00	.00	.00	.00	400.00	273.93	.32	
01-58-3-309	Street Lights Electric	19,605.77	14,543.99	12,643.96	25,750.00	.00	.00	.00	25,750.00	13,106.04	.49	
01-58-3-310	Heating Fuel	7,652.24	4,285.92	1,881.67	11,000.00	1,050.00-	4,500.00-	.00	5,450.00	3,568.33	.35	
01-58-3-320	Phone/Data	2,276.10	3,413.56	3,097.81	5,000.00	.00	.00	.00	5,000.00	1,902.19	.62	
01-58-3-340	Operational Supplies	.00	.00	2,310.45	.00	.00	9,000.00	.00	9,000.00	6,689.55	.26	
01-58-3-345	Uniforms	.00	.00	130.91	.00	.00	500.00	.00	500.00	369.09	.26	
	Total OPERATIONAL EXPENSES:	32,873.40	24,800.14	24,283.59	47,150.00	1,050.00-	5,000.00	.00	51,100.00	26,816.41	.48	
TRAVEL, TRAINING & MEMBERSHIPS												
01-58-5-510	Travel & Training	.00	.00	.00	1,500.00	.00	.00	.00	1,500.00	1,500.00	.00	
	Total TRAVEL, TRAINING & MEMBERSHIPS:	.00	.00	.00	1,500.00	.00	.00	.00	1,500.00	1,500.00	.00	
VEHICLE, EQUIPMENT EXPENSES												
01-58-6-600	Equipment Repair & Maintenance	.00	.00	325.74	.00	.00	.00	.00	.00	325.74-	.00	
01-58-6-605	Vehicle Gas & Oil	7,662.61	7,383.58	3,766.00	11,000.00	.00	.00	.00	11,000.00	7,234.00	.34	
01-58-6-610	Vehicle Repair & Maintenance	23,004.21	7,550.07	3,680.00	10,000.00	.00	.00	.00	10,000.00	6,320.00	.37	
	Total VEHICLE, EQUIPMENT EXPENSES:	30,666.82	14,933.65	7,771.74	21,000.00	.00	.00	.00	21,000.00	13,228.26	.37	
INFRASTRUCTURE OUTLAY												
01-58-7-700	Building Maintenance	8,603.98	10,692.06	2,150.36	10,000.00	.00	5,000.00-	.00	5,000.00	2,849.64	.43	
01-58-7-705	Street Light Maintenance	4,484.11	5,693.08	2,882.91	10,000.00	.00	.00	.00	10,000.00	7,117.09	.29	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
Account Number	Account Title	Prior year 2 Actual YTD	Prior year Actual YTD	Current year Actual YTD	Current Year Approved Budget	Budget Staff	Budget Council	Approved By Ordinance	Current Year Amended Budget	Current Year Budget Remaining YTD	Current Year Budget Used YTD - %	
ASSESSMENT FUND												
REVENUE												
03-00-3-300	Assessment Principle Dist 1	2,085.17	2,184.02	2,293.21	3,000.00	.00	.00	.00	3,000.00	706.79	.76	
03-00-3-301	Assessment Principle Dist 2	5,324.90	2,841.26	2,331.34	19,000.00	.00	.00	.00	19,000.00	16,668.66	.12	
03-00-3-302	Assessment Principle Dist	89,856.15	50,472.27	65,762.47	170,000.00	.00	.00	.00	170,000.00	104,237.53	.39	
03-00-3-305	Assessment Interest Dist 1	1,209.09	1,110.24	1,001.05	1,215.00	.00	.00	.00	1,215.00	213.95	.82	
03-00-3-306	Assessment Interest Dist 2	5,167.05	5,012.46	4,727.28	5,200.00	.00	.00	.00	5,200.00	472.72	.91	
03-00-3-307	Assessment Interest Dist 3	34,763.98	30,428.53	23,474.94	34,750.00	.00	.00	.00	34,750.00	11,275.06	.68	
03-00-3-311	Assessment Penalty Dist 2	1,056.96	.00	.00	1,200.00	.00	.00	.00	1,200.00	1,200.00	.00	
03-00-3-312	Assessment Penalty Dist 3	7,514.48	.00	4,521.32	7,600.00	.00	.00	.00	7,600.00	3,078.68	.59	
Total REVENUE:		146,977.78	92,048.78	104,111.61	241,965.00	.00	.00	.00	241,965.00	137,853.39	.43	
Location: 9												
03-00-9-999	Transfer In	.00	.00	.00	.00	.00	6,000.00	.00	6,000.00	6,000.00	.00	
Total Location: 9:		.00	.00	.00	.00	.00	6,000.00	.00	6,000.00	6,000.00	.00	
PURCHASED SERVICES												
03-10-2-210	Credit Card Fees	.00	.00	437.06	.00	.00	1,000.00	.00	1,000.00	562.94	.44	
03-10-2-225	Legal Fees	.00	1,619.00	181.00	5,000.00	.00	.00	.00	5,000.00	4,819.00	.04	
Total PURCHASED SERVICES:		.00	1,619.00	618.06	5,000.00	.00	1,000.00	.00	6,000.00	5,381.94	.10	
OTHER												
03-10-9-900	Highway Park Rev. Bond Princ.	12,713.85	13,317.76	13,950.35	49,500.00	.00	.00	.00	49,500.00	35,549.65	.28	
03-10-9-901	Highway Park Rev. Bond Int.	4,176.15	3,572.24	2,939.65	4,200.00	.00	.00	.00	4,200.00	1,260.35	.70	
03-10-9-910	Stillmeyer Bond Principle	3,125.00	65,000.00	65,000.00	60,000.00	.00	5,000.00	.00	65,000.00	.00	1.00	
03-10-9-911	Stillmeyer Bond Interest	98,175.00	38,175.00	36,550.00	41,300.00	.00	.00	.00	41,300.00	4,750.00	.88	
03-10-9-920	Miscellaneous Expense	.00	.00	53.40	.00	7,000.00	.00	.00	7,000.00	6,946.60	.01	
03-10-9-999	Transfer Out	.00	.00	.00	81,965.00	7,000.00-	.00	.00	74,965.00	74,965.00	.00	
Total OTHER:		118,190.00	120,065.00	118,493.40	236,965.00	.00	5,000.00	.00	241,965.00	123,471.60	.49	
ASSESSMENT FUND Revenue Total:		146,977.78	92,048.78	104,111.61	241,965.00	.00	6,000.00	.00	247,965.00	143,853.39	.42	
ASSESSMENT FUND Expenditure Total:		118,190.00	121,684.00	119,111.46	241,965.00	.00	6,000.00	.00	247,965.00	128,853.54	.48	
Net Total ASSESSMENT FUND:		28,787.78	29,635.22-	14,999.85-	.00	.00	.00	.00	.00	14,999.85	.00	
Net Grand Totals:		28,787.78	29,635.22-	14,999.85-	.00	.00	.00	.00	.00	14,999.85	.00	

Account Number	Account Title	2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
		Prior year 2	Prior year	Current year	Current Year	Budget	Budget	Approved By	Current Year	Budget	Budget	
		Actual YTD	Actual YTD	Actual YTD	Approved Budget	Staff	Council	Ordinance	Amended Budget	Remaining YTD	Used YTD - %	
BUILDING DEPARTMENT FUND												
REVENUE												
BUILDING DEPARTMENT FUND												
04-00-3-300	Commercial Plan Check Fee	17,780.75	5,811.80	10,254.14	55,000.00	.00	.00	.00	55,000.00	44,745.86	.19	
04-00-3-305	Commerical Building Permit Fee	41,513.94	14,444.51	10,137.24	80,000.00	.00	.00	.00	80,000.00	69,862.76	.13	
04-00-3-310	Residential Plan Check Fee	.00	3,781.27	14,079.15	10,000.00	.00	5,500.00	.00	15,500.00	1,420.85	.91	
04-00-3-315	Residential Building Permit Fe	1,148.02	11,521.60	30,963.94	15,000.00	.00	22,000.00	.00	37,000.00	6,036.06	.84	
04-00-3-320	Industrial Plan Check Fee	.00	.00	42,108.75	22,500.00	42,108.75	.00	.00	64,608.75	22,500.00	.65	
04-00-3-325	Industrial Building Permit Fee	.00	217.23	42,108.75	22,500.00	42,108.75	.00	.00	64,608.75	22,500.00	.65	
04-00-3-330	Storm Water Plan Check Fee	.00	.00	.00	1,000.00	.00	.00	.00	1,000.00	1,000.00	.00	
04-00-3-335	Storm Water Permit Fee	.00	.00	.00	1,500.00	.00	.00	.00	1,500.00	1,500.00	.00	
04-00-3-340	Road Excavation Bond	5,000.00	37,091.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
04-00-3-350	Miscellaneous Revenue	.00	4,889.81	.00	.00	.00	.00	.00	.00	.00	.00	
04-00-3-999	Transfer In	.00	.00	.00	100,000.00	.00	.00	.00	100,000.00	100,000.00	.00	
Total BUILDING DEPARTMENT FUND:		65,442.71	77,757.22	149,651.97	312,500.00	84,217.50	27,500.00	.00	424,217.50	274,565.53	.35	
Total REVENUE:		65,442.71	77,757.22	149,651.97	312,500.00	84,217.50	27,500.00	.00	424,217.50	274,565.53	.35	
SALARIES & BENEFITS												
04-10-1-001	Wages: Full Time	.00	.00	14,772.96	20,244.00	.00	.00	.00	20,244.00	5,471.04	.73	
04-10-1-003	Benefits	.00	.00	1,047.40	4,202.00	3,734.00-	.00	.00	468.00	579.40-	2.24	
04-10-1-004	PERS	.00	.00	2,398.48	4,454.00	.00	.00	.00	4,454.00	2,055.52	.54	
04-10-1-013	Health Insurance	.00	.00	2,678.92	.00	3,734.00	.00	.00	3,734.00	1,055.08	.72	
Total SALARIES & BENEFITS:		.00	.00	20,897.76	28,900.00	.00	.00	.00	28,900.00	8,002.24	.72	
PURCHASED SERVICES												
04-10-2-200	Advertising	.00	.00	.00	3,000.00	.00	.00	.00	3,000.00	3,000.00	.00	
04-10-2-205	Audit & Finance	.00	.00	55.43	.00	.00	100.00	.00	100.00	44.57	.55	
04-10-2-210	Credit Card Fees	.00	.00	459.36	.00	.00	750.00	.00	750.00	290.64	.61	
04-10-2-225	Legal Fees	.00	.00	1,694.00	1,000.00	.00	1,500.00	.00	2,500.00	806.00	.68	
04-10-2-230	Maintenance Contracts	.00	.00	662.46	.00	.00	1,000.00	.00	1,000.00	337.54	.66	
04-10-2-235	Professional Services	.00	.00	414.29	6,000.00	.00	3,350.00-	.00	2,650.00	2,235.71	.16	
Total PURCHASED SERVICES:		.00	.00	3,285.54	10,000.00	.00	.00	.00	10,000.00	6,714.46	.33	
OPERATIONAL EXPENSES												
04-10-3-335	Office Equipment & Supplies	810.11	315.17	2,257.90	7,500.00	.00	250.00-	.00	7,250.00	4,992.10	.31	
04-10-3-340	Operational Supplies	7,000.00	750.00	199.00	.00	.00	250.00	.00	250.00	51.00	.80	
Total OPERATIONAL EXPENSES:		7,810.11	1,065.17	2,456.90	7,500.00	.00	.00	.00	7,500.00	5,043.10	.33	
TRAVEL, TRAINING & MEMBERSHIPS												
04-10-5-510	Travel & Training	1,197.10	53.65	.00	6,000.00	.00	.00	.00	6,000.00	6,000.00	.00	
Total TRAVEL, TRAINING & MEMBERSHIPS:		1,197.10	53.65	.00	6,000.00	.00	.00	.00	6,000.00	6,000.00	.00	
OTHER												
04-10-9-900	Commercial Plan Review	18,229.00	11,048.00	2,294.00	35,000.00	.00	.00	.00	35,000.00	32,706.00	.07	
04-10-9-901	Commercial Inspections	8,064.00	10,871.15	3,009.50	65,000.00	.00	.00	.00	65,000.00	61,990.50	.05	
04-10-9-903	Residential Plan Review	.00	3,500.00	3,000.00	7,500.00	.00	5,500.00	.00	13,000.00	10,000.00	.23	
04-10-9-904	Residential Inspections	375.00	3,375.00	.00	12,500.00	.00	22,000.00	.00	34,500.00	34,500.00	.00	
04-10-9-905	Industrial/Inst. Plan Review	1,492.00	1,010.00	59,000.00	57,500.00	42,108.75	.00	.00	99,608.75	40,608.75	.59	
04-10-9-906	Industrial/Inst. Inspections	9,827.50	9,373.00	76,953.50	72,500.00	42,108.75	.00	.00	114,608.75	37,655.25	.67	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
Account Number	Account Title	Prior year 2 Actual YTD	Prior year Actual YTD	Current year Actual YTD	Current Year Approved Budget	Budget Staff	Budget Council	Approved By Ordinance	Current Year Amended Budget	Budget Remaining YTD	Budget Used YTD - %	
04-10-9-908	Storm Water Plan Review	.00	480.00	.00	1,000.00	.00	.00	.00	1,000.00	1,000.00	.00	
04-10-9-909	Storm Water Inspections	.00	240.00	.00	1,500.00	.00	.00	.00	1,500.00	1,500.00	.00	
04-10-9-912	Road Excavation Bond Return	5,000.00	.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
04-10-9-920	Miscellaneous Expense	.00	114.69	.00	2,600.00	.00	.00	.00	2,600.00	2,600.00	.00	
Total OTHER:		42,987.50	40,011.84	144,257.00	260,100.00	84,217.50	27,500.00	.00	371,817.50	227,560.50	.39	
BUILDING DEPARTMENT FUND Revenue Total:		65,442.71	77,757.22	149,651.97	312,500.00	84,217.50	27,500.00	.00	424,217.50	274,565.53	.35	
BUILDING DEPARTMENT FUND Expenditure Total:		51,994.71	41,130.66	170,897.20	312,500.00	84,217.50	27,500.00	.00	424,217.50	253,320.30	.40	
Net Total BUILDING DEPARTMENT FUND:		13,448.00	36,626.56	21,245.23-	.00	.00	.00	.00	.00	21,245.23	.00	
Net Grand Totals:		13,448.00	36,626.56	21,245.23-	.00	.00	.00	.00	.00	21,245.23	.00	

Account Number	Account Title	2014-14 Prior year 2 Actual YTD	2015-15 Prior year Actual YTD	2016 Current year Actual YTD	2016-16 Current Year Approved Budget	Amendments Budget Staff	Amendments Budget Council	Amendments Approved By Ordinance	2016-16 Current Year Amended Budget	Current Year Budget Remaining YTD	Current Year Budget Used YTD - %	Notes
BED TAX FUND												
REVENUE												
BED TAX FUND												
05-00-3-900	Bed Taxes	.00	69,694.28	61,442.86	90,000.00	.00	.00	.00	90,000.00	28,557.14	.68	
Total BED TAX FUND:		.00	69,694.28	61,442.86	90,000.00	.00	.00	.00	90,000.00	28,557.14	.68	
Total REVENUE:		.00	69,694.28	61,442.86	90,000.00	.00	.00	.00	90,000.00	28,557.14	.68	
EXPENDITURES												
05-10-9-500	Grant Disbursment Expense	.00	17,271.01	56,884.87	67,500.00	.00	.00	.00	67,500.00	10,615.13	.84	
05-10-9-510	Explore Alaska	.00	12,363.94	.00	.00	.00	.00	.00	.00	.00	.00	
05-10-9-520	NP Chamber	.00	6,755.09	.00	.00	.00	.00	.00	.00	.00	.00	
05-10-9-530	NP Economic Development	.00	2,995.71	.00	.00	.00	.00	.00	.00	.00	.00	
05-10-9-999	Transfer Out	.00	.00	.00	22,500.00	.00	.00	.00	22,500.00	22,500.00	.00	
Total EXPENDITURES:		.00	39,385.75	56,884.87	90,000.00	.00	.00	.00	90,000.00	33,115.13	.63	
BED TAX FUND Revenue Total:		.00	69,694.28	61,442.86	90,000.00	.00	.00	.00	90,000.00	28,557.14	.68	
BED TAX FUND Expenditure Total:		.00	39,385.75	56,884.87	90,000.00	.00	.00	.00	90,000.00	33,115.13	.63	
Net Total BED TAX FUND:		.00	30,308.53	4,557.99	.00	.00	.00	.00	.00	4,557.99-	.00	
Net Grand Totals:		.00	30,308.53	4,557.99	.00	.00	.00	.00	.00	4,557.99-	.00	

Account Number	Account Title	2014-14 Prior year 2 Actual YTD	2015-15 Prior year Actual YTD	2016 Current year Actual YTD	2016-16 Current Year Approved Budget	Amendments Budget Staff	Amendments Budget Council	Amendments Approved By Ordinance	2016-16 Current Year Amended Budget	Current Year Budget Remaining YTD	Current Year Budget Used YTD - %	Notes
BED TAX FUND												
REVENUE												
BED TAX FUND												
05-00-3-900	Bed Taxes	.00	77,110.97	61,442.86	90,000.00	.00	.00	.00	90,000.00	28,557.14	.68	
Total BED TAX FUND:		.00	77,110.97	61,442.86	90,000.00	.00	.00	.00	90,000.00	28,557.14	.68	
Total REVENUE:		.00	77,110.97	61,442.86	90,000.00	.00	.00	.00	90,000.00	28,557.14	.68	
PURCHASED SERVICES												
05-10-2-200	Advertising	.00	225.00	.00	.00	.00	.00	.00	.00	.00	.00	
Total PURCHASED SERVICES:		.00	225.00	.00	.00	.00	.00	.00	.00	.00	.00	
EXPENDITURES												
05-10-9-500	Grant Disbursment Expense	.00	17,271.01	56,884.87	67,500.00	.00	.00	.00	67,500.00	10,615.13	.84	
05-10-9-510	Explore Alaska	.00	13,507.02	.00	.00	.00	.00	.00	.00	.00	.00	
05-10-9-520	NP Chamber	.00	6,755.09	.00	.00	.00	.00	.00	.00	.00	.00	
05-10-9-530	NP Economic Development	.00	2,995.71	.00	.00	.00	.00	.00	.00	.00	.00	
05-10-9-999	Transfer Out	.00	.00	.00	22,500.00	.00	.00	.00	22,500.00	22,500.00	.00	
Total EXPENDITURES:		.00	40,528.83	56,884.87	90,000.00	.00	.00	.00	90,000.00	33,115.13	.63	
BED TAX FUND Revenue Total:		.00	77,110.97	61,442.86	90,000.00	.00	.00	.00	90,000.00	28,557.14	.68	
BED TAX FUND Expenditure Total:		.00	40,753.83	56,884.87	90,000.00	.00	.00	.00	90,000.00	33,115.13	.63	
Net Total BED TAX FUND:		.00	36,357.14	4,557.99	.00	.00	.00	.00	.00	4,557.99-	.00	
Net Grand Totals:		.00	36,357.14	4,557.99	.00	.00	.00	.00	.00	4,557.99-	.00	

Account NumberAccount Title		2014-14 Prior year 2 Actual YTD	2015-15 Prior year Actual YTD	2016 Current year Actual YTD	2016-16 Current Year Approved Budget	Amendments Budget Staff	Amendments Budget Council	Amendments Approved By Ordinance	2016-16 Current Year Amended Budget	Current Year Budget Remaining YTD	Current Year Budget Used YTD - %	Notes
NORTH POLE FESTIVAL FUND												
REVENUE												
08-00-3-900	Summer-Festival	7,840.00	6,625.00	1,350.00	7,500.00	.00	.00	.00	7,500.00	6,150.00	.18	
08-00-3-905	Other- Festivals	.00	.00	.00	1,000.00	.00	.00	.00	1,000.00	1,000.00	.00	
Total REVENUE:		7,840.00	6,625.00	1,350.00	8,500.00	.00	.00	.00	8,500.00	7,150.00	.16	
OTHER												
08-10-9-900	Summer - Festival Expenditures	7,088.08	5,581.91	3,590.71	7,500.00	.00	75.00-	.00	7,425.00	3,834.29	.48	
08-10-9-905	Other-Festivals Expenses	.00	.00	31.00	.00	.00	75.00	.00	75.00	44.00	.41	
08-10-9-999	Transfer Out	.00	.00	.00	1,000.00	.00	.00	.00	1,000.00	1,000.00	.00	
Total OTHER:		7,088.08	5,581.91	3,621.71	8,500.00	.00	.00	.00	8,500.00	4,878.29	.43	
NORTH POLE FESTIVAL FUND Revenue Total:		7,840.00	6,625.00	1,350.00	8,500.00	.00	.00	.00	8,500.00	7,150.00	.16	
NORTH POLE FESTIVAL FUND Expenditure Total:		7,088.08	5,581.91	3,621.71	8,500.00	.00	.00	.00	8,500.00	4,878.29	.43	
Net Total NORTH POLE FESTIVAL FUND:		751.92	1,043.09	2,271.71-	.00	.00	.00	.00	.00	2,271.71	.00	
Net Grand Totals:		751.92	1,043.09	2,271.71-	.00	.00	.00	.00	.00	2,271.71	.00	

Account Number	Account Title	2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
		Prior year 2 Actual YTD	Prior year Actual YTD	Current year Actual YTD	Current Year Approved Budget	Budget Staff	Budget Council	Approved By Ordinance	Current Year Amended Budget	Budget Remaining YTD	Budget Used YTD - %	
LITIGATION FUND												
Location: 3												
10-00-3-999	Transfer In	.00	.00	100,000.00	.00	100,000.00	.00	.00	100,000.00	.00	1.00	
	Total Location: 3:	.00	.00	100,000.00	.00	100,000.00	.00	.00	100,000.00	.00	1.00	
Location: 2												
10-10-2-225	Legal Fees	.00	.00	7,830.40	.00	50,000.00	.00	.00	50,000.00	42,169.60	.16	
	Total Location: 2:	.00	.00	7,830.40	.00	50,000.00	.00	.00	50,000.00	42,169.60	.16	
OTHER												
10-10-9-920	Miscellaneous Expense	.00	.00	20,622.33	.00	50,000.00	.00	.00	50,000.00	29,377.67	.41	
	Total OTHER:	.00	.00	20,622.33	.00	50,000.00	.00	.00	50,000.00	29,377.67	.41	
	LITIGATION FUND Revenue Total:	.00	.00	100,000.00	.00	100,000.00	.00	.00	100,000.00	.00	1.00	
	LITIGATION FUND Expenditure Total:	.00	.00	28,452.73	.00	100,000.00	.00	.00	100,000.00	71,547.27	.28	
	Net Total LITIGATION FUND:	.00	.00	71,547.27	.00	.00	.00	.00	.00	71,547.27-	.00	
	Net Grand Totals:	.00	.00	71,547.27	.00	.00	.00	.00	.00	71,547.27-	.00	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Notes
Account Number	Account Title	Prior year 2	Prior year	Current year	Current Year	Budget	Budget	Approved By	Current Year	Budget	Budget	
		Actual YTD	Actual YTD	Actual YTD	Approved Budget	Staff	Council	Ordinance	Amended Budget	Remaining YTD	Used YTD - %	
JUSTICE - ASSET FORFEITURE												
REVENUE												
12-00-3-900	Revenue	2,397.16	58,474.69	.00	.00	.00	.00	.00	.00	.00	.00	
12-00-3-999	Transfer In	.00	.00	.00	110,000.00	.00	.00	.00	110,000.00	110,000.00	.00	
Total REVENUE:		2,397.16	58,474.69	.00	110,000.00	.00	.00	.00	110,000.00	110,000.00	.00	
OTHER												
12-10-9-920	Expenses	.00	12,844.39	20,280.85	110,000.00	.00	20,000.00-	.00	90,000.00	69,719.15	.23	
12-10-9-925	Equipment	.00	.00	19,858.00	.00	.00	20,000.00	.00	20,000.00	142.00	.99	
Total OTHER:		.00	12,844.39	40,138.85	110,000.00	.00	.00	.00	110,000.00	69,861.15	.36	
JUSTICE - ASSET FORFEITURE Revenue Total:		2,397.16	58,474.69	.00	110,000.00	.00	.00	.00	110,000.00	110,000.00	.00	
JUSTICE - ASSET FORFEITURE Expenditure Total:		.00	12,844.39	40,138.85	110,000.00	.00	.00	.00	110,000.00	69,861.15	.36	
Net Total JUSTICE - ASSET FORFEITURE:		2,397.16	45,630.30	40,138.85-	.00	.00	.00	.00	.00	40,138.85	.00	
Net Grand Totals:		2,397.16	45,630.30	40,138.85-	.00	.00	.00	.00	.00	40,138.85	.00	

Account NumberAccount Title		2014-14 Prior year 2 Actual YTD	2015-15 Prior year Actual YTD	2016 Current year Actual YTD	2016-16 Current Year Approved Budget	Amendments Budget Staff	Amendments Budget Council	Amendments Approved By Ordinance	2016-16 Current Year Amended Budget	Current Year Budget Remaining YTD	Current Year Budget Used YTD - %	Notes
STATE FORFEITURES												
REVENUE												
13-00-3-900	State Forfeiture Revenue	12,871.47	.00	457.12	.00	.00	457.12	.00	457.12	.00	1.00	
13-00-3-999	Transfer In	.00	.00	.00	8,500.00	.00	.00	.00	8,500.00	8,500.00	.00	
Total REVENUE:		12,871.47	.00	457.12	8,500.00	.00	457.12	.00	8,957.12	8,500.00	.05	
OTHER												
13-10-9-600	State Forfeiture Expenses	5,152.33	3,532.71	.00	8,500.00	.00	457.12	.00	8,957.12	8,957.12	.00	
13-10-9-999	Transfer Out	17,632.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
Total OTHER:		22,784.33	3,532.71	.00	8,500.00	.00	457.12	.00	8,957.12	8,957.12	.00	
STATE FORFEITURES Revenue Total:		12,871.47	.00	457.12	8,500.00	.00	457.12	.00	8,957.12	8,500.00	.05	
STATE FORFEITURES Expenditure Total:		22,784.33	3,532.71	.00	8,500.00	.00	457.12	.00	8,957.12	8,957.12	.00	
Net Total STATE FORFEITURES:		9,912.86-	3,532.71-	457.12	.00	.00	.00	.00	.00	457.12-	.00	
Net Grand Totals:		9,912.86-	3,532.71-	457.12	.00	.00	.00	.00	.00	457.12-	.00	

Account NumberAccount Title		2014-14 Prior year 2 Actual YTD	2015-15 Prior year Actual YTD	2016 Current year Actual YTD	2016-16 Current Year Approved Budget	Amendments Budget Staff	Amendments Budget Council	Amendments Approved By Ordinance	2016-16 Current Year Amended Budget	Current Year Budget Remaining YTD	Current Year Budget Used YTD - %	Notes
TREASURY - ASSET FORFEITURES												
REVENUE												
14-00-3-900	IRS Forfeitures	185,686.75	.00	.00	.00	.00	.00	.00	.00	.00	.00	
Total REVENUE:		185,686.75	.00	.00	.00	.00	.00	.00	.00	.00	.00	
Location: 9												
14-00-9-999	Transfer In	.00	.00	.00	34,000.00	.00	.00	.00	34,000.00	34,000.00	.00	
Total Location: 9:		.00	.00	.00	34,000.00	.00	.00	.00	34,000.00	34,000.00	.00	
OTHER												
14-10-9-910	Bank Fees	.00	.00	24.36	.00	.00	50.00	.00	50.00	25.64	.49	
14-10-9-920	Expense	85,090.00	54,000.45	17,020.83	34,000.00	.00	50.00-	.00	33,950.00	16,929.17	.50	
Total OTHER:		85,090.00	54,000.45	17,045.19	34,000.00	.00	.00	.00	34,000.00	16,954.81	.50	
TREASURY - ASSET FORFEITURES Revenue Total:		185,686.75	.00	.00	34,000.00	.00	.00	.00	34,000.00	34,000.00	.00	
TREASURY - ASSET FORFEITURES Expenditure Total:		85,090.00	54,000.45	17,045.19	34,000.00	.00	.00	.00	34,000.00	16,954.81	.50	
Net Total TREASURY - ASSET FORFEITURES:		100,596.75	54,000.45-	17,045.19-	.00	.00	.00	.00	.00	17,045.19	.00	
Net Grand Totals:		100,596.75	54,000.45-	17,045.19-	.00	.00	.00	.00	.00	17,045.19	.00	

Account NumberAccount Title		2014-14 Prior year 2 Actual YTD	2015-15 Prior year Actual YTD	2016 Current year Actual YTD	2016-16 Current Year Approved Budget	Amendments Budget Staff	Amendments Budget Council	Amendments Approved By Ordinance	2016-16 Current Year Amended Budget	Current Year Budget Remaining YTD	Current Year Budget Used YTD - %	Notes
IMPOUND LOT												
REVENUE												
15-00-3-900	Impound Fee	19,584.00	11,520.00	16,128.00	25,000.00	.00	200.00	.00	25,200.00	9,072.00	.64	
Total REVENUE:		19,584.00	11,520.00	16,128.00	25,000.00	.00	200.00	.00	25,200.00	9,072.00	.64	
PURCHASED SERVICES												
15-10-2-210	Credit Card Fees	.00	.00	93.09	.00	.00	200.00	.00	200.00	106.91	.47	
Total PURCHASED SERVICES:		.00	.00	93.09	.00	.00	200.00	.00	200.00	106.91	.47	
OTHER												
15-10-9-925	Impound Refund	384.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
15-10-9-999	Transfer Out	.00	.00	.00	25,000.00	.00	.00	.00	25,000.00	25,000.00	.00	
Total OTHER:		384.00	.00	.00	25,000.00	.00	.00	.00	25,000.00	25,000.00	.00	
IMPOUND LOT Revenue Total:		19,584.00	11,520.00	16,128.00	25,000.00	.00	200.00	.00	25,200.00	9,072.00	.64	
IMPOUND LOT Expenditure Total:		384.00	.00	93.09	25,000.00	.00	200.00	.00	25,200.00	25,106.91	.00	
Net Total IMPOUND LOT:		19,200.00	11,520.00	16,034.91	.00	.00	.00	.00	.00	16,034.91-	.00	
Net Grand Totals:		19,200.00	11,520.00	16,034.91	.00	.00	.00	.00	.00	16,034.91-	.00	

Account Number	Account Title	2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Notes
		Prior year 2	Prior year	Current year	Current Year	Budget	Budget	Approved By	Current Year	Budget	Budget	
		Actual YTD	Actual YTD	Actual YTD	Approved Budget	Staff	Council	Ordinance	Amended Budget	Remaining YTD	Used YTD - %	
Net Grand Totals:		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	

Account Number	Account Title	2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Notes
		Prior year 2 Actual YTD	Prior year Actual YTD	Current year Actual YTD	Current Year Approved Budget	Budget Staff	Budget Council	Approved By Ordinance	Current Year Amended Budget	Budget Remaining YTD	Budget Used YTD - %	
FIRE FLEET RESERVES												
REVENUE												
22-00-3-900	Vehicle Sale	.00	.00	6,900.00	.00	.00	6,900.00	.00	6,900.00	.00	1.00	
Total REVENUE:		.00	.00	6,900.00	.00	.00	6,900.00	.00	6,900.00	.00	1.00	
OTHER												
22-10-9-999	Transfer Out	.00	.00	.00	.00	.00	6,900.00	.00	6,900.00	6,900.00	.00	
Total OTHER:		.00	.00	.00	.00	.00	6,900.00	.00	6,900.00	6,900.00	.00	
FIRE FLEET RESERVES Revenue Total:		.00	.00	6,900.00	.00	.00	6,900.00	.00	6,900.00	.00	1.00	
FIRE FLEET RESERVES Expenditure Total:		.00	.00	.00	.00	.00	6,900.00	.00	6,900.00	6,900.00	.00	
Net Total FIRE FLEET RESERVES:		.00	.00	6,900.00	.00	.00	.00	.00	.00	6,900.00-	.00	
Net Grand Totals:		.00	.00	6,900.00	.00	.00	.00	.00	.00	6,900.00-	.00	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Notes
		Prior year 2	Prior year	Current year	Current Year	Budget	Budget	Approved By	Current Year	Budget	Budget	
Account Number	Account Title	Actual YTD	Actual YTD	Actual YTD	Approved Budget	Staff	Council	Ordinance	Amended Budget	Remaining YTD	Used YTD - %	
POLICE FLEET RESERVES												
REVENUE												
23-00-3-900	Vehicle Sale	.00	.00	8,364.00	.00	.00	8,364.00	.00	8,364.00	.00	1.00	
23-00-3-999	Transfer In	.00	.00	24,500.00	24,500.00	.00	24,275.46	.00	48,775.46	24,275.46	.50	
Total REVENUE:		.00	.00	32,864.00	24,500.00	.00	32,639.46	.00	57,139.46	24,275.46	.58	
OTHER												
23-10-9-922	Vehicle Purchase	.00	.00	85,905.46	61,630.00	.00	24,275.46	.00	85,905.46	.00	1.00	
23-10-9-999	Transfer Out	.00	.00	.00	.00	.00	8,364.00	.00	8,364.00	8,364.00	.00	
Total OTHER:		.00	.00	85,905.46	61,630.00	.00	32,639.46	.00	94,269.46	8,364.00	.91	
POLICE FLEET RESERVES Revenue Total:		.00	.00	32,864.00	24,500.00	.00	32,639.46	.00	57,139.46	24,275.46	.58	
POLICE FLEET RESERVES Expenditure Total:		.00	.00	85,905.46	61,630.00	.00	32,639.46	.00	94,269.46	8,364.00	.91	
Net Total POLICE FLEET RESERVES:		.00	.00	53,041.46-	37,130.00-	.00	.00	.00	37,130.00-	15,911.46	1.43	
Net Grand Totals:		.00	.00	53,041.46-	37,130.00-	.00	.00	.00	37,130.00-	15,911.46	1.43	

Account Number	Account Title	2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
		Prior year 2 Actual YTD	Prior year Actual YTD	Current year Actual YTD	Current Year Approved Budget	Budget Staff	Budget Council	Approved By Ordinance	Current Year Amended Budget	Budget Remaining YTD	Budget Used YTD - %	
PUBLIC WORKS GRANTS & DONATION												
GRANT REVENUE												
33-00-3-300	FNSB Beautification Grant Rev	.00	.00	10,000.00	10,000.00	.00	.00	.00	10,000.00	.00	1.00	
33-00-3-302	FNSB Economic Development	.00	.00	.00	.00	.00	10,000.00	.00	10,000.00	10,000.00	.00	
33-00-3-305	FNSB Memorial Park Grant Reven	.00	.00	15,000.00	15,000.00	.00	.00	.00	15,000.00	.00	1.00	
33-00-3-999	Transfer In	.00	.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
Total GRANT REVENUE:		.00	.00	25,000.00	30,000.00	.00	10,000.00	.00	40,000.00	15,000.00	.63	
DONATIONS												
33-00-4-310	Exercise Trail Donations	5,000.00	.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
33-00-4-315	NP Memorial Park Donations	.00	.00	31,900.00	30,000.00	.00	2,000.00	.00	32,000.00	100.00	1.00	
33-00-4-320	Terry Miller Park Donations	.00	25,000.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
Total DONATIONS:		5,000.00	25,000.00	31,900.00	40,000.00	.00	2,000.00	.00	42,000.00	10,100.00	.76	
OTHER												
33-01-9-500	FNSB Beautification Expenses	.00	.00	10,000.00	10,000.00	.00	.00	.00	10,000.00	.00	1.00	
Total OTHER:		.00	.00	10,000.00	10,000.00	.00	.00	.00	10,000.00	.00	1.00	
OTHER												
33-02-9-502	FNSB Economic Development Exp	.00	.00	1,657.44	.00	.00	10,000.00	.00	10,000.00	8,342.56	.17	
33-02-9-505	FNSB Memorial Park Expenses	.00	.00	15,000.00	.00	.00	.00	.00	.00	15,000.00-	.00	
Total OTHER:		.00	.00	16,657.44	.00	.00	10,000.00	.00	10,000.00	6,657.44-	1.67	
OTHER												
33-03-9-510	Exercise Trail - Expenses	.00	.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
Total OTHER:		.00	.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
OTHER												
33-04-9-515	NP Memorial Park Expenses	.00	.00	7,364.28	50,000.00	.00	2,000.00	.00	52,000.00	44,635.72	.14	
Total OTHER:		.00	.00	7,364.28	50,000.00	.00	2,000.00	.00	52,000.00	44,635.72	.14	
OTHER												
33-05-9-520	Terry Miller Park Expenses	.00	.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
Total OTHER:		.00	.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
PUBLIC WORKS GRANTS & DONATION Revenue Total:		5,000.00	25,000.00	56,900.00	70,000.00	.00	12,000.00	.00	82,000.00	25,100.00	.69	
PUBLIC WORKS GRANTS & DONATION Expenditure Total:		.00	.00	34,021.72	70,000.00	.00	12,000.00	.00	82,000.00	47,978.28	.41	
Net Total PUBLIC WORKS GRANTS & DONATION:		5,000.00	25,000.00	22,878.28	.00	.00	.00	.00	.00	22,878.28-	.00	
Net Grand Totals:		5,000.00	25,000.00	22,878.28	.00	.00	.00	.00	.00	22,878.28-	.00	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Notes	
Account Number	Account Title	Prior year 2	Prior year	Current year	Current Year	Budget	Budget	Approved By	Current Year	Budget	Budget		
		Actual YTD	Actual YTD	Actual YTD	Approved Budget	Staff	Council	Ordinance	Amended Budget	Remaining YTD	Used YTD - %		
UTILITY FLEET RESERVES													
REVENUE													
25-00-3-999	Transfer In	109,630.00-	.00	.00	22,500.00	.00	.00	.00	22,500.00	22,500.00	.00		
Total REVENUE:		109,630.00-	.00	.00	22,500.00	.00	.00	.00	22,500.00	22,500.00	.00		
INFRASTRUCTURE OUTLAY													
25-10-7-001	Utility Truck	25,674.00	.00	.00	.00	.00	.00	.00	.00	.00	.00		
Total INFRASTRUCTURE OUTLAY:		25,674.00	.00	.00	.00	.00	.00	.00	.00	.00	.00		
OTHER													
25-10-9-999	Transfer Out - To Purchase Veh	.00	.00	.00	22,500.00	.00	.00	.00	22,500.00	22,500.00	.00		
Total OTHER:		.00	.00	.00	22,500.00	.00	.00	.00	22,500.00	22,500.00	.00		
UTILITY FLEET RESERVES Revenue Total:		109,630.00-	.00	.00	22,500.00	.00	.00	.00	22,500.00	22,500.00	.00		
UTILITY FLEET RESERVES Expenditure Total:		25,674.00	.00	.00	22,500.00	.00	.00	.00	22,500.00	22,500.00	.00		
Net Total UTILITY FLEET RESERVES:		135,304.00-	.00	.00	.00	.00	.00	.00	.00	.00	.00		
Net Grand Totals:		135,304.00-	.00	.00	.00	.00	.00	.00	.00	.00	.00		

Account Number	Account Title	2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
		Prior year 2	Prior year	Current year	Current Year	Budget	Budget	Approved By	Current Year	Budget	Budget	
		Actual YTD	Actual YTD	Actual YTD	Approved Budget	Staff	Council	Ordinance	Amended Budget	Remaining YTD	Used YTD - %	
ADMIN GRANT FUND												
GRANT REVENUE												
30-00-3-901	Archive Grant Rev 14-DC-112	67,818.52	11,125.14	17,435.15	32,000.00	.00	.00	.00	32,000.00	14,564.85	.54	
30-00-3-902	CH & PD Redesign 15-DC-116	.00	.00	5,485.80	300,000.00	.00	300,000.00	.00	600,000.00	594,514.20	.01	
30-00-3-903	Strategic Planning 15-RR-006	.00	.00	29,381.91	380,000.00	.00	.00	.00	380,000.00	350,618.09	.08	
30-00-3-904	Strategic Planning 15-DC-117	.00	.00	4,364.25	71,000.00	.00	.00	.00	71,000.00	66,635.75	.06	
Total GRANT REVENUE:		67,818.52	11,125.14	56,667.11	783,000.00	.00	300,000.00	.00	1,083,000.00	1,026,332.89	.05	
SALARIES & BENEFITS												
30-01-1-001	Archives - Salaries	10,594.94	19,905.02	.00	.00	.00	.00	.00	.00	.00	.00	
30-01-1-003	Archives - Benefits	878.08	1,552.27	.00	.00	.00	.00	.00	.00	.00	.00	
Total SALARIES & BENEFITS:		11,473.02	21,457.29	.00	.00	.00	.00	.00	.00	.00	.00	
OTHER												
30-01-9-112	Archives - Expenses	69,183.01	6,294.75	21,018.65	32,000.00	.00	.00	.00	32,000.00	10,981.35	.66	
Total OTHER:		69,183.01	6,294.75	21,018.65	32,000.00	.00	.00	.00	32,000.00	10,981.35	.66	
OTHER												
30-02-9-116	CH & PD Redesign Expense	.00	.00	25,708.80	300,000.00	.00	.00	.00	300,000.00	274,291.20	.09	
Total OTHER:		.00	.00	25,708.80	300,000.00	.00	.00	.00	300,000.00	274,291.20	.09	
OTHER												
30-03-9-006	Strategic Plan Grant 15-RR-006	.00	27,899.14	34,128.31	80,000.00	.00	.00	.00	80,000.00	45,871.69	.43	
30-03-9-007	Strategic Plan Grant 15-DC-117	.00	.00	12,888.60	71,000.00	.00	.00	.00	71,000.00	58,111.40	.18	
Total OTHER:		.00	27,899.14	47,016.91	151,000.00	.00	.00	.00	151,000.00	103,983.09	.31	
ADMIN GRANT FUND Revenue Total:		67,818.52	11,125.14	56,667.11	783,000.00	.00	300,000.00	.00	1,083,000.00	1,026,332.89	.05	
ADMIN GRANT FUND Expenditure Total:		80,656.03	55,651.18	93,744.36	483,000.00	.00	.00	.00	483,000.00	389,255.64	.19	
Net Total ADMIN GRANT FUND:		12,837.51-	44,526.04-	37,077.25-	300,000.00	.00	300,000.00	.00	600,000.00	637,077.25	.06-	
Net Grand Totals:		12,837.51-	44,526.04-	37,077.25-	300,000.00	.00	300,000.00	.00	600,000.00	637,077.25	.06-	

[illegible]

Account Number	Account Title	2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
		Prior year 2	Prior year	Current year	Current Year	Budget	Budget	Approved By	Current Year	Budget	Budget	
		Actual YTD	Actual YTD	Actual YTD	Approved Budget	Staff	Council	Ordinance	Amended Budget	Remaining YTD	Used YTD - %	
31-13-1-004	SHSP - PERS	1,518.62	.00	.00	.00	.00	.00	.00	.00	.00	.00	
31-13-1-007	SHSP - Overtime	19,806.76	.00	.00	.00	.00	.00	.00	.00	.00	.00	
Total SALARIES & BENEFITS:		24,573.88	.00	.00	.00	.00	.00	.00	.00	.00	.00	
OTHER												
31-13-9-014	SHSP 2014 Rescue Equipment	5,413.32	26,453.83	21,686.25	21,838.00	.00	.00	.00	21,838.00	151.75	.99	
31-13-9-015	SHSP 2014 EOC Equipment	.00	.00	35,151.25	35,000.00	.00	.00	.00	35,000.00	151.25-	1.00	
31-13-9-016	SHSP 2014 Preparedness Equipmen	.00	.00	.00	6,500.00	.00	.00	.00	6,500.00	6,500.00	.00	
Total OTHER:		5,413.32	26,453.83	56,837.50	63,338.00	.00	.00	.00	63,338.00	6,500.50	.90	
OTHER												
31-14-9-520	SHSP 2015 Active Shooter Train	.00	6,430.76	5,901.01	17,571.00	.00	.00	.00	17,571.00	11,669.99	.34	
31-14-9-521	SHSP15 Prepar Conference Trave	.00	271.70	915.95	9,678.00	.00	.00	.00	9,678.00	8,762.05	.09	
31-14-9-522	SHSP 2015 Preparedness Expo	.00	.00	.00	6,500.00	.00	.00	.00	6,500.00	6,500.00	.00	
31-14-9-523	SHSP 2015 Door Security Upgrad	.00	.00	.00	123,661.00	.00	.00	.00	123,661.00	123,661.00	.00	
31-14-9-524	SHSP 2015 Exercise Participati	.00	.00	.00	12,896.00	.00	.00	.00	12,896.00	12,896.00	.00	
31-14-9-525	SHSP 2015 Exercise Travel	.00	.00	594.34	5,946.00	.00	.00	.00	5,946.00	5,351.66	.10	
31-14-9-526	SHSP 2015 State Deliver Train	.00	.00	.00	4,489.00	.00	.00	.00	4,489.00	4,489.00	.00	
Total OTHER:		.00	6,702.46	7,411.30	180,741.00	.00	.00	.00	180,741.00	173,329.70	.04	
FIRE DEPARTMENT GRANTS Revenue Total:		59,768.62-	58,225.26	80,488.95	257,079.00	.00	.00	.00	257,079.00	176,590.05	.31	
FIRE DEPARTMENT GRANTS Expenditure Total:		87,219.86	78,872.81	64,493.20	257,079.00	.00	.00	.00	257,079.00	192,585.80	.25	
Net Total FIRE DEPARTMENT GRANTS:		146,988.48-	20,647.55-	15,995.75	.00	.00	.00	.00	.00	15,995.75-	.00	
Net Grand Totals:		146,988.48-	20,647.55-	15,995.75	.00	.00	.00	.00	.00	15,995.75-	.00	

Account Number	Account Title	2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
		Prior year 2 Actual YTD	Prior year Actual YTD	Current year Actual YTD	Current Year Approved Budget	Budget Staff	Budget Council	Approved By Ordinance	Current Year Amended Budget	Budget Remaining YTD	Budget Used YTD - %	
PUBLIC WORKS GRANTS & DONATION												
GRANT REVENUE												
33-00-3-300	FNSB Beautification Grant Rev	.00	.00	10,000.00	10,000.00	.00	.00	.00	10,000.00	.00	1.00	
33-00-3-302	FNSB Economic Development	.00	.00	.00	.00	.00	10,000.00	.00	10,000.00	10,000.00	.00	
33-00-3-305	FNSB Memorial Park Grant Reven	.00	.00	15,000.00	15,000.00	.00	.00	.00	15,000.00	.00	1.00	
33-00-3-999	Transfer In	.00	.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
Total GRANT REVENUE:		.00	.00	25,000.00	30,000.00	.00	10,000.00	.00	40,000.00	15,000.00	.63	
DONATIONS												
33-00-4-310	Exercise Trail Donations	5,000.00	.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
33-00-4-315	NP Memorial Park Donations	.00	.00	31,900.00	30,000.00	.00	2,000.00	.00	32,000.00	100.00	1.00	
33-00-4-320	Terry Miller Park Donations	.00	25,000.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
Total DONATIONS:		5,000.00	25,000.00	31,900.00	40,000.00	.00	2,000.00	.00	42,000.00	10,100.00	.76	
OTHER												
33-01-9-500	FNSB Beautification Expenses	.00	.00	10,000.00	10,000.00	.00	.00	.00	10,000.00	.00	1.00	
Total OTHER:		.00	.00	10,000.00	10,000.00	.00	.00	.00	10,000.00	.00	1.00	
OTHER												
33-02-9-502	FNSB Economic Development Exp	.00	.00	1,657.44	.00	.00	10,000.00	.00	10,000.00	8,342.56	.17	
33-02-9-505	FNSB Memorial Park Expenses	.00	.00	15,000.00	.00	.00	.00	.00	.00	15,000.00-	.00	
Total OTHER:		.00	.00	16,657.44	.00	.00	10,000.00	.00	10,000.00	6,657.44-	1.67	
OTHER												
33-03-9-510	Exercise Trail - Expenses	.00	.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
Total OTHER:		.00	.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
OTHER												
33-04-9-515	NP Memorial Park Expenses	.00	.00	7,364.28	50,000.00	.00	2,000.00	.00	52,000.00	44,635.72	.14	
Total OTHER:		.00	.00	7,364.28	50,000.00	.00	2,000.00	.00	52,000.00	44,635.72	.14	
OTHER												
33-05-9-520	Terry Miller Park Expenses	.00	.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
Total OTHER:		.00	.00	.00	5,000.00	.00	.00	.00	5,000.00	5,000.00	.00	
PUBLIC WORKS GRANTS & DONATION Revenue Total:		5,000.00	25,000.00	56,900.00	70,000.00	.00	12,000.00	.00	82,000.00	25,100.00	.69	
PUBLIC WORKS GRANTS & DONATION Expenditure Total:		.00	.00	34,021.72	70,000.00	.00	12,000.00	.00	82,000.00	47,978.28	.41	
Net Total PUBLIC WORKS GRANTS & DONATION:		5,000.00	25,000.00	22,878.28	.00	.00	.00	.00	.00	22,878.28-	.00	
Net Grand Totals:		5,000.00	25,000.00	22,878.28	.00	.00	.00	.00	.00	22,878.28-	.00	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
Account Number	Account Title	Prior year 2	Prior year	Current year	Current Year	Budget	Budget	Approved By	Current Year	Budget	Budget	
		Actual YTD	Actual YTD	Actual YTD	Approved Budget	Staff	Council	Ordinance	Amended Budget	Remaining YTD	Used YTD - %	
SALARIES & BENEFITS												
41-10-1-001	Wages: Full Time	114,634.54	119,013.54	107,791.91	153,383.00	.00	.00	.00	153,383.00	45,591.09	.70	
41-10-1-003	Benefits	36,534.26	36,060.35	4,137.67	49,088.00	41,471.00-	.00	.00	7,617.00	3,479.33	.54	
41-10-1-004	PERS	25,020.95	26,894.14	24,043.38	34,085.00	.00	.00	.00	34,085.00	10,041.62	.71	
41-10-1-006	Leave Cash Out	3,468.24	3,214.70	4,214.80	5,000.00	.00	.00	.00	5,000.00	785.20	.84	
41-10-1-007	Overtime: Regular	878.26	3,390.17	1,440.75	4,000.00	.00	.00	.00	4,000.00	2,559.25	.36	
41-10-1-013	Health Insurance	.00	.00	26,793.62	.00	.00	.00	.00	.00	26,793.62-	.00	
Total SALARIES & BENEFITS:		180,536.25	188,572.90	168,422.13	245,556.00	41,471.00-	.00	.00	204,085.00	35,662.87	.83	
PURCHASED SERVICES												
41-10-2-200	Advertising	946.68	721.48	858.13	3,200.00	.00	.00	.00	3,200.00	2,341.87	.27	
41-10-2-205	Audit & Finance	6,235.56	11,444.10	10,000.00	10,000.00	.00	.00	.00	10,000.00	.00	1.00	
41-10-2-207	Billing Service Fees	3,401.32	3,924.50	2,161.86	3,000.00	.00	.00	.00	3,000.00	838.14	.72	
41-10-2-210	Credit Card Fees	7,484.70	12,454.57	7,324.73	7,500.00	.00	.00	.00	7,500.00	175.27	.98	
41-10-2-215	Insurance	18,869.69	17,306.12	15,129.29	22,000.00	.00	.00	.00	22,000.00	6,870.71	.69	
41-10-2-222	Laboratory Services	11,259.13	6,593.52	6,047.50	10,000.00	.00	.00	.00	10,000.00	3,952.50	.60	
41-10-2-225	Legal Fees	657.81	1,091.88	1,293.36	2,500.00	.00	.00	.00	2,500.00	1,206.64	.52	
41-10-2-230	Maintenance Contracts	.00	.00	1,945.44	.00	3,400.00	.00	.00	3,400.00	1,454.56	.57	
41-10-2-235	Professional Services	.00	15.88	655.61	2,500.00	.00	.00	.00	2,500.00	1,844.39	.26	
Total PURCHASED SERVICES:		48,854.89	53,552.05	45,415.92	60,700.00	3,400.00	.00	.00	64,100.00	18,684.08	.71	
OPERATIONAL EXPENSES												
41-10-3-300	Bad Debt	.00	.00	.00	2,000.00	.00	.00	.00	2,000.00	2,000.00	.00	
41-10-3-305	Electric	85,992.57	75,502.33	64,268.98	127,500.00	.00	.00	.00	127,500.00	63,231.02	.50	
41-10-3-310	Heating Fuel	58,170.35	39,860.45	11,781.75	90,500.00	.00	.00	.00	90,500.00	78,718.25	.13	
41-10-3-320	Phone/Data	8,979.49	9,043.63	8,731.63	13,000.00	.00	.00	.00	13,000.00	4,268.37	.67	
41-10-3-330	Postage	54.75	157.19	.00	2,000.00	.00	.00	.00	2,000.00	2,000.00	.00	
41-10-3-335	Office Equipment & Supplies	1,839.30	3,018.77	325.85	3,500.00	.00	.00	.00	3,500.00	3,174.15	.09	
41-10-3-340	Operational Supplies	10,029.53	10,328.43	9,440.17	27,500.00	3,400.00-	.00	.00	24,100.00	14,659.83	.39	
Total OPERATIONAL EXPENSES:		165,065.99	137,910.80	94,548.38	266,000.00	3,400.00-	.00	.00	262,600.00	168,051.62	.36	
TRAVEL, TRAINING & MEMBERSHIPS												
41-10-5-500	Memberships & Dues	.00	.00	351.00	500.00	.00	.00	.00	500.00	149.00	.70	
41-10-5-510	Travel & Training	511.67	1,808.83	250.00	2,500.00	.00	.00	.00	2,500.00	2,250.00	.10	
Total TRAVEL, TRAINING & MEMBERSHIPS:		511.67	1,808.83	601.00	3,000.00	.00	.00	.00	3,000.00	2,399.00	.20	
VEHICLE, EQUIPMENT EXPENSES												
41-10-6-600	Equipment Repair & Maintenance	2,650.57	4,599.83	1,578.00	10,000.00	.00	.00	.00	10,000.00	8,422.00	.16	
41-10-6-605	Vehicle Gas & Oil	2,697.55	3,099.52	2,426.25	5,000.00	.00	.00	.00	5,000.00	2,573.75	.49	
41-10-6-610	Vehicle Repair & Maintenance	29.30	1,206.60	1,441.56	3,000.00	.00	.00	.00	3,000.00	1,558.44	.48	
Total VEHICLE, EQUIPMENT EXPENSES:		5,377.42	8,905.95	5,445.81	18,000.00	.00	.00	.00	18,000.00	12,554.19	.30	
INFRASTRUCTURE OUTLAY												
41-10-7-031	Snow Removal	3,600.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
41-10-7-700	Building Maintenance	635.57	4,087.68	1,170.75	6,500.00	.00	.00	.00	6,500.00	5,329.25	.18	
41-10-7-705	Equipment Outlay	.00	.00	16,278.70	.00	.00	.00	.00	.00	16,278.70-	.00	
Total INFRASTRUCTURE OUTLAY:		4,235.57	4,087.68	17,449.45	6,500.00	.00	.00	.00	6,500.00	10,949.45-	2.68	
OTHER												
41-10-9-900	Deferred Maintenance Expense	.00	.00	.00	16,250.00	.00	.00	.00	16,250.00	16,250.00	.00	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
Account Number	Account Title	Prior year 2 Actual YTD	Prior year Actual YTD	Current year Actual YTD	Current Year Approved Budget	Budget Staff	Budget Council	Approved By Ordinance	Current Year Amended Budget	Budget Remaining YTD	Budget Used YTD - %	
41-12-9-935	Principal: ACWF #633291	25,096.62	25,473.06	.00	.00	.00	.00	.00	.00	.00	.00	
41-12-9-936	Interest: ACWF Loan #633291	2,331.91	8,328.44	.00	.00	.00	.00	.00	.00	.00	.00	
Total OTHER:		114,227.70	125,173.76	.00	.00	.00	.00	.00	.00	.00	.00	
WATER FUND Revenue Total:		1,433,088.00	1,351,368.60	562,643.54	786,018.00	.00	.00	.00	786,018.00	223,374.46	.72	
WATER FUND Expenditure Total:		913,139.62	925,099.02	336,742.92	786,018.00	41,471.00-	.00	.00	744,547.00	407,804.08	.45	
Net Total WATER FUND:		519,948.38	426,269.58	225,900.62	.00	41,471.00	.00	.00	41,471.00	184,429.62-	5.45	
Net Grand Totals:		519,948.38	426,269.58	225,900.62	.00	41,471.00	.00	.00	41,471.00	184,429.62-	5.45	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
Account Number	Account Title	Prior year 2 Actual YTD	Prior year Actual YTD	Current year Actual YTD	Current Year Approved Budget	Budget Staff	Budget Council	Approved By Ordinance	Current Year Amended Budget	Budget Remaining YTD	Budget Used YTD - %	
SEWER FUND												
SEWER REVENUE												
SEWER FUND												
42-00-3-301	Sewer Usage Revenue	.00	.00	333,829.41	527,302.00	.00	.00	.00	527,302.00	193,472.59	.63	
42-00-3-306	Lab Testing	.00	.00	4,882.25	10,000.00	.00	.00	.00	10,000.00	5,117.75	.49	
42-00-3-308	SID Pretreatment Program	.00	.00	27,878.10	70,000.00	.00	.00	.00	70,000.00	42,121.90	.40	
42-00-3-321	Miscellaneous	.00	.00	654.62	.00	.00	750.00	.00	750.00	95.38	.87	
Total SEWER FUND:		.00	.00	367,244.38	607,302.00	.00	750.00	.00	608,052.00	240,807.62	.60	
Total SEWER REVENUE:		.00	.00	367,244.38	607,302.00	.00	750.00	.00	608,052.00	240,807.62	.60	
FEES & SERVICES												
SEWER FUND												
42-00-5-501	Tie-In Fees	.00	.00	1,800.00	.00	.00	.00	.00	.00	1,800.00-	.00	
42-00-5-601	Sewer Base	.00	.00	33,055.20	69,300.00	.00	.00	.00	69,300.00	36,244.80	.48	
42-00-5-606	Sewer FRR	.00	.00	57,704.09	89,250.00	.00	.00	.00	89,250.00	31,545.91	.65	
42-00-5-609	Sewer FRR Industrial	.00	.00	11,442.45	29,333.00	.00	.00	.00	29,333.00	17,890.55	.39	
42-00-5-830	Sewer Base	.00	.00	11,041.35	.00	.00	.00	.00	.00	11,041.35-	.00	
Total SEWER FUND:		.00	.00	115,043.09	187,883.00	.00	.00	.00	187,883.00	72,839.91	.61	
Total FEES & SERVICES:		.00	.00	115,043.09	187,883.00	.00	.00	.00	187,883.00	72,839.91	.61	
OTHER												
SEWER FUND												
42-00-9-999	Transfers In	.00	.00	.00	749,134.00	.00	.00	.00	749,134.00	749,134.00	.00	
Total SEWER FUND:		.00	.00	.00	749,134.00	.00	.00	.00	749,134.00	749,134.00	.00	
Total OTHER:		.00	.00	.00	749,134.00	.00	.00	.00	749,134.00	749,134.00	.00	
SALARIES & BENEFITS												
42-12-1-001	Wages: Full Time	.00	.00	114,949.01	153,383.00	.00	.00	.00	153,383.00	38,433.99	.75	
42-12-1-003	Benefits	.00	.00	10,304.78	49,051.00	41,471.00-	.00	.00	7,580.00	2,724.78-	1.36	
42-12-1-004	PERS	.00	.00	25,621.64	34,085.00	.00	.00	.00	34,085.00	8,463.36	.75	
42-12-1-006	Leave Cash Out	.00	.00	4,214.80	5,000.00	.00	.00	.00	5,000.00	785.20	.84	
42-12-1-007	Overtime: Regular	.00	.00	1,440.65	5,000.00	.00	.00	.00	5,000.00	3,559.35	.29	
42-12-1-013	Health Insurance	.00	.00	29,049.51	.00	41,471.00	.00	.00	41,471.00	12,421.49	.70	
Total SALARIES & BENEFITS:		.00	.00	185,580.39	246,519.00	.00	.00	.00	246,519.00	60,938.61	.75	
PURCHASED SERVICES												
42-12-2-200	Advertising	.00	.00	773.17	2,500.00	.00	.00	.00	2,500.00	1,726.83	.31	
42-12-2-205	Audit & Finance	.00	.00	10,000.00	10,000.00	.00	.00	.00	10,000.00	.00	1.00	
42-12-2-207	Billing Service Fees	.00	.00	1,442.56	3,000.00	.00	.00	.00	3,000.00	1,557.44	.48	
42-12-2-210	Credit Card Fees	.00	.00	7,324.73	7,500.00	.00	.00	.00	7,500.00	175.27	.98	
42-12-2-215	Insurance	.00	.00	20,813.60	18,000.00	.00	.00	.00	18,000.00	2,813.60-	1.16	
42-12-2-220	IT Services	.00	.00	2,978.00	.00	.00	5,000.00	.00	5,000.00	2,022.00	.60	
42-12-2-222	Laboratory Services	.00	.00	19,389.05	40,000.00	.00	.00	.00	40,000.00	20,610.95	.48	
42-12-2-225	Legal Fees	.00	.00	645.52	2,500.00	.00	.00	.00	2,500.00	1,854.48	.26	
42-12-2-230	Maintenance Contracts	.00	.00	1,934.03	.00	3,400.00	.00	.00	3,400.00	1,465.97	.57	
42-12-2-235	Professional Services	.00	.00	1,027.81	2,500.00	.00	.00	.00	2,500.00	1,472.19	.41	

Account NumberAccount Title		2014-14 Prior year 2 Actual YTD	2015-15 Prior year Actual YTD	2016 Current year Actual YTD	2016-16 Current Year Approved Budget	Amendments Budget Staff	Amendments Budget Council	Amendments Approved By Ordinance	2016-16 Current Year Amended Budget	Current Year Budget Remaining YTD	Current Year Budget Used YTD - %	Budget Notes
Total PURCHASED SERVICES:		.00	.00	66,328.47	86,000.00	3,400.00	5,000.00	.00	94,400.00	28,071.53	.70	
OPERATIONAL EXPENSES												
42-12-3-300	Bad Debts	.00	.00	.00	1,000.00	.00	.00	.00	1,000.00	1,000.00	.00	
42-12-3-305	Electric	.00	.00	39,023.90	84,750.00	.00	.00	.00	84,750.00	45,726.10	.46	
42-12-3-310	Heating Fuel	.00	.00	5,586.69	20,000.00	.00	5,200.00-	.00	14,800.00	9,213.31	.38	
42-12-3-320	Phone/Data	.00	.00	8,280.34	12,450.00	.00	.00	.00	12,450.00	4,169.66	.67	
42-12-3-330	Postage	.00	.00	.00	3,000.00	.00	.00	.00	3,000.00	3,000.00	.00	
42-12-3-335	Office Equipment & Supplies	.00	.00	49.99	2,500.00	.00	.00	.00	2,500.00	2,450.01	.02	
42-12-3-340	Operational Supplies	.00	.00	14,000.64	32,000.00	3,400.00-	.00	.00	28,600.00	14,599.36	.49	
42-12-3-350	Promotions & Apparel	.00	.00	191.88	.00	.00	200.00	.00	200.00	8.12	.96	
Total OPERATIONAL EXPENSES:		.00	.00	67,133.44	155,700.00	3,400.00-	5,000.00-	.00	147,300.00	80,166.56	.46	
TRAVEL, TRAINING & MEMBERSHIPS												
42-12-5-510	Travel & Training	.00	.00	250.00	2,000.00	.00	.00	.00	2,000.00	1,750.00	.13	
Total TRAVEL, TRAINING & MEMBERSHIPS:		.00	.00	250.00	2,000.00	.00	.00	.00	2,000.00	1,750.00	.13	
VEHICLE, EQUIPMENT EXPENSES												
42-12-6-600	Equipment Repair & Maintence	.00	.00	2,142.33	10,000.00	.00	.00	.00	10,000.00	7,857.67	.21	
42-12-6-605	Vehicle Gas & Oil	.00	.00	1,775.28	7,000.00	.00	.00	.00	7,000.00	5,224.72	.25	
42-12-6-610	Vehicle Repair & Maintenance	.00	.00	367.02	4,000.00	.00	.00	.00	4,000.00	3,632.98	.09	
Total VEHICLE, EQUIPMENT EXPENSES:		.00	.00	4,284.63	21,000.00	.00	.00	.00	21,000.00	16,715.37	.20	
INFRASTRUCTURE OUTLAY												
42-12-7-700	Building Maintance	.00	.00	1,988.75	2,500.00	.00	.00	.00	2,500.00	511.25	.80	
42-12-7-705	Equipment Outlay	.00	.00	5,962.24	.00	.00	.00	.00	.00	5,962.24-	.00	
Total INFRASTRUCTURE OUTLAY:		.00	.00	7,950.99	2,500.00	.00	.00	.00	2,500.00	5,450.99-	3.18	
OTHER												
42-12-9-900	Deferred Maintenance Expense	.00	.00	.00	10,000.00	.00	.00	.00	10,000.00	10,000.00	.00	
42-12-9-920	Miscellaneous Expenses	.00	.00	592.50	5,000.00	.00	750.00	.00	5,750.00	5,157.50	.10	
42-12-9-922	Pretreatment Program	.00	.00	47,676.45	70,000.00	.00	.00	.00	70,000.00	22,323.55	.68	
42-12-9-931	Highway Park Revenue Bond - In	.00	.00	12,310.21	.00	.00	.00	.00	.00	12,310.21-	.00	
42-12-9-935	ACWF Loan #633291 - Principal	.00	.00	.00	25,856.00	.00	.00	.00	25,856.00	25,856.00	.00	
42-12-9-936	ACWF Loan #633291 - Interest	.00	.00	.00	7,946.00	.00	.00	.00	7,946.00	7,946.00	.00	
42-12-9-999	Transfer Out	.00	.00	.00	911,798.00	.00	.00	.00	911,798.00	911,798.00	.00	
Total OTHER:		.00	.00	60,579.16	1,030,600.00	.00	750.00	.00	1,031,350.00	970,770.84	.06	
SEWER FUND Revenue Total:		.00	.00	482,287.47	1,544,319.00	.00	750.00	.00	1,545,069.00	1,062,781.53	.31	
SEWER FUND Expenditure Total:		.00	.00	392,107.08	1,544,319.00	.00	750.00	.00	1,545,069.00	1,152,961.92	.25	
Net Total SEWER FUND:		.00	.00	90,180.39	.00	.00	.00	.00	.00	90,180.39-	.00	
Net Grand Totals:		.00	.00	90,180.39	.00	.00	.00	.00	.00	90,180.39-	.00	

		2014-14	2015-15	2016	2016-16	Amendments	Amendments	Amendments	2016-16	Current Year	Current Year	Budget Notes
Account Number	Account Title	Prior year 2 Actual YTD	Prior year Actual YTD	Current year Actual YTD	Current Year Approved Budget	Budget Staff	Budget Council	Approved By Ordinance	Current Year Amended Budget	Current Year Budget Remaining YTD	Current Year Budget Used YTD - %	
UTILITY GRANTS & CAP PROJECTS												
REVENUE												
43-00-3-301	Emergency Generators -0633031	.00	18,644.40	.00	111,000.00	.00	.00	.00	111,000.00	111,000.00	.00	
43-00-3-303	Lift Station Rehab P III 63324	.00	.00	92,836.38	1,960,000.00	.00	.00	.00	1,960,000.00	1,867,163.62	.05	
43-00-3-304	Mixing Zone Grant 15-DC-114	.00	24,325.50	142,614.50	320,000.00	.00	.00	.00	320,000.00	177,385.50	.45	
Total REVENUE:		.00	42,969.90	235,450.88	2,391,000.00	.00	.00	.00	2,391,000.00	2,155,549.12	.10	
Location: 9												
43-00-9-999	Interest on Deposits	711,209.44-	130,727.50-	.00	.00	.00	.00	.00	.00	.00	.00	
Total Location: 9:		711,209.44-	130,727.50-	.00	.00	.00	.00	.00	.00	.00	.00	
EMERGENCY GENERATORS 633031												
43-01-9-900	Emergency Generators - 633031	.00	17,375.40	542.60	111,000.00	.00	.00	.00	111,000.00	110,457.40	.00	
Total EMERGENCY GENERATORS 633031:		.00	17,375.40	542.60	111,000.00	.00	.00	.00	111,000.00	110,457.40	.00	
LIFT STATION REHAB III 63324												
43-02-9-900	Lift Station Rehab P III 63324	.00	150.00	788,396.70	1,960,000.00	.00	.00	.00	1,960,000.00	1,171,603.30	.40	
Total LIFT STATION REHAB III 63324:		.00	150.00	788,396.70	1,960,000.00	.00	.00	.00	1,960,000.00	1,171,603.30	.40	
Mixing Zone Grant 15-DC-114												
43-03-9-900	Mixing Zone Compliance - Exp	.00	153,987.00	197,306.50	320,000.00	.00	.00	.00	320,000.00	122,693.50	.62	
Total Mixing Zone Grant 15-DC-114:		.00	153,987.00	197,306.50	320,000.00	.00	.00	.00	320,000.00	122,693.50	.62	
UTILITY GRANTS & CAP PROJECTS Revenue Total:		711,209.44-	87,757.60-	235,450.88	2,391,000.00	.00	.00	.00	2,391,000.00	2,155,549.12	.10	
UTILITY GRANTS & CAP PROJECTS Expenditure Total:		.00	171,512.40	986,245.80	2,391,000.00	.00	.00	.00	2,391,000.00	1,404,754.20	.41	
Net Total UTILITY GRANTS & CAP PROJECTS:		711,209.44-	259,270.00-	750,794.92-	.00	.00	.00	.00	.00	750,794.92	.00	
Net Grand Totals:		711,209.44-	259,270.00-	750,794.92-	.00	.00	.00	.00	.00	750,794.92	.00	

CITY OF NORTH POLE

RESOLUTION 16-10

**A RESOLUTION IN SUPPORT OF FAIRBANKS METROPOLITAN
AREA TRANSPORTATION SYSTEMS' GREEN STREETS POLICY**

WHEREAS, on April 14, 2003, the Governor of the State of Alaska designated the Fairbanks Metropolitan Area Transportation System (FMATS) as the Metropolitan Planning Organization (MPO) and the Policy Committee as the policy body providing for the direction of transportation planning in the MPO in accordance with Federal Law; and

WHEREAS, 23 USC provides funding to FMATS to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative and comprehensive transportation planning process; and

WHEREAS, in accordance with 23 USC 134, it is in the national interest to encourage and promote the safe and efficient management, operation and development of surface transportation systems that serve the mobility needs of people and freight and foster economic development within and through urbanized areas, minimize transportation-related fuel consumption and air pollution, and protect the environment; and

WHEREAS, to accomplish this objective, the MPO in coordination with the State shall develop transportation plans and programs that provide for transportation facilities (including pedestrian walkways and bicycle transportation facilities) which will function as an intermodal transportation system for the State, the metropolitan area and the nation; and

WHEREAS, the Chena River, Noyes Slough and Chena Slough are currently listed on Alaska's list on Impaired Water Bodies for sediment and the Noyes Slough is additionally listed for petroleum products and debris; and

WHEREAS, FMATS developed and unanimously adopted a Green Streets Policy on June 5, 2016; and

WHEREAS, the principles of the Green Streets reflect the transportation policy and design approach that minimizes environmental impact by focusing on efforts to retain, treat and eliminate runoff using green infrastructure applications; and

WHEREAS, The Fixing America's Surface Transportation (FAST) Act, the latest national highway authorization, includes a new planning factor for the reduction or mitigation of stormwater impacts on surface transportation; and

WHEREAS, the FMATS Green Streets Policy helps local governments meet compliance requirements with Alaska Pollutant Discharge Elimination System (APDES) Municipal Storm Water Permit by implementing controls for reducing or eliminating the discharge of pollutants from streets roads and highways; and

WHEREAS, the policy promotes coordination for programs and projects to implement Green Streets as an integrated aspect of road right-of-way infrastructure, and where feasible, maintenance-level rehabilitation projects.

NOW THEREFORE BE IT RESOLVED, that the City of North Pole fully supports the FMATS Green Streets Policy and will encourage training and educational opportunities for the successful implementation of the FMATS Green Streets Policy within the City of North Pole.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 3rd day of October, 2016.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED Yes: No: Absent:

FAIRBANKS METROPOLITAN AREA TRANSPORTATION SYSTEM



POLICIES & PROCEDURES

REVISED & APPROVED JUNE 15, 2016

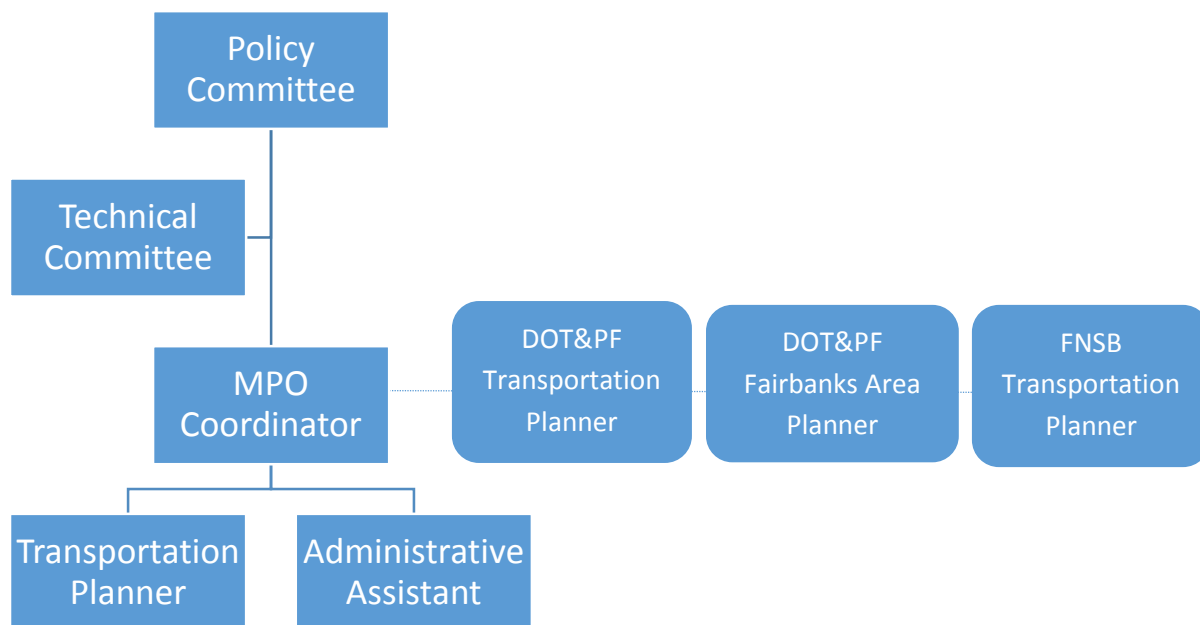
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FMATS POLICIES AND PROCEDURES

NO.1 BACKGROUND INFORMATION

- A. The FMATS Bylaws define the structure, purpose and operation of the Policy and Technical Committees and the meetings of both committees. Below is an illustration of the FMATS.



The *Memorandum of Understanding for the Implementation of a Fairbanks Metropolitan Area Transportation System Coordinator's Office* lines out the duties and responsibilities of each entity. This document is attached as Appendix A. The Public Participation Plan contains a list of commonly used document abbreviations and acronyms and is attached as Appendix B.

NO. 2 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

TIP Scoring Process

Roadway projects will be scored using the latest FMATS Policy Committee approved scoring criteria. All publicly owned roadways, regardless of ownership (City, FNSB or State) and regardless of classification (National Highway System or Non-National Highway System) will be ranked and scored using the same criteria. The scoring of FMATS' projects will assist in prioritizing projects for the development of the TIP. Non-FMATS funded projects will be scored in order to convey the MPOs priority projects for the ADOT&PF's consideration in the STIP. ADOT&PF will consider the proposed NHS scoring and ranking, and ADOT&PF will continue to establish the funding for NHS projects in cooperation with FMATS in accordance with USC title 23 Section 134 (i)(4)(B).

The approved FMATS Public Participation Plan, requires all project nominations be scored by the Technical Committee regardless of the funding type to ensure the proper vetting of all projects. Specific projects that receive direct general funding appropriations will not be scored unless additional appropriations are required. Nominations for projects to include in the TIP may be received at any time and are encouraged. However, projects will be scored and ranked only during the development of a new TIP. Any project scored between TIP cycles will be done at the direction of the Policy Committee.

The Technical Committee will score all projects, in the short-term time frame of the MTP, using the appropriate approved criteria. If a road is planned to be rehabilitated, the adjoining sidewalk or path should be evaluated for rehabilitation as well. Since bicycle and pedestrian projects within the MPA should have the same priority as Roadway projects, rehabilitation, reconstruction and maintenance of these facilities should be similar. If the sidewalk or path is deemed to need more extensive reconstruction under a separate effort, a project will be immediately started to correct the deficiencies in the facility. If a new road is to be built, accommodations for a bicycle and a pedestrian facility should be investigated and the FMATS Technical Committee and Policy Committee should be consulted.

Scoring criteria will only be modified and used prior to the development of a new TIP. Subsequent refinement to scoring criteria will be approved and used in the next TIP cycle unless implementation of new criteria is required by law. New projects added to the TIP by the Policy Committee that require scoring, shall use the same scoring criteria as the other projects within the TIP. Projects that have already been initiated with the State (approved preliminary engineering phase) will not be re-scored, as these are considered On-going projects. A project that has already been scored but has a significant scope change must be re-scored, per the direction of the Policy Committee.

The Policy Committee may place a new project in the TIP, after the TIP has been developed. Placement of the new project may be at the discretion of the Policy Committee after the new project is scored by the Technical Committee. If not directed specifically by the Policy Committee, new projects added to the

TIP, after a TIP has been developed, will be the next highest ranked project from the appropriate Needs List, if maintenance and match issues have been sufficiently addressed.

CTP and Non-Motorized Project Scoring Criteria

Staff will provide the scores for Cost/Length/AADT and functional class in consultation with the DOT&PF. Thus, all scores will be uniform for these two items. Each member of the Technical Committee has the ability to score Other Considerations as they see fit up to a maximum of 10 points. Projects that receive a score for Special Considerations must have a justification for the given score.

CMAQ Project Criteria

FMATS will not separately score CMAQ projects.

**note: more information on CMAQ Funding can be found on pages 9-10*

NO. 3 TIP FUNDING TABLES

80% of the FMATS STP allocation will be used for roads and associated appurtenances and 20% will fund Non-Motorized projects, averaged over four years. The following tables are funded with these allocations listed above.

Surface Transportation Program (STP) Project Table

1. All items listed in the STP Project Table, except the FMATS Improvement Program, the Sidewalk Improvement Project, the Safety and Efficiency Improvements Project, the Intersection Improvement Project and planning efforts, will be ranked and scored with the approved scoring criteria and projects will be prioritized according to score.
2. Once a project has been initiated, it will remain a TIP priority until it is complete or otherwise closed.
3. The STP Project Table may include other items besides specific road projects that benefit the road network, landscaping, beautification or may include planning efforts.

FMATS Programs Table

1. The FMATS Improvement Program, the Sidewalk Improvement Project, the Safety and Efficiency Improvements Project, the Intersection Improvement Project and planning efforts fall in a separate category as these projects will not be scored. These projects will be addressed as follows:
 - a. FMATS Improvement Program
 - i. A subcommittee will meet each April or May to develop a wish list of projects to include in the following year's program.
 - ii. DOT&PF will develop estimates for the projects nominated based on the scope of work cost.
 - iii. After Scope, Schedule's and Estimate's (SSE's) are developed, the Technical Committee will review the list and make recommendations as to which projects to bring forth to the Policy Committee for approval. All projects will be brought forth with the recommendations clearly identified.
 - b. FMATS Sidewalk Improvements
 - i. Sidewalk improvements for the MPA will first be nominated based on those projects included in the short-term of the MTP. Other sidewalk improvements can be brought forward for consideration as program funding allocations allow. Individual sidewalk improvement projects may come directly from the MTP but may also arise as needs are identified. These projects will be prioritized and scored using the Non-Motorized Scoring Criteria.

- c. FMATS Safety and Efficiency Improvements
 - i. Safety and Efficiency improvements for the MPA will first be nominated based on those projects included in the short-term of the MTP. Other Safety and Efficiency improvements can be brought forward for consideration as program funding allocations allow. Individual Safety and Efficiency improvement projects may come directly from the MTP but may also arise as needs are identified. Those projects within the MTP will be given higher priority unless compelling evidence, as determined by the Policy Committee, elevates another priority.
- d. FMATS Intersection Improvements
 - i. Intersection improvements for the MPA will first be nominated based on those projects included in the short-term of the MTP. Other Intersection improvements can be brought forward for consideration as program funding allocations allow. Individual Intersection improvement projects may come directly from the MTP but may also arise as needs are identified.

Non-Motorized Project Table

1. Non-Motorized projects will be ranked and scored using the FMATS Non-Motorized Scoring Criteria.
2. Projects in this section will be considered for funding using either CMAQ or STP funding.
3. The Non-Motorized Project Table may include other items besides specific projects that benefit the trail network including, but limited to, ADA projects, sidewalks, pedestrian signals, pedestrian lighting, and wayfinding signs.

General Fund (GF) Project Table

1. Projects to be considered as General fund projects will be ranked and scored using the appropriate scoring criteria.
2. General funds allocated to a specific project that has already been scored and initiated will be added to the funding scenario of the project in the section where it is located in the TIP.
3. A project whose funding is changed to all GF will be moved to the GF Project Table.
4. A project that comes to FMATS as a specific line item appropriation need not be ranked and scored unless there is insufficient funding to complete the project (per a decision by the Policy Committee).

Illustrative Project Table

1. The TIP may include, for illustrative purposes, additional projects that would be included in the adopted transportation plan if reasonable additional resources beyond those identified in the financial plan were available.

NHS Project Table

This project table will be provided for informational purposes to the ADOT&PF for their consideration. These projects are not funded through FMATS.

High Priority Projects

1. Illustrating High Priority Projects. High Priority Projects are federally funded projects that are direct appropriations to particular capital projects. The source of the Earmark requests are from a variety of sources and typically not known to FMATS until they appear in an appropriation bill. As a federal requirement that all federally funded transportation improvements be illustrated in the TIP, the following will apply for an earmark:
 - a. The project will be illustrated in a separate table within the TIP for information and administrative approval so that they may proceed.
 - b. It will be the responsibility of the source of the earmark to notify FMATS and ADOT&PF of such High Priority Projects and to identify the source of local match.
 - c. If additional FCTP funds are required to complete the project, the project must be scored by the Technical Committee, unless directed otherwise by the Policy Committee.

Other Projects and Illustrative General Fund Projects

1. Other projects of regional significance and Illustrative General Fund projects will be listed in the TIP for informational purposes only. These projects are not funded through FMATS.

Federal Transit Administration (FTA) Project Table

1. The FTA Project Table will be developed in cooperation with the transit provider(s) and shall reflect the short and long range transit plans.

CMAQ – Flexible

1. Any flexible CMAQ available to FMATS will be considered for use first on modeling and planning efforts that do not directly lead to air quality benefits, as necessary.

2. Remaining funds can be used for eligible Roadway and Non-Motorized projects

Congestion Mitigation and Air Quality Table for PM_{2.5}

1. This table is for informational purposes only as these projects are funded directly from the STIP and are ranked, scored and recommended by the CMAQ Project Evaluation Board as defined in the *Memorandum of Agreement for the Selection and Funding of Projects Funded by CMAQ within the Fairbanks Nonattainment Area for PM_{2.5}*.
2. Policies for project selection can be found in the MOA for the Selection and Funding of Project Funded by CMAQ within the Fairbanks Nonattainment Area for PM_{2.5} and related policies developed by the CMAQ Project Evaluation Board.

NO. 4 MAINTENANCE

Maintenance agreements for FMATS projects outline the responsibilities associated with each agency entering the agreement. Typically these agreements are between the DOT&PF and the governmental project sponsor. All projects require a tentative maintenance commitment before initiating PH2 with a final agreement before PH4. (FMATS Policy Committee Action Items 03.20.13). However, the ADOT&PF has the final determination on whether a project can move forward.

Maintenance of the sidewalks and paths, particularly snow clearing and sweeping, should occur at the same time or as close to as practicable, as the clearing or sweeping of the adjacent roadway.

NO. 5 SCOPE AND FUNDING CHANGES

FMATS Policy Committee approval is required when projects or the program as a whole require adjustments with Scope Changes, Deliverability or Cost Estimate Revisions as outlined below.

A. Definitions

- a. **Project Scope Changes:** Scope changes are anything outside of the original scope of work as defined during the nomination and ranking process, excluding those things necessary to deliver the project as originally scoped. Examples of scope change: project expansion, change in termini, HSIP or Repave Project becomes full Reconstruction. (FMATS Policy Committee Action Item 05.15.13)
- b. **Project Deliverability Concerns:** Due to ROW/Utility concerns or other unforeseen issues a project's ability to obligate is delayed or estimated to push back beyond ability to obligate current year funding. The FMATS Coordinator will meet monthly with the DOT&PF Preconstruction Engineer and Planning Chief to discuss obligations for the current year and their status in order to make adjustments in a timely manner. The FMATS Coordinator will also attend the full Design Status Meetings held quarterly at DOT&PF. The FMATS Coordinator will report these concerns to the TC and PC.
- c. **Cost Estimate Revisions:** Project needs additional funding to complete a phase in order to move into the next phase of development. Examples of situations that may require additional funding are unforeseen environmental, design, public involvement, survey/mapping, ROW/Utilities costs, or estimated construction costs. Latest engineer's construction estimates may change because of these changes in previous phases or from the need to increase or upgrade materials during late design phases. The Policy Committee approves all funding revisions prior to obligation of the construction phase (PH4), regardless of the amount.
- d. The following FMATS Project Development Change Order/Amendment Authority Matrix was approved by the Policy Committee on 10.19.11 and dictates the approval changes for funding during the construction phase:

Note: The change order and amendment authority is cumulative for phase 4.

Exception: During seasonal shutdown or after substantial completion of the project, all requests for funding up to \$250,000 in PH4 must be approved by the Policy Committee. Approved by the FMATS Policy Committee on June 16, 2010; reaffirmed 8.24.11.

“Cumulative”: means when there are multiple change orders/amendments on a single project, the multiple change orders/amendments are treated as a total amount and the FMATS Coordinator has a combined authority to approve up to \$250,000 of total change orders/amendments.

When there are multiple change orders/amendments on a single project, the multiple change orders/amendments are treated as a total amount and the Technical Committee has a combined authority to approve up to \$500,000 of total change orders/amendments.

Authority Limit for Changes/Amendments		
Approval Authority	Maximum Dollar Amount	Future authority levels will be determined by total cost of the change regardless of the percent increase relative to the total contract amount.
Staff	\$250,000	
Technical Committee	\$500,000	
Policy Committee	>\$500,000	

NO. 6 AIR QUALITY CONFORMITY

Interagency Coordination

Interagency consultation is required for all TIP amendments and MTP approval (18 AAC 50.715).

A. For the TIP Amendments:

- a. Compile the list of TIP changes and compare them against the exempt list of projects to see if a conformity analysis is required.
- b. If staff determines that all the projects are exempt, develop an email to the air quality agencies (DEC, FHWA, FTA, EPA, FNSB Transportation and CC: NR Planning) to that effect. Make sure to give them at least two weeks to comment and provide a deadline for comment. See Attachment 2 for an example.
- c. Document the process in the cover letter of the TIP Transmittal. See Attachment 3.
- d. If a conformity analysis is required for an amendment, during the initial interagency consultation on conformity, the air quality agencies must agree that the planning assumptions used previously are sufficient. Use the DEC Checklist found at: http://dec.alaska.gov/air/anpms/conf/trans_inter.htm. Or new assumptions may need to be developed and the process outlined for the MTP and TIP should be followed.

B. For the MTP and TIP:

- a. The travel model must be updated using the latest planning assumptions, unless, during the initial interagency consultation on conformity, the air quality agencies agree that the planning assumptions used previously are sufficient. The projections for households, population and employment are developed by the FNSB in consultation with FMATS, DOT&PF, and others as deemed appropriate.
- b. Hold an interagency consultation early in the process to alert the air quality agencies to any issues that may affect the timely completion of the conformity analysis.
- c. Use the DEC provided checklist for the agenda. http://dec.alaska.gov/air/anpms/conf/trans_inter.htm.
- d. Distribute the conformity analysis to the air quality agencies and offer to hold another consultation process if there are any concerns regarding the analysis. If not, offer a deadline for comments and a statement that no response received by the deadline will be interpreted as concurrence.

Project Level Conformity

Project level conformity shall be performed according to the Environmental Protection Agency's conformity rule requiring a qualitative PM hot-spot analysis under 40 CFR 93.123(b). FMATS and

DOT&PF, in consultation with the air quality agencies, have worked together to develop a process that fulfills this requirements and is cited here: *PM_{2.5} Conformity Hot-Spot Analysis for Fairbanks, Alaska* dated November 24, 2010 and attached as Appendix C .

NO. 7 ADMINISTRATIVE POLICIES

Public Record Requests

A request for Public Records from FMATS must be made in writing to the MPO Coordinator. The request should be as specific as possible in order to satisfy the request. After a request has been made, the records shall be provided no later than the 10th working day. FMATS may not always be able to accommodate requested formats. Exemptions from public records requests are established by state and federal law. There are no fees for doing a record search.

Archival Policy

FMATS will retain all federal aid project files for three years after audit per 49 CFR 18.42b. These files constitute the complete record documenting all expenditures and financial activity of federal projects including contract and billing records, expenditure reports, claims for reimbursement, final voucher, etc.

Website and Social Media Policy

To aid in public participation FMATS, will host and support a website and various social media outlets.

FMATS Website

All meetings, agendas and packets will be posted in a timely manner on the FMATS Website.

- A. All attempts will be made to make these sources accessible.
- B. Current copies of the required Metropolitan Planning documents will be available including:
 - a. Unified Planning Work Program
 - b. Transportation Improvement Program
 - c. Public Participation Plan
 - d. Metropolitan Transportation Plan
 - e. Transportation & Air Quality Conformity
 - f. Annual Listing of Obligated Projects
 - g. All planning efforts

FMATS Social Media Policy

The FMATS Social Media presence will exist to inform the public of upcoming events, planning efforts, or other activities in conjunction with the FMATS website.

FMATS will maintain accounts with Facebook, LinkedIn, and Twitter. As new forms of social media arise, FMATS will adopt new accounts as practical. This is where the most recent news stories, videos, photos and project information will be located.

While this is an open forum, it is also a family friendly one, so comments and wall posts must be clean. Additionally, all comments must follow the posting guidelines below. If you do not comply, your message may be removed:

- No profane, graphic, obscene, explicit, or racist comments or submissions, nor do we allow comments that are abusive, hateful, or potentially libelous.
- No solicitations or advertisements. This includes promotion or endorsement of any financial, commercial, or non-governmental agency.
- No external links except for those linking to an FMATS website.
- No comments suggesting or encouraging illegal activity.
- No comments related to campaigns or elections, as Alaska law prohibits use of State equipment or resources for campaign or partisan political purposes.
- No comments that are not topically related to the posting being commented upon.

You participate at your own risk, taking personal responsibility for your comments, your Username, and any information provided.

NO. 8 ENHANCEMENT POLICY

The FMATS Enhancement Policy is being developed by a separate committee for review and inclusion in this effort.

*Sections in green are still in draft form and need to be updated or reworked

NO. 9 COMPLETE STREETS

This policy shall be used if a signature street is “incomplete” and does not provide for all users and all modes of transportation.

Principles of Complete Streets

The following are the key principles of Complete Street policies:

- B. They are context-sensitive,
- C. Emphasize connectivity,
- D. Ensures that the entire right-of-way is planned, designed, funded and operated with consideration of safe access for users of all ages and mobility and all users being equally deserving of safe facilities to accommodate their travel,
- E. Encourage the use of the latest and best design standards,
- F. Allow flexibility in balancing user needs including maintenance needs and temporary snow storage
- G. Meet performance standards, and
- H. Meet implementation steps.

Policy Statement

FMATS promotes that the above principles of Complete Streets be considered at all phases of planning and project development in the establishment and development of a multi-modal transportation system. This policy is a commitment that future transportation projects will take into account the needs of everyone using the road right-of-way as early as practicable and throughout the process. This policy helps integrate the needs of all users into everyday transportation planning practices so that, gradually, a complete network of roads serves all users.

Consistency

This policy is consistent with the goals of FMATS:

1. Coordinate planning efforts to provide an integrated transportation and land use system that embodies smart growth principles and stimulates the economy to grow.
2. Provide a safe, efficient, secure and interconnected multi-modal transportation system for all users.
3. Protect the environment, improve air quality and promote energy efficiency.
4. Optimize the utility and lifespan of the existing transportation system.
5. Ensure adequate transportation facilities to support economic development.

Principal Points

- Complete Streets reflect the transportation policy and design approach that promotes streets to be planned, designed, operated, and maintained to enable safe, convenient and comfortable travel and access for users of all ages and abilities regardless of their mode of transportation. Complete Streets allow for safe travel by those walking, bicycling, driving automobiles, riding public transportation, or delivering goods, as practicable.
- FMATS will not subscribe to one singular design prescription for Complete Streets; each street is different in function and context. Context-sensitive solutions involve stakeholders in considering a transportation facility in its entire social, environmental and aesthetic context and this Complete Streets policy is a reminder that providing for safe travel by users of all modes is the primary function of the corridor. Roadways that are planned and designed using a Complete Street approach may include: sidewalks, bike lanes, wide paved shoulders, special bus lanes, comfortable and accessible transit stops, frequent and safe crossing opportunities, median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts and more. One particular street may not include all elements of Complete Street requirements but may be part of a larger “Complete Network”.
- Consideration of Complete Streets, competing objectives and creation of new assets must be balanced with asset preservation needs and other constraints (fiscal, right of way, etc.) in order to manage risks associated with diminishing asset preservation capabilities and effectiveness.

Distribution

This policy should inform Alaska Department of Transportation and Public Facilities (ADOT&PF) personnel, local agency representatives, and consultants responsible for planning, designing, constructing or maintaining projects with the Metropolitan Planning Area. Procurement for consulting services for the planning or design of an FMATS area project or plan will be assisted by this policy, when appropriate.

Procedures

The procedures for implementing “Complete Streets” in planning and project scoping, operations, and maintenance and measurement and evaluation are specified below.

A. Planning Guidelines

- Development of the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) shall consider needs for all users.
- FMATS’ MTP catalogs system conditions and needs so that projects may prioritize and work towards systems and networks that eliminate or minimize the impact of system and network gaps and barriers for all users. This is consistent with FHWA’s Planning Emphasis Area to identify transportation gaps in access to essential services and identification of solutions to address those gaps, for the public including traditionally underserved populations.
- Successful implementation of complete streets requires multi-jurisdictional coordination, collaboration, partnering and planning with ADOT&PF, local governments and other implementing agencies to accomplish efficient and effective system planning for all modes and the connectivity that should be addressed at network, corridor and project levels. Coordination should also ensure cooperation with local entities to look for opportunities to address complete streets on their systems.
- FMATS, with the assistance of ADOT&PF, shall look to bring training opportunities to collaboratively support local governments and state personnel in the implementation of complete streets principles and best practices.
- FMATS shall employ early, continuous and meaningful involvement of the public and the full range of affected stakeholders and shall reach out to populations who may be underrepresented or underserved by the transportation system. The stakeholders should include all populations covered under Title VI, ADA and other Civil Rights laws. Community and stakeholder interests will be addressed using transparent, effective and project appropriate public involvement processes.
- Roads with excess vehicular capacity will be identified for possible reconfiguration to improve access for all users. FMATS shall involve DOT and local government in partnering and planning when considering a Complete Streets Network Plan.

B. Development of Project Scope

- Considerations in regards to all modes and all users shall be documented in the project development process scoping documents.
- Modify project selection criteria to reflect the importance of this policy

- Plans and projects should consider future demand from all users and across all corridors. These needs might be met in phased projects in the corridor when it's more advantageous.
- FMATS shall consider all impacted users in project safety reviews, road safety audits and intersection control evaluations.
- Employ the use of a Complete Streets Checklist. Projects that do not address an identified user group need must document in the complete streets project report the reasons for not incorporating improvements.

C. Maintenance and Operations

- Work with local jurisdictions and transit providers to identify and coordinate with the jurisdictions responsible for or with capacity to provide appropriate maintenance and snow removal on all facilities including sidewalks, crossings, bridges, underpasses and transit stops and hubs.
- Complete streets considerations are not required for emergency and routine or localized maintenance and repair work (debris removal, sweeping, pothole patching, sidewalk patching, joint and crack repair, resurfacing, etc).

Exemptions to Policy

FMATS is not obligated to address the needs of a user group when one or more of the following apply:

- Users are legally prohibited from using a roadway. (Where access is legally prohibited, project managers should consider opportunities to address or remove barriers to network connectivity and crossings that are important for serving non-motorized and other modes).
- Because of the long life of bridge structures, careful consideration should be given before determining whether to provide for other modes at the time a new structure is constructed.
- Detrimental environmental or safety impacts outweigh the benefits of enhanced multimodal access.
- Providing accommodations for non-motorized users reduces the level-of-service for motorized vehicles below the guidelines found in the AASHTO "Green Book", A Policy on Geometric Design of Highways and Streets.
- Constraints related to right of way acquisition requiring excessive expenditure of time, money and resources.
- Inability to enter into an agreement to assume operations and maintenance of the facility.
- Cost of accommodation is excessively disproportionate to the need or probable use.
- Funding limitations.

Measurement and Evaluation

- Establish process indicators to evaluate the implementation of complete streets.
- Track established performance indicators that contribute to complete street goals. Consider:
 - Linear feet of new or reconstructed sidewalk
 - Miles of new or restriped on-street bicycle facilities
 - Number of new or reconstructed curb ramps
 - Number of new or repainted crosswalks
 - Percentage completion of bicycle and pedestrian networks as envisioned in plans
 - Percentage of transit stops with shelters
 - Multimodal Level Of Service (MMLOS)
 - Decrease in rate of crashes, injuries and fatalities by mode

Guidance and References

http://www.fhwa.dot.gov/environment/bicycle_pedestrian/legislation/sec217.cfm

<http://contextsensitivesolutions.org/>

<http://www.smartgrowthamerica.org/complete-streets>

http://www.dot.state.ak.us/stwddes/dcsprecon/assets/pdf/preconhwy/preconstruction_all.pdf, 430-9, 1190-2

AASHTO's [A Policy on Geometric Design of Highways and Streets](#)

https://bookstore.transportation.org/collection_detail.aspx?id=110

[Urban Street Design Guide.](#)

[FMATS' Non-Motorized Design Solutions Toolkit](#)

[Complete Streets Complete Networks: A Manual for the Design of Active Transportation](#)

History of Complete Streets Policy Updates

Policy No. 9 Complete Streets, drafted 06.05.15

Revised 06.26.15; 07.10.15, 08.05.15, 08.12.15

Approved: 10.21.15

NO. 10 GREEN STREETS

Policy Statement

FMATS endorses the concept of Green Streets for all projects within the Metropolitan Planning Area. It strongly encourages its member jurisdictions and agencies that do not already have a Green Streets Policy to adopt a policy that includes current best practices for the management of stormwater, or urban runoff. All projects financed and approved by FMATS should, where practicable, use native and site-adapted vegetation, landscaping and related environmental site design features to capture and filter stormwater runoff within the right-of-way, in a manner appropriate to the function and context of the facility. Green Streets is an essential part of the urbanized ecosystem that not only enhances the aesthetics of the street, but also help protect water quality of the Chena River, Noyes Slough, Chena Slough, and other local water bodies.

Consistency

This policy is consistent with the adopted goals of FMATS:

- Coordinate planning efforts to provide an integrated transportation and land use system that embodies smart growth principles and stimulates the economy to grow.
- Provide a safe, efficient, secure and interconnected multi-modal transportation system for all users.
- Protect the environment, improve air quality and promote energy efficiency.
- Optimize the utility and lifespan of the existing transportation system.
- Ensure adequate transportation facilities to support economic development.

This policy helps local government agencies meet compliance requirements with Alaska Pollutant Discharge Elimination System (APDES) Municipal Storm Water Permit collectively held by the City of Fairbanks, City of North Pole, University of Alaska Fairbanks, and Alaska Department of Transportation & Public Facilities – Northern Region; and APDES Permit held by the Fairbanks North Star Borough. Under the terms of both Permits, the permittees are required to:

- Develop and implement strategies, which include a combination of structural and/or non-structural best management practices appropriate for projects within their community for all new development and redevelopment that will reduce the discharge of pollutants and the volume and velocity of stormwater flow to the maximum extent practical; and
- Implement controls for reducing or eliminating the discharge of pollutants from areas owned or operated by each permittee, including but not limited to streets, roads, and highways; municipal parking lots; maintenance and storage yards; waste transfer stations; fleet or maintenance

shops with outdoor storage areas; salt/sand storage locations; and snow disposal sites operated by the permittees.

This policy is also consistent with the 2015 Fixing America's Surface Transportation (FAST) Act, Section 1201, which includes a new planning factor for the reduction or mitigation of stormwater impacts on surface transportation.

Principal Points

The primary area of concern is the Metropolitan Planning Area designated by the current U.S. Census and adjusted to reflect what is anticipated to be urban in the next twenty years.

Green Streets reflect the transportation policy and design approach that minimizes environmental impact by focusing on efforts to retain, treat and eliminate runoff at the source using green infrastructure applications. Green infrastructure helps replicate natural hydrologic functions like storage, detention, infiltration, filtration, evaporation, transpiration, and uptake by plants, and can improve water quality and reduce runoff volumes. These natural functions are often lost in transportation projects where impervious road surfaces prevent rain water from soaking into the ground. Managing stormwater with green infrastructure is generally more cost effective than traditional drainage design approaches. Implementation of Green Street policies may save money by reducing the size of treatment units necessary due to a reduced volume of urban runoff. The maintenance cost of Green Infrastructure may be less than the maintenance cost of an oversized traditional system.

Over time the amount of impervious surfaces in the Fairbanks area have increased, and is continuing to increase, with the construction of buildings, parking lots, and paved streets. A combination of ditches and piped storm drain system carries stormwater runoff from these surfaces directly to local water bodies with little or no filtration. Green infrastructure filters and reduces the amount of this runoff. Examples of green infrastructure applications include;

- vegetated swales
- retention areas
- constructed wetlands
- tree wells and planters
- rain gardens
- permeable pavers
- re-vegetation/rehabilitation efforts.

The Chena River, Noyes Slough, and Chena Slough are currently on Alaska's List of Impaired Water Bodies for sediment. Noyes Slough is additionally listed for petroleum products and debris (litter). The

source of these pollutants is listed as urban runoff. FMATS and its member jurisdictions and agencies can help reduce these impairments through implementation of a Green Streets policy.

Green Streets enhance and/or improve;

- aesthetics
- local water quality
- economic development
- property values
- motorized and non-motorized road user experience,
- green space linkages to improve ecological resilience
- recreational opportunities
- community livability/ quality of life

Green Streets design elements may also incorporate;

- energy efficient lighting
- recycled materials
- educational signage
- curb breaks/ diversions
- other sustainable transportation and environmental features

Distribution

All FMATS member jurisdictions and agencies should be involved in the implementation of Green Streets through a collaborative process. Partners include, but are not limited to: City of Fairbanks, City of North Pole, Fairbanks North Star Borough, Alaska Department of Transportation & Public Facilities, Alaska Department of Environmental Conservation, Alaska Department of Natural Resources, Alaska Department of Fish and Game, U.S. Fish and Wildlife Service, Tanana Valley Watershed Association, and Fairbanks Soil and Water Conservation District as well as other interested parties.

Procedures

D. Project Planning and Design

- Foster communication and coordination to encourage consideration of watershed health and improved water quality through use of green infrastructure applications

- Coordinate programs and projects to implement Green Streets as an integrated aspect of road right-of-way infrastructure, and where feasible, maintenance-level or rehabilitation projects
- Consider implementing programs and projects in a systematic manner to maximize water quality benefits through a prioritized infrastructure plan within the Metropolitan Planning Area
- Strive to develop new and innovative means to cost-effectively construct new green street facilities
- Consider the following during project scoping: vegetated swales, rain gardens, retention areas, constructed wetlands, permeable pavers, tree wells and planters, re-vegetation/rehabilitation efforts and other best management practices. Resources to consult include: EPA's [Managing Wet Weather with Green Infrastructure Municipal Handbook](#), and the many resources found at the Fairbanks Green Infrastructure Group [website](#).
- If vegetation is included in project design, priority should be given to native and site-adaptive species.
- It is not the intent of the Green Streets policy to reduce the capacity of drainage systems or to compromise the requirements of engineered structures.

E. Project and Program Funding

- Seek opportunities to leverage the work and associated funding of projects to create Green Street Opportunities
- Develop partnerships with municipal jurisdictions, agency representatives, and non-profits to identify innovative financing options for Green Streets

Measurement and Evaluation

Conduct ongoing monitoring of Green Street facilities to evaluate effectiveness as well as performance.

Definitions

Stormwater (Urban runoff): runoff generated from rain and snowmelt events that flow over land or impervious surfaces, such as paved streets, parking lots, and building rooftops, and does not soak into the ground. The runoff picks up pollutants like trash, chemicals, oils, and dirt/sediment that can harm our rivers, creeks, lakes, and sloughs.

Metropolitan Planning Area: the geographic area determined by agreement between the metropolitan planning organization for the area and the Governor. It shall encompass at least the existing urbanized

area and the contiguous area expected to become urbanized within a 20-year forecast period for the transportation plan. It may encompass the entire metropolitan statistical area or consolidated metropolitan statistical area, as defined by the Bureau of the Census.

References

<https://www.epa.gov/npdes/npdes-stormwater-program>

23 U.S.C. § 134

https://ofmpub.epa.gov/sor_internet/registry/termreg/searchandretrieve/glossariesandkeywordlists/search.do?details=&glossaryName=Runoff%20Control%20Econ%20Ben%20%281995%29

History of Policy Updates

Drafted: 02.09.16

Revised 02.11.16

Revised 02.29.16

Revised 03.02.16

Revised 03.07.16

Revised 06.01.16

Approved: 06.15.16

Policy Contact

MPO Coordinator

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907-459-6786

NO. 11 DEFINITIONS

CMAQ: The Congestion Mitigation/Air Quality (CMAQ) Program provides funding to State and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act (42 USC 7401). Funding is available to reduce congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards (NAAQS) for ozone, CO or particulate matter and for areas that were out of compliance but have now met the standards (maintenance areas).

CMAQ- Flexible: additional funds that a state would receive in order to reach the guaranteed CMAQ minimum if they were not provided with the minimum quantity. These funds can be used like STP funds.

Complete Streets: These projects reflect the transportation policy and design approach that promotes streets to be planned, designed, operated, and maintained to enable safe, convenient and comfortable travel and access for users of all ages and abilities regardless of their mode of transportation. Complete Streets allow for safe travel by those walking, bicycling, driving automobiles, riding public transportation, or delivering goods, as practicable.

Context-Sensitive Solutions: a collaborative, interdisciplinary, holistic approach to the development of transportation projects.

FMATS Improvement Program includes pavement surface rehabilitation, traffic control signal upgrades, street light load center rehabilitation, storm drain maintenance, reclaim/double chip, seal coat, crack sealing, roadway striping, dust control, signage replacement and intersection upgrades. These projects may include but are not limited to the definition of Preventive Maintenance found in the Alaska Department of Transportation and Public Facilities Preconstruction Manual.

Green Streets: These projects reflect the transportation policy and design approach that minimizes environmental impact by focusing on efforts to retain and treat, or even eliminate, runoff at the source through cost-effective green infrastructure, improving water quality and complementing Complete Streets efforts. This would be a collaborative process used on a case by case basis with partners such as the local governments, Tanana Valley Watershed and the Department of Environmental Conservation, as well as other interested parties.

HSIP: The Highway Safety Improvement Program is a federally funded program that constructs safety improvements at roadway locations with an existing, identifiable accident pattern that have cost effective engineering solutions. The specific provisions pertaining to the HSIP are defined in Section 1112 of MAP21.

Intersection Improvement Project: Funding for intersection enhancements related to capacity, safety, and/or multimodal accessibility within the FMATS boundary.

New Road Connections: These projects should consider the complete construction of all aspects of developing a new road link. These projects will consider all aspects of necessary road construction to include but not limited to environmental, design, ROW, construction of the road prism, trails, transit, Non-Motorized facilities, utilities, lighting, landscaping, drainage and necessary civil work to complete the project. Enhancements should be considered with these projects.

Non-Motorized Projects: These are transportation projects that facilitate or address non-automobile travel such as transit, pedestrian and bicycle projects. Also included are on-and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, environmental mitigation, and safe routes to school projects. Trails, sidewalks, and landscaping are not considered part of Non-Roadway Projects when being constructed as part of the road during reconstruction or rehabilitation. Any costs associated during the road construction are not considered or counted against any Non-Roadway percentage or allocation FMATS develops

On-Going Projects: are those projects where the lead federal agency (FHWA or FTA) has approved the DOT&PF or its designee to conduct the preliminary engineering of a project (Phase 2 has been initiated). These projects will not be rescored with subsequent project nominations unless there is a significant change in scope. The projects will receive priority in funding based on project development needs until closed by completion or otherwise.

Pavement Replacement Program: These projects reflect should be limited to curb to curb pavement replacement by milling the top 2-4 inches and replacing it with new hot mix asphalt. ADA improvements must be included in the design study report for these projects but should be limited to the pavement. No trail, sidewalk, landscaping, transit, drainage, lighting, traffic signal, utility, sub-base or work outside the curbs will be completed using these project funds. Safety issues associated with pavement replacement projects must be considered in this program or in the HSIP program.

Right-of-Way (ROW): A strip of land owned by a municipality or the state upon which a public road is constructed.

Road Reconstruction: These project involve the full or partial reconstruction of a road. These projects may expand the capacity of the existing system. Improvements may include the road base/sub/grade, right-of way acquisition and or utility relocation. Like new connections, these projects shall consider lighting, trails, transit, landscaping and number of lanes. These require full public process in review and development. These types of projects are typical of ADOT&PF's 4R projects. Any Non-Motorized project work will not be counted toward the percentages in Policy No. 5.

Road Rehabilitation is an improvement to preserve and extend the service life of a road, improve safety and generally does not add or reduce lane capacity but may occur on the same, modified or relocated alignment. They are implemented by the DOT&PF as 3R projects in their Pre-Construction Manual.

American with Disabilities Act (ADA) improvements at the curb must be included. The following questions should be answered prior to project authorization:

1. Is rehabilitation of the existing trail or sidewalk necessary and should it be included in the project?
2. Should the rehabilitation or upgrades of existing traffic signals and associated work be included?
3. Should right-of-way needs at intersections for turn-lanes be included?
4. Should rehabilitation of existing transit stops be included?
5. Should Utility or installation of new utilities, such as gas lines, be included or investigated?

Safety and Efficiency Improvements Project: Funding for low-cost improvements to enhance the safety and efficiency of the existing transportation system. Projects may include signing, striping, lighting upgrades, signal timing, signal controller upgrades, and maintenance.

Sidewalk Improvement Project: Funding for improved connectivity, safety, mobility, and access for pedestrians throughout the MPA.

SIP-Mandated Projects and Programs -CMAQ: These are projects and programs that directly implement air quality control measures commitments in the State of Alaska’s Department of Environmental Conservation’s State Implementation Plan (SIP). “Proactively” implemented SIP contingency measures will be included in this category if the SIP includes a commitment to implement them during the time period covered by the TIP. Projects that simply support or enhance SIP measures are not included in this category. These projects are prioritized and recommended by the CMAQ Project Evaluation Board (PEB) and approved by the FNSB Mayor and submitted to the DOT&PF for funding in accordance with the *Memorandum of Agreement for the Selection and Funding of Projects Funded by CMAQ within the Fairbanks Nonattainment Area for PM_{2.5}*.

Upgrades: These projects are road rehabilitations that may include changes in number of lanes, lane or sidewalk width, geometry and new utilities and relocations. These differ from Road Reconstruction in that their primary purpose may not be to increase capacity.

History of Policy Updates

Approved: 7.15.15

Policy No. 9 Complete Streets Approved: 10.21.15

APPENDIX

Appendix A: Memorandum of Understanding for the Implementation of a Fairbanks Metropolitan Area Transportation System Coordinator's Office

Appendix B: Public Participation Plan

Appendix C: PM_{2.5} Conformity Hot-Spot Analysis for Fairbanks, Alaska

**Fairbanks North Star Borough,
City of Fairbanks,
City of North Pole,
and
State of Alaska**

**FAIRBANKS METROPOLITAN AREA
TRANSPORTATION SYSTEM**

**MEMORANDUM OF UNDERSTANDING
for
THE IMPLEMENTATION
of a
FAIRBANKS METROPOLITAN AREA
TRANSPORTATION SYSTEM
COORDINATOR'S OFFICE**

**In The
Metropolitan Area
Of the
Fairbanks Metropolitan Planning Organization**

**Fairbanks North Star Borough,
City of Fairbanks,
City of North Pole,
and
State of Alaska**

**MEMORANDUM OF UNDERSTANDING
FOR
THE IMPLEMENTATION OF A
FAIRBANKS METROPOLITAN AREA TRANSPORTATION SYSTEM
COORDINATOR'S OFFICE**

SECTION 1 – Parties to this agreement

The parties to this Agreement are the Fairbanks North Star Borough (hereinafter called the “FNSB”), City of Fairbanks, City of North Pole and the State of Alaska.

SECTION 2 – Purpose

This agreement is entered into to provide the structure to each entity as to their responsibilities and or duties as pertaining to the FMATS Coordinator's Office and of the United Planning Work Program (UPWP) fund integration. This agreement will establish an office and the requirements of the Coordinator's Office functions and the duties of each entity being individual or shared in nature.

SECTION 3 – Duties

3.1 Coordinator's Office

The Coordinator's Office activities include, but are not limited to:

3.1.1 Meetings

- Chair the Technical Committee Meetings (voting member only when required to resolve a tie vote);
- Schedule all FMATS committee and public meetings;
- Arrange for meeting facilities;
- Prepare meeting agendas and agenda packages;
- Prepare and distribute notices and public announcements;
- Attend all regular and special meetings;
- Process Title VI Civil Rights reports and sign-in sheets;
- Prepare minutes of all FMATS regular and special meetings.

3.1.2 Correspondence

- Draft and edit FMATS letters and memos.

3.1.3 Filing

- Maintain FMATS files and documents;
- Respond to public records requests.

3.1.4 Organization

- Coordinator will report to the Policy Committee;
- Coordinate Technical & Policy Committee members' replacements, substitutions, and correspondence;
- Maintain current roster of all members of FMATS committees;
- Coordinate approvals needed by FMATS committees.

3.1.5 Identify New Project Needs and Develop Project Scopes

3.1.6 Public Outreach

- Coordinate with local media for notices and to inform the public regarding issues of importance;
- Provide website updates;
- Receive and respond to comments and questions;
- Distribute documents and information to the public and stakeholders.

3.1.7 Intra-Agency Relationships

- Provide Policy and Technical Committee members with information and guidance with respect to duties, responsibilities, and requirements of law and procedures;
- Update members on critical issues to be considered;
- Coordinate between FMATS Policy and Technical Committees.

3.1.8 Inter-Agency Relationships

- Coordinate and act as liaison between and among various FMATS jurisdictions and between FMATS and various state and federal agencies.

3.1.9 Strategic Planning

- Work with Policy and Technical Committees to develop clear mission, vision, values and goals to guide FMATS;
- Implement strategic plan.

3.1.10 Communication

- Prepare and implement the Public Involvement Plan (PIP) to involve the general public and all significantly affected groups, especially historically disenfranchised groups, in the planning process.

3.1.11 Short-Range Planning

- Develop and manage the Transportation Improvement Program (TIP) and amendments, including recommendations for redistribution of funds to ensure fiscal constraint;
- Coordinate local review process and notifications for transportation projects (transition item).

3.1.12 Funding

- Secure discretionary, earmarked, and grant funding for the FMATS area by educating legislative and agency staff on transportation needs in the Fairbanks area and by developing grant and discretionary funding applications for relevant programs.

3.1.13 Shared Duties with the State of Alaska, Department of Transportation & Public Facilities (ADOT&PF)

3.1.13.1 Tactical Planning

- Develop *Unified Planning Work Program* annually and submit accurate, timely quarterly and annual reports.

3.1.13.2 Project Control

- Develop scopes of work for new projects; Negotiate and administer any contracts with consultants performing work for FMATS;
- Monitor and manage FMATS projects.

3.1.13.3 Legislation

- Review and analyze legislation at local, state, and federal levels affecting FMATS and make recommendation to FMATS' Technical and Policy Committees regarding impact;
- Serve as an advocate for the FMATS' area to various legislative and funding bodies.

3.1.13.4 Governance

- Draft local match and maintenance agreements, monitor status, and facilitate finalization;
- Prepare and submit required reports in a timely manner.

3.1.13.5 Finance

- Prepare Annual Budget, including all projected sources of funding and expected allocation of such funds;
- Review timesheets, invoices, and contracts and process payments;
- Monitor budget and recommend corrective action if needed;
- Prepare and present monthly, quarterly, and annual reports.

3.1.13.6 Accounting Services

- Accounts payable, receivable, financial reporting, Annual Financial Audit.

3.1.14 Shared Duties with the City of Fairbanks

3.1.14.1 Information Technology

- Website updates and;
- Administration.

3.1.15 Shared Duties with the Coordinator's Office, FNSB, City of Fairbanks, City of North Pole, and ADOT&PF

3.1.15.1 Other Planning Activities

- Conduct technical studies, including travel surveys, demographics, and travel demand/traffic modeling;
- Coordinate transportation requirements and needs with new development.

3.2 City of Fairbanks Duties

The City of Fairbanks will coordinate and fund the support activity. Those activities include, but are not limited to:

3.2.1 Identify New Project Needs and Develop Project Scopes

3.2.2 Human Resources

- Serve as the Human Resources Department for the FMATS staff;
- Employment law issues;
- Including benefits packages, hiring, and payroll.

3.2.3 Risk Management

- Employment related coverage such as workers' compensation and liability insurance excluding auto coverage.

3.2.4 Office Space

- Provide two (2) offices with separate entrances, each office has exterior windows, and one of the offices has a separate attached storage space with exterior window. The office with the attached storage space provides 645 square feet and the remaining office provides 383 square feet for a total of 1,028 square feet.

3.2.5 Vehicle

- Provide a vehicle for FMATS (either City leased or other lease) use during working hours, along with a dedicated parking space at City Hall.

3.2.6 Copy & Facsimile Machine & Annual Maintenance

- Provide a combination copier/facsimile machine with annual maintenance services as part of their overall City of Fairbanks service contract for City Hall.

3.2.7 Office Maintenance and Janitorial Services

- Provide routine maintenance such as new light bulbs, seasonal installation of window-mounted air conditioners, etc., and janitorial cleaning service including vacuuming of floors, cleaning/dusting of office space, and emptying of trash cans.

3.2.8 Telephone Services

- FMATS will be responsible for obtaining desk and cell phone service.

3.2.9 Computers and IT Support

- Provide three (3) computers with Microsoft® Office software which includes; laptop PCs for the FMATS Coordinator and FMATS Planner; and a desk top PC for the FMATS Administrative Assistant.;
- Provide the City IT Department with technical support on an “as-needed” basis.

3.2.10 Shared Duties with the Coordinator’s Office

3.2.10.1 Information Technology

- Website updates and;
- Administration.

3.2.11 Shared Duties with the Coordinator’s Office, FNSB, City of Fairbanks, City of North Pole, and ADOT&PF

3.2.11.1 Other Planning Activities

- Conduct technical studies, including travel surveys, demographics, and travel demand/traffic modeling;
- Coordinate transportation requirements and needs with new development.

3.3 FNSB Duties

The FNSB will coordinate and fund the support activity. Those activities include, but are not limited to:

3.3.1 Identify New Project Needs and Develop Project Scopes

3.3.2 Tactical Planning

- Participate in pre-UPWP planning activities development.

3.3.3 Filing

- Where FNSB is the lead agency, maintain FMATS files and documents.

3.3.4 Project Notifications and Meeting Preparation

- Compile address lists for project notifications and for other MPO related public meetings (including MPO projects, plans, etc.).

3.3.5 Transit and Intermodal Planning

- Determine the area's current and future needs for public and alternative transportation and match between the needs with the available resources (non-UPWP funded).

3.3.6 Geographic Information System (GIS) Services

- Provide the GIS information for projects as needed (non-UPWP funded).

3.3.7 Land Use/Local Review of MPO Projects

3.3.8 Shared Duties with the Coordinator's Office, FNSB, City of Fairbanks, City of North Pole, and ADOT&PF

3.3.8.1 Other Planning Activities

- Conduct technical studies, including travel surveys, demographics, and travel demand/traffic modeling;
- Coordinate transportation requirements and needs with new development.

3.4 City of North Pole Duties

The City of North Pole will coordinate and fund the support activity. Those activities include, but are not limited to:

3.4.1 Identify New Project Needs and Develop Project Scopes

3.4.2 Monetary contribution

- To contribute \$7,500.00 towards the operation of the Coordinator's Office on a yearly basis. This amount can be renegotiated on a yearly basis.

3.4.3 Shared Duties with the Coordinator's Office, FNSB, City of Fairbanks, City of North Pole, and ADOT&PF

3.4.3.1 Other Planning Activities

- Conduct technical studies, including travel surveys, demographics, and travel demand/traffic modeling;
- Coordinate transportation requirements and needs with new development.

3.5 State of Alaska, Department of Transportation & Public Facilities Duties (ADOT&PF)

The State of Alaska will coordinate and fund the support activity. Those activities include, but are not limited to:

3.5.1 Identify New Project Needs and Develop Project Scopes

3.5.2 Long-Range Planning

- Develop or update Long Range Transportation Plan (LRTP) as required.

3.5.3 Contract Administration

- Provide contract administration services for FMATS planning projects.

3.5.4 Filing

- Maintain FMATS files and documents for the UPWP where ADOT is the lead agency.

3.5.5 Compliance

- Ensure compliance with federal and state mandates.

3.5.6 Shared Duties with the Coordinator's Office, FNSB, City of Fairbanks, City of North Pole, and ADOT&PF

3.5.6.1 Other Planning Activities

- Conduct technical studies, including travel surveys, demographics, and travel demand/traffic modeling;
- Coordinate transportation requirements and needs with new development.

3.5.7 Shared duties with the Coordinator's Office

3.5.7.1 Tactical Planning

- Develop *Unified Planning Work Program* annually and submit accurate, timely quarterly and annual reports.

3.5.7.2 Project Control

- Develop scopes of work for new projects; Negotiate and administer any contracts with consultants performing work for FMATS;
- Monitor and manage FMATS projects.

3.5.7.3 Legislation

- Review and analyze legislation at local, state, and federal levels affecting FMATS and make recommendation to FMATS' Technical and Policy Committees regarding impact;
- Serve as an advocate for the FMATS' area to various legislative and funding bodies.

3.5.7.4 Governance

- Draft local match and maintenance agreements, monitor status, and facilitate finalization;
- Prepare and submit required reports in a timely manner.

3.5.7.5 Finance

- Prepare Annual Budget, including all projected sources of funding and expected allocation of such funds;
- Review timesheets, invoices, and contracts and process payments;
- Monitor budget and recommend corrective action if needed;
- Prepare and present monthly, quarterly, and annual reports.

3.5.7.6 Accounting Services

- Accounts payable, receivable, financial reporting, Annual Financial Audit.

3.5.8 Shared Duties with the ADEC

3.5.8.1 Air Quality Conformity Analysis

- Ensure that transportation activities conform to, and are supportive of, the goals of regional air quality plans to attain the National Ambient Air Quality Standards (NAAQS);
- Coordinate with various air quality and transportation stakeholders in the Fairbanks area to ensure compliance with the federal and state air quality requirements, including the Transportation Conformity Rule and other applicable federal, state, and air district laws and regulations.

3.6 State of Alaska, Department of Environmental Conservation (ADEC)

The State of Alaska will coordinate and fund the support activity. Those activities include, but are not limited to:

3.6.1 Shared duties with the ADOT&PF

3.6.1.1 Air Quality Conformity Analysis

- Ensure that transportation activities conform to, and are supportive of, the goals of regional air quality plans to attain the National Ambient Air Quality Standards (NAAQS);
- Coordinates with various air quality and transportation stakeholders in the Fairbanks area to ensure compliance with the federal and state air quality requirements, including the Transportation Conformity Rule and other applicable federal, state, and air district laws and regulations.

GENERAL TERMS

The parties may agree in writing to terminate this agreement at any time; either party may terminate the contract if another party fails to perform in the manner called for in the contract; a party may terminate the contract for its own convenience on 30 days written notice; and the agreement will terminate if any party's governing body fails to appropriate necessary funds or repeals all or substantially all of the appropriations which fund this agreement.

No party may assign any duties under this agreement without the prior written consent of the other parties. This agreement binds the successors, heirs, personal representatives, and any assigns of the parties.

A party does not waive its rights under this agreement if it fails to object when the other party fails to perform. The laws of the State of Alaska will govern the interpretation of this agreement. Any action arising from this contract will be filed in Fairbanks, Fourth Judicial District, State of Alaska.

This agreement may be amended only in writing.

The contract documents constitute the entire agreement between the parties, and supersede all prior agreements, representations, and negotiations.

Any terms of this Agreement, by their nature, extend beyond the expiration or termination of this contract shall remain in effect until fulfilled.

The Term of this Agreement will be from the date of acceptance until revised by the FMATS Policy Committee. The FNSB, City of Fairbanks, City of North Pole, ADOT, and ADEC hereby enter into this agreement effective the first day after this agreement is signed by all parties.

REPRESENTATIVES. Each party may deliver notices under this agreement to the representatives and addresses listed below:

Chief, Northern Region Planning and Support Services

Representative of the ADOT&PF

North Pole Mayor or Designee

Representative of the City of North Pole

FNSB Mayor's Office Representative

Representative of the FNSB

Fairbanks City Mayor or Designee

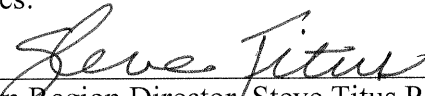
Representative of the City of Fairbanks

Director, DEC Air Quality Division

Representative of the ADEC

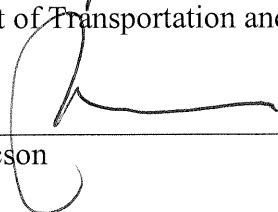
IN WITNESS WHEREOF, the FMATS Policy Members have executed this agreement.

Signatures:



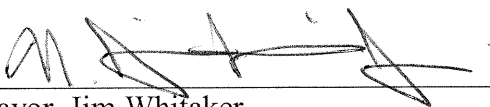
Northern Region Director, Steve Titus P.E.
Alaska Department of Transportation and Public Facilities

11/2/07
Date



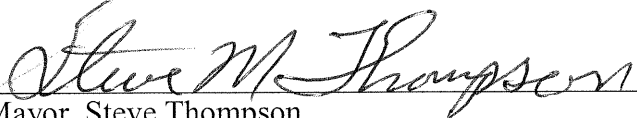
Mayor, Doug Isaacson
City of North Pole

10/17/07
Date



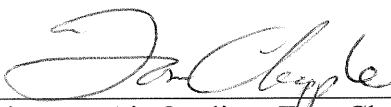
Mayor, Jim Whitaker
Fairbanks North Star Borough

11/02/07
Date




Mayor, Steve Thompson
City of Fairbanks

10/17/07
Date



Director, Air Quality, Tom Chapple
Alaska Department of Environmental Conservation

10/17/2007
Date



For: Don Seeliger
Fairbanks City Council

10/17/2007
Date




Luke Hopkins
Fairbanks North Star Borough Assembly

10/17/07
Date

Reviewed by Legal Department

Date: 10-25-07

By: 

Appendix A - DOCUMENT ABBREVIATIONS

ADEC	Alaska, Department of Environmental Conservation
ADOT&PF	Alaska, Department of Transportation & Public Facilities
CFR	Code of Federal Regulations
DOT	(United States) Department of Transportation
FMATS	Fairbanks Metropolitan Area Transportation System
FMPO	Fairbanks Metropolitan Planning Organization
FNSB	Fairbanks North Star Borough
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
NAAQS	National Ambient Air Quality Standards
PIP	Public Involvement Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
STIP	State Transportation Improvements Program
TEA-21	Transportation Efficiency Act for the 21 st Century
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
USC	United States Code

FMATS

FAIRBANKS METROPOLITAN AREA TRANSPORTATION SYSTEM



Fairbanks Metropolitan Area Transportation System

Public Participation Plan

Approved 10.18.13

Meaningful Participation in Transportation Planning for the Fairbanks Metropolitan Area Transportation System



FAIRBANKS METROPOLITAN AREA TRANSPORTATION SYSTEM METROPOLITAN PLANNING ORGANIZATION

FMATS Policy Committee Members

Steve Titus, P.E., DOT&PF, Chair
Mayor Luke Hopkins, FNSB
Mayor Jerry Cleworth, City of Fairbanks
Mayor Bryce Ward, City of North Pole
Guy Sattley, FNSB Assembly, Vice Chair
Perry Walley, Fairbanks City Council
Alice Edwards, ADEC

FMATS Technical Committee Members

Donna Gardino, MPO Coordinator, Chair
Judy Chapman, DOT&PF Planning Chief
Bernardo Hernandez, FNSB Director of Community Planning
Michael Schmetzer, Fairbanks City Engineer
Bob Pristash, Fairbanks City Engineer
Bill Butler, North Pole Director of City Services
Melanie Herbert, TCC Tribal Development and Planning
Glenn Miller, FNSB Transit Director
Jerry McBeath, FNSB Planning Commission
Joan Hardesty, ADEC
Brian Lindamood, Alaska Railroad
Michael Meeks, US Army Fort Wainwright
Scott Bell, UAF Design & Construction
Gabe Schutte, Alaska West Express

This document was prepared by FMATS Staff.

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FMATS Public Participation Plan

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Approved 10.16.13

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Chapter I

Background

The Fairbanks Metropolitan Area Transportation System (FMATS) recognized and assumed its regional public participation responsibilities long before the area achieved the official federal status of a “metropolitan area” following the 2000 US Census. When the population of the Fairbanks urbanized area grew to more than 50,000 residents, it was listed in the Federal Register of Qualifying Urban Areas. It was then required by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to establish a Metropolitan Planning Organization (MPO) to facilitate increased local control of transportation investments. MPOs are a forum for cooperative transportation decision-making for a metropolitan area, and by law, develop transportation plans and programs as well as associated public participation plans (PPPs).

Figure 1: Key Transportation Planning Acronyms will help the reader understand the shorthand that is used by transportation planners charged with navigating through the many governmental requirements that are part of a functioning MPO. More specifically, The Code of Federal Regulations (CFR) and the U.S. Codes (Title 23) require an MPO be formed to continue receiving Federal transportation funding. Today, greater Fairbanks remains the second largest population center in Alaska.

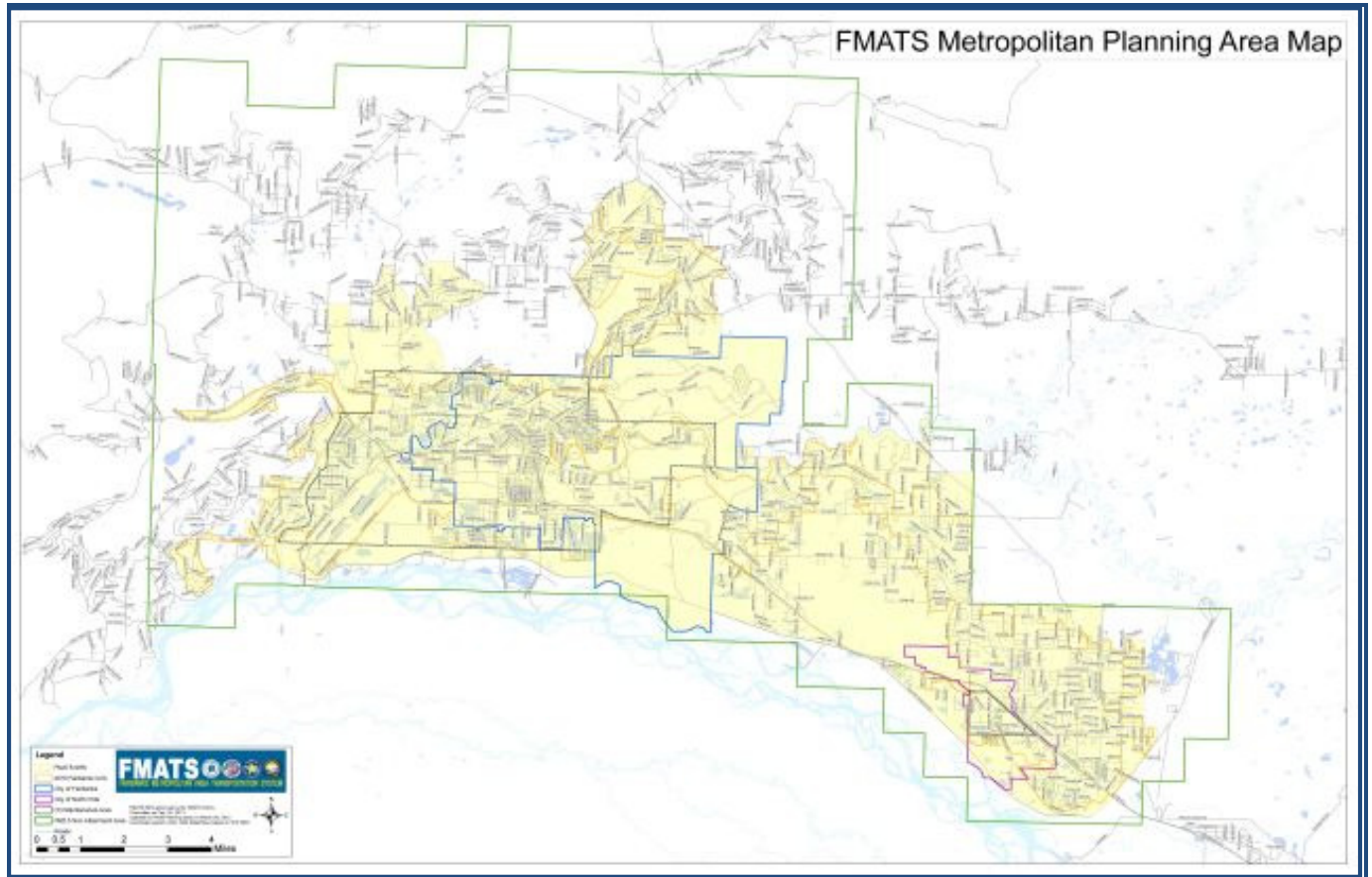
Figure 1: Key Transportation Planning Acronyms

FHWA	Federal Highway Administration
FNSB	Fairbanks North Star Borough
FTA	Federal Transit Administration
ADOT&PF	Alaska State Department of Transportation and Public Facilities
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
PPP	Public Participation Plan
NHI	National Highway Institute
NTI	National Transit Institute
TRB	Transportation Research Board

SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, Public Law 109-59, 2005
AASHTO	American Association of State Highway and Transportation Officials
STIP	Statewide Transportation Improvement Program
TIP	(Metropolitan) Transportation Improvement Program
UPWP	Unified Planning Work Program
MACS	Metropolitan Area Commuter System
EPA	US Environmental Protection Agency
ADEC	Alaska Department of Environmental Conservation
ARRC	Alaska Railroad Corporation

Multiple Planning Boundaries: Figure 2: The FMATS Planning Boundaries Map delineates the varied boundaries that must be recognized in the regional planning structure that governs planning in this region. The FMATS boundary was updated in 2013 to reflect the new urbanized area as defined in the 2010 U.S. Census and in accordance with 23 CFR 450.312. The new boundaries were incorporated in Amendment #1 of the FMATS Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation and Air Quality Planning approved by the Policy Committee on April 17, 2013 (as of this writing, the Governor has not approved this amendment). The FMATS boundary is the yellow shaded area and now encompasses 113.046 square miles, up from 103 square miles. Finally, within the MPO there are two incorporated cities: the City of Fairbanks and the City of North Pole. The MPO Planning Area boundaries are fully contained within the PM_{2.5} non-attainment area and the Fairbanks North Star Borough.

Figure 2: FMATS Planning Area Map



FMATS History: FMATS was formed in 1995 to serve as a consensus-based transportation policy making body and to solicit public participation in the long term transportation planning process. When planning began for the newly designated MPO in 2000, FMATS was the logical choice for a regional organization to assume the additional planning and public participation responsibilities of an MPO in April of 2003. The FMATS Policy Committee studied possible organizational options for the MPO itself, and in November of 2007 the FNSB, the Department of Transportation and Public Facilities, the Department of Environmental Conservation, the City of Fairbanks, and the City of North Pole signed a Memorandum of Understanding outlining the preferred structure. (See Appendix A: FMATS Memorandum of Understanding.)

The MOU established the FMATS Coordinator's Office as a planning office charged with coordinating closely with Northern Region DOT&PF and the signatory municipal governments in long term, mid-term and near-term transportation planning. The office opened in April 2008, and in 2009, an MPO Transportation Planner staff position was added to support the MPO Coordinator and a half-time Administrative Assistant was hired in 2013.



Purpose of the FMATS Public Participation Plan

The purpose of this document is to set procedures that FMATS will use to engage residents of the MPO in long range transportation planning in a meaningful way. In doing this, FMATS will also comply with the important federal public participation requirements embodied in the:

- Title VI of the Civil Rights Act,
- Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA),
- Transportation Equity Act for the 21st Century of 1998 (TEA-21),
- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU),
- Moving Ahead for Progress in the 21st Century (MAP-21) enacted July 6, 2012
- Executive Order 12898 on Environmental Justice (EJ), and DOT Updated Environmental Justice Order 5610.2(a)
- FTA Final Circular 4703.1 Environmental Justice Policy and Guidance for FTA Recipients 10.11.12
- Executive Order 13166 on Limited English Proficiency, and
- Executive Order 13175 on Tribal Consultation and Coordination.

Title VI of the Civil Rights Act of 1964 laid the foundation for all special outreach efforts by mandating that no person shall be discriminated against in public facilities or in government on the basis of race, color, and national origin. Regulations and executive orders followed that would not enforce the Civil Rights Act, but add more protections. Other non-discrimination statutes prohibit discrimination on the basis of sex (Federal-Aid Highway Act of 1973), age (The Age Discrimination Act of 1975, as amended) and disability (The Americans with Disabilities Act).

TEA-21 required a proactive public participation process as an integral part of the transportation planning and project development process used by MPOs. SAFETEA-LU established additional requirements for proactive public participation. MAP-21 established a performance-based approach to transportation decision making the national goals (MAP-21 §1203, PL 112-141). These goals include safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability and reduced project delivery delays.

SAFETEA-LU required MPOs to public participation plans to be developed in consultation with interested parties. To enhance the public participation process, MPOs should conduct meetings at convenient and accessible locations at convenient times and make public information available in an electronically accessible format. It required the use of visualization techniques to strengthen public participation in the planning and project delivery process and specifically to aid the public in understanding proposed plans. It also required for periodic reviews of the effectiveness of the procedures and strategies to ensure a full and open participation process.

Executive Order (EO) 12898: Federal Actions to Address Environmental Justice in Minority Populations. requires “each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority and low-income populations.” Specifically, with respect to public participation in transportation planning, the Federal Highway Administration (FHWA) Order (DOT 5610.2) Environmental Justice in Minority Populations and Low-income Populations established policies and procedures to use in complying with Executive Order (EO) 12898: Federal Actions to Address Environmental Justice in Minority Populations.

Similarly, Executive Order 13166 addresses populations with limited English proficiency: Improving Access to Services for Persons with Limited English Proficiency. The Executive Order requires Federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. It is expected that agency plans will provide for such meaningful access consistent with, and without unduly burdening, the fundamental mission of the agency. The Executive Order also requires that the Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries. To assist Federal agencies in carrying out these responsibilities, the U.S. Department of Justice issued a Policy Guidance Document Enforcement of Title VI of the Civil Rights Act of 1964 - National Origin Discrimination Against Persons With Limited English Proficiency ([2002 LEP Guidance](#))."

The Americans with Disabilities Act of 1990 as amended in 2008 and 2010 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

Executive Order 13175, Consultation and Coordination With Indian Tribal Governments, requires each agency to establish regular and meaningful consultation and collaboration with tribal officials in the development of Federal policies that have tribal implications, to strengthen the United States government-to-government relationships with Indian tribes, and to reduce the imposition of unfunded mandates upon Indian tribes. Each agency must have an accountable process to ensure meaningful and timely input by tribal officials in the development of regulatory policies that have tribal implications.

The public participation process is part of the development of the following planning processes that fall within FMATS' mission: the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), the Regional Air Quality Conformity Analysis and other reports that may be needed to document the transportation planning process. As required by 23 CFR 450.316 (a) (3), this document will have a 45-day public comment period.

In addition to the federal requirements, the local planning authority's Regional Comprehensive Plan, adopted by the FNSB in September 2005, contains specific goals to encourage citizen participation in governmental affairs and encourage public input at the earliest stages of transportation project planning.

Chapter II

Achieving Federal Public Participation Goals

Federal public participation regulations offer significant guidance to FMATS as this MPO strives to educate and engage the public in meaningful ways that allow for fully informed public participation. A summary of Federal requirements for MPOs' public participation in transportation planning as presented in ISTEA, TEA-21, SAFETEA-LU, MAP21 and Executive Order 12898 is presented in this section as well as an outline of FMATS strategies designed to meet these federal requirements. FMATS will evaluate which strategies were employed on an annual basis to ensure the public participation goals are being met.

Goal 1: Provide timely information about transportation issues and procedures to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects. (ISTEA/TEA-21)

FMATS Key Participation Tool: Quarterly FMATS newsletter

FMATS Key Participation Tool: Local radio, television, and newspaper publication of meeting notices and agendas

FMATS Key Participation Tool: Timely website updates

FMATS Key Participation Tool: Update FMATS email lists on an ongoing basis.

FMATS Key Participation Tool: Pro-active solicitation of local radio and television feature stories highlighting public participation opportunities

FMATS Key Participation Tool: Actively participate and provide Technical and Policy Committee agendas, minutes and other reports to the Chamber of Commerce Transportation Committee, the five local Rotary clubs, the Chamber of Commerce General Membership luncheon, Tanana Chiefs Conference, the FNSB Metropolitan Area Commuter System (MACS) official charged with meeting the transportation needs of disadvantaged citizens in the MPO and other community service clubs as requested.

Goal 2: Provide reasonable and meaningful public access to technical and policy information used in the development of plans and Transportation Improvement Programs (TIP's) and to open public meetings where matters related to the Federal-aid highway and transit programs are being considered. (ISTEA/TEA-21)

FMATS Key Participation Tool: Develop visually rich presentation formats that will allow lay members of the public and residents with limited English proficiency to visualize new transportation proposals.

FMATS Key Participation Tool: Develop interactive public participation tools that will allow the public to fully participate in planning open houses, surveys, and workshops by assisting them to present their ideas in an easily understandable context.

FMATS Key Participation Tool: Publish technical and policy reports, agendas, and minutes on the FMATS website.

FMATS Key Participation Tool: Advertise contact information that will allow the public to participate during public comment and listen to the proceedings of all FMATS Policy and Technical Committee Meetings.

FMATS Key Participation Tool: Provide ample opportunity to the public to provide project nominations to FMATS to be forwarded to the Congestion Mitigation/Air Quality (CMAQ) Project Evaluation Board for scoring and funding consideration.

FMATS Key Participation Tool: To require all project nominations be scored by the Technical Committee regardless of the funding type to ensure the proper vetting of all projects.

Goal 3: Consider the needs of populations traditionally underserved by existing transportation systems, including, but not limited to low-income, minority and households with limited English proficiency (LEP). (TEA-21) (MAP-21)

FMATS Key Participation Tool: Work with the City and Borough Mayors to encourage them to appoint minority members of their legislative bodies to serve on the FMATS Policy Committee to improve minority representation at the policy level.

FMATS Key Participation Tool: Research the needs of low-income, minority and LEP populations in the MPO for inclusion in planning outcomes.

FMATS Key Participation Tool: Retain a member of the Tanana Chiefs Conference (TCC) on the FMATS Technical Committee with the express responsibility to represent the needs of the Native community and to carry information from the FMATS meetings back to the Native community for feedback and ultimately participate in the decision-making process.

FMATS Key Participation Tool: Ensure that the FNSB Metropolitan Area Commuter System (MACS) official charged with meeting the transportation needs of disadvantaged citizens in the MPO is retained on the FMATS Technical Committee to provide two-way communication of minority, low income and LEP populations' transportation needs and opportunities to inform both agencies' planning processes.

FMATS Key Participation Tool: Ensure that the structure of the MPO includes officials of public agencies that administer or operate public transportation systems.

FMATS Key Participation Tool: Attend meetings of the Fairbanks North Star Borough Mobility Management Council that will be formed to ensure an informed interface between FMATS and those charged with meeting the human services needs, including those EJ populations, in the MPO.

FMATS Key Participation Tool: Consult useful websites like those outlined in Appendix D to best engage such populations in the transportation decision-making process.

Goal 4: Hold public meetings at convenient and accessible locations and times. (SAFETEA-LU)

FMATS Key Participation Tool: Whenever possible, schedule public meetings weekdays at noon in convenient downtown locations with adequate free parking and public transportation access.

FMATS Key Participation Tool: Ensure that meeting locations are accessible to persons with disabilities as defined in the Americans with Disabilities Act.

Goal 5: Make public information available in electronically accessible formats and means, such as the World Wide Web. (SAFETEA-LU)

FMATS Key Participation Tool: Establish a separate website address that is easily accessible to members of the public not familiar with state or federal government protocols. Advertise the website with language that clearly explains its utility.

FMATS Key Participation Tool: Post key public information on collaborating agency and private sector websites, when possible.

FMATS Key Participation Tool: Establish and maintain other social media outlets for the public to obtain information, when available.

Goal 6: Integrate into the metropolitan planning process other performance-based transportation plans and processes. (MAP-21)

FMATS Key Participation Tool: Collect and review other relevant performance-based plans and processes for consideration in the development of the MTP.

Goal 7: Coordinate the MPO's performance targets with the State's targets to ensure consistency to the maximum extent practicable and coordinate with public transportation providers to ensure consistency with sections 5326(c) and 5329(d) of title 49. (MAP-21)

FMATS Key Participation Tool: Coordinate with the Northern Region and ADOT&PF Headquarters in the development of the MPO's performance targets and obtain ADOT&PF approval.

FMATS Key Participation Tool: Coordinate with the providers of public transportation to incorporate their approved performance targets in the MTP.

Goal 8: Demonstrate explicit consideration and response to public input received during the development of the MTP and TIP. (SAFETEA-LU)

FMATS Key Participation Tool: Request that members of the public write down their comments with their names and contact information to allow for follow-up.

FMATS Key Participation Tool: Have planners developing the MTP and TIP develop a Responsiveness Summary that lists all issues raised and where they are addressed in the plan. Publish this summary on the project website and list its availability in the FMATS newsletter.

Goal 9: Provide an additional opportunity for public comment, if the final MTP or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public participation efforts. (SAFETEA-LU)

FMATS Key Participation Tool: Run advertising at 150% of original effort for an additional public open house.

FMATS Key Participation Tool: Directly email an electronic copy of the meeting notice to all who attended and provided contact information at the previous MTP and TIP meetings.

Goal 10: Coordinate with the statewide transportation planning public participation and consultation process. (SAFETEA-LU)

FMATS Key Participation Tool: Summarize public input to the FMATS TIP within the preamble and forward the completed document to be integrated into the Statewide Transportation Improvement Program.

Goal 11: Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process. (SAFETEA-LU)

FMATS Key Participation Tool: Evaluate public participation procedures with meaningful measures of effectiveness as outlined in Chapter III of this Public Participation Plan.

FMATS Key Participation Tool: Conduct a thorough update of the MTP every 4 years

Goal 12: Ensure the meaningful public participation of low-income, minority and LEP populations in decision making. (Executive Order 12898)

FMATS Key Participation Tool: Host open house meetings in low income and/or minority neighborhoods so that elected officials can listen to area residents' transportation planning issues and concerns.

FMATS Key Participation Tool: Develop visualization tools that will allow residents for whom English is a second language, especially to understand the technical and geo-spatial aspects of new transportations proposals.

FMATS Key Participation Tool: Ask the Tanana Chiefs Conference representative on the FMATS Technical Committee if it would be helpful for FMATS to 1) provide an Athabascan translator at MTP planning open houses, and 2) translate the FMATS brochure into Athabascan to better facilitate meaningful Native participation in transportation planning.

FMATS Key Participation Tool: If applicable, organize and invite the target population(s) on a bus or walking tour through their neighborhood(s) with other transportation planners and elected officials to identify transportation deficiencies.

FMATS Key Participation Tool: Develop and keep current a flyer distribution system and an email list notification practice to ensure that underrepresented populations are aware of important public participation opportunities on transportation issues.

Goal 13: Prevent disproportionately high and adverse impacts of decisions on low-income and minority groups. (Executive Order 12898)

FMATS Key Participation Tool: Instruct planners who are tasked with updating local and regional transportation and land-use plans to continually 1) monitor any potential project areas for opportunities to mitigate adverse impacts on affected populations, and 2) include these measures when updating local and regional transportation and land-use plans. Document these efforts according to the measures of effectiveness (MOE) procedures outlined in Chapter III of this PPP.

FMATS Key Participation Tool: Conduct a specific EJ review upon completion of each draft plan in the MPO to ensure that there are not disproportionately high impacts on the target populations or projects are not disproportionately focused on higher income areas of the MPO. Document these efforts according to the MOE procedures outlined in Chapter III of this PPP.

Goal 14: Consult with agencies and officials responsible for other planning activities that are affected by or will affect transportation, such as state and local growth projections, economic development, environmental protection, airport operations and freight movement. Conduct inter-agency consultations with local, state and federal agencies as appropriate on all key regional transportation and air quality conformity processes. (SAFETEA-LU)



FMATS Key Participation Tool: Invite appropriate representatives from ADEC, DOT&PF, MACS, EPA, FHWA, ARRC and the Federal Transit Administration (FTA) to consult with FMATS on strategies to achieve transportation conformity through a consensual planning process.

Chapter III

Description of Key Public Participation (PP) Elements

Successfully achieving the federal goals for public participation in transportation planning will require timely implementation of the FMATS strategies outlined in the previous chapter of this plan. Many of the public participation tools discussed in the previous chapter are self-explanatory, but some will benefit from the additional detail that is provided in this chapter.

The FMATS Policy and Technical Committees are the primary elements that will assist the organization in meeting its federally mandated goals.

PP Element: The FMATS Policy Committee

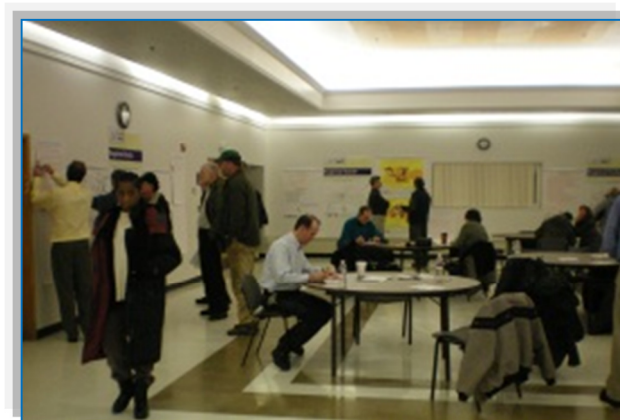
The FMATS Policy Committee is responsible for developing regional transportation policies, plans and programs and directing the continuing, comprehensive and cooperative transportation planning process in the Fairbanks and North Pole areas. The committee is composed of the Mayor of the Fairbanks North Star Borough (FNSB), the Mayor of the City of Fairbanks, the Mayor of the City of North Pole, the Regional Director of the Department of Transportation & Public Facilities (DOT&PF) Northern Region, the Director of the Department of Environmental (DEC) Conservation Air Quality Division, a representative of the FNSB Assembly and a representative of the Fairbanks City Council. Assisting the Policy Committee is the FMATS Technical Committee.

Key PP Components to Policy Committee Meetings

Scheduled Policy Committee meetings are typically held monthly on the 3rd Wednesday. Special meetings may be held at the call of the Chair or at the request of one (1) or more members of the Policy Committee. Two public comment periods are included as agenda items at each meeting. The following guidelines shall apply to the public process at the FMATS Policy Committee meetings.

1. A sign-in sheet will be available at each meeting. Members of the public will be encouraged to sign in so that they may be able to receive notifications of future meetings.
2. Two public comment periods will be allowed at every meeting and limited to three minutes to allow for all members of the public who are present to participate; members of the public shall not use this limited time forum to initiate debate or discussion with Committee members, rather to provide public comment. Additional time allotted will be at the discretion of the FMATS Policy Committee Chair.

3. Each member of the public will be encouraged to provide concise comments.
4. Groups wishing to address the FMATS Policy Committee should select a representative to present the group's position to the committee.
5. It should be noted that items listed on the agenda may be voted on or action may be deferred, tabled or referred back to the committee for further consideration at the Policy Committee's discretion. The official FMATS position on all matters will be adopted at the appropriate time by a majority of the members.
6. Those members of the public who would like to present written comments to the committee, but do not wish to address the committee, may submit their comments in writing at any time prior to the committee meeting.
7. Policy Committee meeting notices will be published in the Fairbanks Daily News-Miner, broadcast on local radio and posted on the FNSB Online Public Notice System. FMATS, the City of North Pole, the Fairbanks North Star Borough and the State of Alaska will post meeting notices and utilize the State's Online Public Notice system for all meetings. The advertisement will include the meeting date, time, place and anticipated agenda items.



The FMATS Technical Committee advises the Policy Committee on matters relating to policy, plans, and programs. It is made up of city representatives, planners, transit operators, and representatives from the freight industry, tribes, University, ARRC, DEC, and the FNSB Planning Commission.

Key Elements to Technical Committee Meetings

Scheduled Technical Committee meetings are typically held monthly on the 1st Wednesday although additional meetings can be scheduled at the discretion of the Policy Committee or the Technical Committee Chair. Two public comment periods are included as an agenda item at each meeting. The following guidelines shall apply to public process at the FMATS Technical Committee meetings.

1. A sign-in sheet will be available prior to the meeting. Members of the public will be encouraged to sign in so that they may be able to receive notifications of future meetings.
2. Public comment will be limited to three minutes per individual. Members of the public shall not use this limited time forum to initiate debate or discussion with Committee members in this limited time forum, rather to provide public comment. Additional time allotted will be at the discretion of the FMATS Technical Committee Chair.
3. Each member of the public is encouraged to provide concise comments.
4. Groups wishing to address the FMATS Technical Committee should select a representative to present the group's position to the committee.
5. Those members of the public who would like to present written comments to the committee, but do not wish to address the committee may submit their comments at any time prior to the committee meeting.
6. Technical Committee meeting notices will be published in the Fairbanks Daily News-Miner, broadcast on local radio and posted on the FNSB Online Public Notice System. FMATS, City of North Pole, Fairbanks North Star Borough and the State of Alaska will post meeting notices and utilize the State's Online Public Notice system for all meetings. The advertisement will include the meeting date, time, place and anticipated agenda items.
7. Special meetings of the subcommittees of the Technical Committee may be called by the Chair when needed to address specific tasks outside of a regularly scheduled meeting. The work of all subcommittees will be presented to the Technical

Committee at a regularly scheduled meeting. Notice of subcommittee meetings will follow the methods described in #6 above.

Additional Recommendations:

- Ensure the retention of members to the Technical Committee with expertise in 1) the critical interface between land use and transportation; 2) freight movement in and around Interior Alaska, and 3) air quality.
- Consider adopting a requirement that the Alaska Railroad seat on the Technical Committee be filled by a resident of the MPO to ensure that underserved local needs are represented in the transportation planning process.

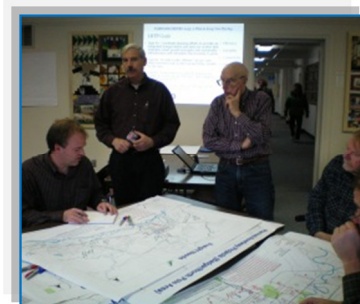
PP Element: Visualization Techniques

Often members of the public that have no engineering or city planning background complain that it is very difficult to understand how the transportation concepts depicted in an engineering drawing will actually look on the ground and are unable to participate in a meaningful way in the transportation planning process.

The 2000 Census determined that there are 6,000 people in the populated areas of the Fairbanks North Star Borough who do not speak only English at home and in the 2007 – 2011 American Community Survey (ACS) it was identified that over 2,000 people in the FNSB understand English less than well. For this sector, visualization techniques may not only be helpful, but the only way of engaging them in the transportation planning process in a meaningful way.

To improve communication with the LEP and low literacy populations in this MPO, to the extent that budget and skill levels allow, visualization techniques will be employed as much as possible when new transportation concepts are proposed in the FMATS planning process. Two-, three- and four-dimensional visualization techniques will be considered as well as real time simulations when necessary and affordable. The delivery method will be just as important in terms of making these visuals accessible to the public. When maps of proposed projects are being presented to the public it is beneficial to take advantage of aerial photography and properly label major roadways/landmarks for the public to have a clear understanding of the location of the proposed project(s). All of the following techniques will be carefully considered (with or without audio narration) when planning for accessible delivery of simulations:

- printed copy,
- digital files for slide presentation,
- video,
- compact disc (CD or DVD),



- simulation accessed through the internet, or
- a combination of these media.

PP Element: Measures of Effectiveness

SAFETEA-LU requires periodic review of the public participation process. The FMATS Public Participation Plan (PPP) will be reviewed periodically to ensure that the process provides full and open access to all citizens, and meets federal and state requirements.

FMATS is aware that it is important to assess and evaluate public outreach efforts not only to meet federal and state requirements, but also to ensure that these outreach efforts are successful. As FMATS's PPP is implemented and the various public participation techniques (see **Appendix C: FHWA Index of Public Involvement Techniques**) are utilized over the next four years, information concerning public comment patterns and trends will be collected. This review will coincide with the Unified Planning Work Program Annual Report.

Additional Participation Method Definitions

Appendix C offers an Index of FHWA Public Participation Techniques. Besides these techniques, FMATS also employs many of the following for various plans:

Press releases/Public Service Announcements Use established media outlets to reach a wide audience at key points in the planning process.

Guest editorials: Editorials submitted to the Fairbanks Daily News-Miner on transportation planning activities

Mass emails: Maintain email contact list for stakeholders who wish to be kept up to date about the FMATS planning process.

News Advertisement: All meetings will be advertised in the Fairbanks Daily News-Miner.

Responsiveness Summary: A compilation of all the comments received and staff's responses to those comments.

Social media: The FMATS Facebook page or other web-based media outlets such as Twitter is used to keep up-to-date information available for FMATS' planning efforts.

This data will form the basis of performance standards and measures for subsequent PPP reviews and updates. Staff debriefings to improve public participation for a project will be performed, including the consideration that a significant portion of the entire community may

not be participating. Review on the timing and location of meetings and the effectiveness of meeting notifications will be discussed and changes implemented to improve public awareness and participation.

Measures of Effectiveness (MOE) techniques will be practiced continually by the FMATS staff. A portion of FMATS staff meetings are dedicated to discussions of recent interactions with the public on any FMATS related planning topic. These discussions then lead to staff insight as to the general direction of topical transportation planning issues. This qualitative method has proven to be an effective method to increase staff understanding of local planning issues.

The following table details potential methods to gather evaluation data along with guidelines for monitoring the data. It is a self-assessment matrix to guide FMATS in the collection and monitoring of evaluation data. Improvements to this PPP will be made based on this self-assessment with the goal of increasing public awareness and to improve on the quality and quantity of information provided to the public.

Methods for Collecting Evaluation Data	Measures of Effectiveness (MOE)
Evaluation/Comment Form Verbal Comments from Meetings, Workshops or Forums	<ul style="list-style-type: none"> • Total Number of FMATS Public Meetings • Number of Attendees by gender and race, when available • Total number of Forms Turned In • Nature of Comments and Remarks • Community Groups Represented
Telephone Comments	<ul style="list-style-type: none"> • Total Calls Received per Quarter • Nature of Calls • Number of positive/negative calls received • Type of Follow-up required • Time spent on Follow-up

Methods for Collecting Evaluation Data	Measures of Effectiveness (MOE)
Citizen Letters	<ul style="list-style-type: none"> • Total Letters Received per Quarter • Number of positive/negative Letters received • Translation of letters from citizens who have limited English Proficiency • Nature of Letters • Type of Follow-Up Required • Time Spent to Follow –Up
FMATS Website Social Media	<ul style="list-style-type: none"> • Total number of hits per Month • Number and Nature of Comments received • Type of group representation • Total number of “Tweets” sent out by FMATS • Type of Follow-up Required • Time Spent on Follow-up
Proactive Public Outreach	<ul style="list-style-type: none"> • Total number of radio and TV interviews conducted • Total number of feature stories in newspaper • Total number of community service group meetings attended • Total number of Chamber Transportation Committee Meetings attended • Total number of presentations delivered • Total number of comment sheets collected at presentations
E-Mail Comments	<ul style="list-style-type: none"> • Total Comment Messages per month • Number and Nature of Messages received • Type of Follow-up required • Time Spent on Follow-Up/Handle

Methods for Collecting Evaluation Data	Measures of Effectiveness (MOE)
	request
Survey/Interactive Map Results	<ul style="list-style-type: none"> Total number of responses received Summarize comments

This evaluation of outreach efforts strives to identify what is being done right and where improvements need to be made. It includes monitoring and review of the Plan with staff after all public participation events. This includes an assessment of local newspaper coverage and reporting accuracy. Evaluation and assessment of communication from all FMATS Policy and Technical Committee members will also be used to evaluate participation effectiveness and how members perceive their role in the decision making process.

Chapter IV

Fairbanks Metropolitan Area Transportation System Plan

A primary responsibility of FMATS is to prepare and maintain a Metropolitan Transportation Plan (MTP), formerly known as the Long Range Transportation Plan (LRTP), to meet the travel needs of the Metropolitan Planning Area (MPA). The MTP's public process is one of the most significant big-picture opportunities for public participation in the transportation planning process in the MPO. The MTP insures that transportation improvements proposed for the area are coordinated and support area-wide goals and objectives and are aligned with newly identified performance targets. This plan addresses projected socio-economic development and traffic forecast for at least 20 years with proposed transportation improvements that will support the development of the area. The Plan is updated every four years.

FHWA requires the MTP to act as a guide to local officials in implementing transportation improvements with Federal funds. A project must be included in the MTP in order to qualify for funding assistance from the FHWA or FTA.

The MTP is basically broken down into five steps:

1. Identify transportation problems and determine possible solutions.

2. Include a description of the performance measures and performance targets used in assessing performance of the transportation system.
3. Include a system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the established performance targets.
4. Develop a series of recommendations (Draft Plan).
5. Adopt the list of recommendations (Plan).

FMATS will conduct a public participation process in the development and decision-making process leading to the publication of the MTP. The public's input will be solicited early and continually throughout the steps and can be most meaningful in the identification of transportation deficiencies and possible solutions early in this planning process.

Update of the FMATS Metropolitan Transportation Plan

FMATS shall review and update the MTP at least every four years (with a 20-year planning horizon) to confirm the transportation plans validity and consistency with current and forecasted transportation and land use conditions and trends. The development of the MTP will be coordinated with the process for development of air quality transportation control measures in the State Implementation Plan. During the development of the MTP, a public meeting will be held to provide an opportunity to comment on local and regional transportation problems and offer solutions. A public meeting at a location that is convenient for targeted populations will be publicized by the following actions:

1. FMATS will place an advertisement in the Fairbanks Daily Newspaper to announce a public meeting.
2. Notification of the public meeting will be posted on several websites. (DOT&PF, Fairbanks North Star Borough, FMATS, and City of North Pole), as well as the State's Online Public Notice System. Additional proactive outreach will include the utilization of the targeted EJ mailing list, the notification of related community service groups and minority organizations and low income neighborhoods.
3. Notification will be sent to all citizens that have requested notification of public meetings on the topic of transportation planning.
4. FMATS will have a newsletter that will include quarterly updates on the development of the MTP and provide opportunities to comment throughout the process on its website and on Facebook.
5. Comments received from this process will be documented, distributed and posted on the web so that the Policy Committee may consider all comments.

The public will be provided the opportunity to express their opinion on the Draft MTP document. This document will have a 30 day public review period. This will be accomplished in the same manner as listed above. All comments received from this process will be presented to the Policy Committee for consideration in the development of the final Plan.

If the final MTP differs significantly from the one made available for public comment and raises new material issues, which the FMATS Policy Committee could not reasonably have foreseen from the public participation efforts, FMATS will provide an additional opportunity for public comment on the revised MTP. A public meeting will be publicized and held, as necessary. A Responsiveness Summary will be developed and posted on the FMATS website.

Policy Committee action on the final plan will take place at a scheduled FMATS meeting.

The MTP may be viewed during normal working hours at the MPO Coordinator's Office, DOT&PF Planning Department, the FNSB Planning Department, Fairbanks City Hall and at North Pole City Hall. The MTP will also be available on the FMATS Website during all public comment periods and upon final approval.

Periodically, the FMATS Policy Committee may request that the approved MTP be modified, or that a project be dropped or added. Such requests will be identified as either an Amendment or Administrative Modification.

Amendments involve transportation projects that are not consistent with the existing transportation plan or that have a measurable impact on air quality. Amendments qualify as regionally significant for public participation purposes.

If the Policy Committee agrees that the proposed amendment is regionally significant, then a 30-day public participation process will be initiated. Comments received from the public will be presented to the Policy Committee for consideration.

Administrative Modifications are minor revisions that involve minor changes to transportation projects that are air-quality neutral and are consistent with the adopted transportation plan. Administrative Modifications do not qualify as regionally significant and a simplified public participation process will be initiated. An Administrative Modification is a revision that does not require public review and comment, re-demonstration of fiscal constraint or a conformity determination. The Administrative Modification will be added to the agenda of the Policy Committee meeting. Comments can be presented to the Policy Committee for consideration.

Chapter V

Transportation Improvement Program

A key publication resulting from FMATS transportation planning and project development activities is the Transportation Improvement Program (TIP). The TIP is a comprehensive listing of specific transportation improvement projects over a four-year time span; however, it is updated on an on-going basis as planning priorities and opportunities change. FMATS will conduct a proactive public participation process in the development and decision-making process leading to the publication of the TIP as required by FHWA. The TIP will include, to the maximum extent practicable, a description of the anticipated effect the TIP projects have in achieving the performance targets established in the MTP, linking investment priorities to those performance targets.

Prior to the development of the TIP, the project evaluation criteria will be reviewed and modified to reflect any changes in the goals and objectives of the MPO. During development of the TIP, a comment period of 30 days will be provided for comments to be received addressing the draft TIP criteria. A 30-day public comment period will be provided for the draft TIP, and after comments are considered by the Policy Committee, another 30-day comment period may be considered for the final draft TIP. A public meeting will be publicized by the following actions:

1. FMATS will place an advertisement in the Fairbanks News-Miner to announce a public meeting.
2. In addition to the FMATS website, notification of the public meeting will be posted on the Fairbanks North Star Borough website and the State's Online Public Notice System. Additional proactive outreach may include the utilization of the targeted EJ email list and the timely publication of the newsletter announcing the comment period and meeting.
3. Notification will be sent to all citizens that have requested notification of public meetings on the topic of transportation planning.
4. Comments received from this process will be documented so that the Policy Committee may consider all comments.

FMATS will develop and maintain a email list of active members of the general public, environmental interest groups, neighborhood and community groups and other public and private agencies who have expressed interest in transportation planning for use in announcing TIP public participation activities. Comments received from this process will be documented so that they may be considered by the Policy Committee.

The TIP may be viewed during normal working hours at the MPO Coordinator's Office, DOT&PF Planning Department, the FNSB Planning Department, Fairbanks City Hall and at North Pole City Hall. The TIP will also be available on the FMATS Website during all public comment periods and upon final approval.

Comments generated during the TIP review process will be presented to the Policy Committee for consideration in the development of the final TIP.

Periodically, the FMATS Policy Committee may request that the approved TIP be modified by adding a project or dropping a project. Such requests will be identified as Amendments. Amendments involve a major change to a transportation project that are not consistent with the existing transportation plan or that have a measurable impact on air quality. Amendments qualify as regionally significant for public participation purposes and a 30-day public participation process will be initiated to allow the public time to review and comment on the proposed significant change(s). Comments received from the public will be presented to the Policy Committee for consideration.

Administrative modifications are minor revisions that involve minor changes to transportation projects that are air-quality neutral and are consistent with the adopted transportation plan. Administrative modifications do not qualify as regionally significant and do not require public review and comment, re-demonstration of fiscal constraint or a conformity determination. The administrative modification will be added to the agenda of the Policy Committee meeting. Comments will be presented to the Policy Committee for consideration.

The FMATS public meeting process will comply with the public meeting requirements of 49 U.S.C. Sec. 5307(b). The public notice of public involvement activities and time established for public review and comment on the TIP will satisfy the program-of-projects requirements of the Urbanized Area Formula Program. See 23 C.F.R. Part 450 and 49 C.F.R. Part 613 (specifically Subpart B, "Statewide Transportation Planning," and Subpart C, "Metropolitan Transportation Planning and Programming"). The public participation process is described at 23 C.F.R. Section 450.316.

Chapter VI

Other Reports

In addition to the MTP and the TIP, FMATS may produce other reports as part of the continuing transportation planning process. One example is the Unified Planning Work Program (UPWP). The public will be provided a 30 day comment period on the draft UPWP. Another significant example is the FMATS Public Participation Plan; comments from minority, low income and

underserved members of the public as well as Chamber of Commerce Transportation Committee on the first public draft will be actively solicited within a 45-day public comment period in accordance with 23 CFR 450(316). Amendments may be made from time to time but will not require public review and comment.

Other reports will be presented at scheduled Technical Committee meetings for comments and posted on the FMATS website to solicit review and comment, but do not require advance public notice prior to Policy Committee actions. All comments submitted to FMATS will be forwarded to the Policy Committee for consideration.

Chapter VII

Summary

The Fairbanks Metropolitan Area Transportation System is committed to providing early and continuing opportunities for full public access to the transportation decision-making process, consistent with TEA-21, SAFETEA-LU, MAP-21 and their predecessors, as well as:

- Executive Order 12898 on Environmental Justice,
- Executive Order 13175 on Tribal Coordination, and
- Executive Order 13166 on Limited English Proficiency.

The public participation procedures presented in this Public Participation Plan were developed specifically to meet the needs of the residents of the Fairbanks metropolitan area while satisfying these federal mandates. Specific public participation procedures are specified for the Metropolitan Transportation Plan and the Transportation Improvement Program herein in detail. Special efforts to involve minority and low-income populations unique to the Fairbanks urban area are included in these procedures as well.

Whenever possible, visualization techniques will be employed to describe plans and the TIP. All documents available for public review will incorporate maps and drawings detailing project information.

This public participation process is only the first step in an open-ended and evolving public participation process that will be refined and revised as public comments and further regulatory guidance is received. This public participation process will be periodically reviewed to determine its effectiveness in assuring that the process provides full and open access to everyone.

FMATS is committed to increasing the understanding citizens have of the transportation planning process and to encourage the public to participate actively in the decision making process.

**Appendix A: FMATS Intergovernmental Operating Agreement and MOU for
Transportation and Air Quality Planning**

**Fairbanks North Star Borough,
City of Fairbanks,
City of North Pole,
and
State of Alaska**

**FAIRBANKS METROPOLITAN AREA
TRANSPORTATION SYSTEM**

**INTER-GOVERNMENTAL OPERATING AGREEMENT
and
MEMORANDUM OF UNDERSTANDING
for
TRANSPORTATION AND AIR QUALITY PLANNING
AMENDMENT NO. 1**

**In The
Metropolitan Area
of the
Fairbanks Metropolitan Planning Organization**

Fairbanks North Star Borough,
City of Fairbanks,
City of North Pole,
and
State of Alaska

FAIRBANKS METROPOLITAN AREA TRANSPORTATION SYSTEM
INTER-GOVERNMENTAL OPERATING AGREEMENT
AND
MEMORANDUM OF UNDERSTANDING
FOR
TRANSPORTATION AND AIR QUALITY PLANNING

In The Metropolitan Area of the Fairbanks Metropolitan Planning Organization

AMENDMENT NO. 1

This Amendment No. 1 is entered into this ____ day of _____, 2013 by and between the State of Alaska, the City of Fairbanks, the City of North Pole, and the Fairbanks North Star Borough.

WITNESSED, THAT:

Whereas, the above reference parties entered into the Fairbanks Metropolitan Area Transportation System (hereinafter the “FMATS”) Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation and Air Quality Planning in the Metropolitan Area of the Fairbanks Metropolitan Planning Organization (hereinafter the “Operating Agreement”) on March 15, 2003; and

Whereas, the Safe Accountable Flexible Equity Transportation Equity Act – Legacy for Users (SAFETEA-LU) was passed on August 10, 2005; and

Whereas, the above reference parties approved and adopted the FMATS Policy and Technical Committees Bylaws (hereinafter the “Bylaws”) on April 14, 2003, and revised said bylaws on April 16, 2008; and

Whereas, the above referred parties entered into the FMATS Memorandum of Understanding for the Implementation of a FMATS Coordinator’s Office on November 2, 2007, and have since hired an MPO Coordinator; and

Whereas, the U.S. Census Bureau released new urbanized area boundaries on March 26, 2012 that requires FMATS to adjust its boundaries per 23 CFR 450.312 by June 2014; and

Whereas, Moving Ahead for Progress in the 21st Century (MAP-21) was passed into law on July 6, 2012;

Now, therefore, the above referenced parties agree to amend the Operating Agreement as follows:

SECTION 1 – PARTIES TO THIS AGREEMENT

The parties to this Agreement are the State of Alaska, the Fairbanks North Star Borough (FNSB), the City of Fairbanks, and the City of North Pole. The City of Fairbanks is the designated host agency for the Metropolitan Planning Organization's Coordinator's Office.

SECTION 2 – PURPOSE

This agreement is entered into in accord with 23 USC § 134 – 135 and 49 USC § 5303 – 5306 to provide the structure and process for the continuing, cooperative and comprehensive consideration, development and implementation of transportation and air quality plans and programs for intermodal transportation in the Metropolitan Planning Area (MPA) of the FNSB. 23 USC § 134 states in pertinent part:

It is in the national interest to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas, while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes identified in this chapter; and to encourage the continued improvement and evolution of the metropolitan and statewide transportation planning processes by metropolitan planning organizations, State departments of transportation, and public transit operators as guided by the planning factors identified in subsection (h) and section 135(d).

To accomplish this objective, the metropolitan planning organization in coordination with the State and public transportation operators, shall develop long-range transportation plans and transportation improvement programs through a performance-driven, outcome-based approach to planning for the metropolitan areas of the State. Such plans and programs shall provide for the development and integrated management and operation of transportation systems and facilities (including accessible pedestrian walkways and bicycle transportation facilities) that will function as an intermodal transportation system for the metropolitan planning area and as an integral part of an intermodal transportation system for the State and the United States. The process for developing such plans and programs shall provide for consideration of all modes of transportation and shall

be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems to be addressed. (23 USC § 134 (a) and (c))

SECTION 3 – LEGAL AUTHORITY

3.1 Federal Transportation Planning Statutes

23 USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding. Those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process.

3.2 Metropolitan Planning Organization Designation

On April 14, 2003, the Governor of the State of Alaska designated the Metropolitan Planning Organization and identified the Fairbanks Metropolitan Area Transportation System (FMATS) Policy Committee as the policy body providing the direction of transportation planning in the MPO in accordance with Federal law.

3.3 Federal Air Quality Regulations

Air Quality Title 42 USC § 7504 et. seq. requires each area-wide air quality planning agency to prepare an area-wide air quality plan providing for attainment of National Ambient Air Quality Standards (NAAQS). Alaska Statutes Chapter 46.14 requires the Alaska Department of Environmental Conservation (ADEC) to develop a State Implementation Plan (SIP) providing for the attainment of the NAAQS. The FNSB has been designated as the air quality planning agency and has adopted an Air Quality Plan, which is the local component of the SIP. The FNSB is the planning agency that coordinated transportation related air quality planning within the MPO. The Unified Planning Work Program includes the annual preparation of a Reasonable Further Progress Report on Air Quality and review of the goals of the Air Quality Plan, as necessary. The FMATS Policy Committee must approve the area-wide Air Quality Plan.

SECTION 4 – DEFINED TERMS

“ADEC” means the State of Alaska Department of Environmental Conservation.

“ADMINISTRATIVE MODIFICATION” means a minor revision to a metropolitan transportation plan or TIP that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. It is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

“ADOT&PF” means the State of Alaska Department of Transportation and Public Facilities.

“AIR QUALITY PLAN” means the Fairbanks component of the State Implementation Plan for Air Quality regarding air quality strategies in nonattainment areas.

“AMENDMENT” means a revision to a long-range metropolitan transportation plan or TIP that involves a major change to a project included in a metropolitan transportation plan or TIP including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g. changing project termini or the number of through traffic lanes). An amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving “non-exempt” projects in nonattainment and maintenance areas).

“ASSEMBLY” means the Fairbanks North Star Borough Assembly, the legislative governing body of the Fairbanks North Star Borough.

“CITY OF FAIRBANKS” means the home rule city, a political subdivision of the State of Alaska, and the largest city within the Metropolitan Planning Area.

“CITY OF NORTH POLE” means a home rule city, a political subdivision of the State of Alaska, located within the Metropolitan Planning Area.

“CO” means Carbon Monoxide, a colorless, odorless gas produced due to incomplete combustion of fossil fuels. Alaska has a potential for wintertime health problems with CO in the Fairbanks area.

“CONFORMITY” means a Clean Air Act (42 U.S.C. 7506(c)) requirement that ensures that Federal funding and approval are given to transportation plans, programs and projects that are consistent with the air quality goals established by a State Implementation Plan (SIP).

“CONSULTATION” means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken.

“COOPERATION” means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

“COORDINATION” means the cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate.

“DOT” or USDOT” means the United States Department of Transportation.

“DBE” means a Disadvantaged Business Enterprise.

“EPA” means the United States Environmental Protection Agency.

“FAIRBANKS CITY COUNCIL” means the legislative governing body of the City of Fairbanks.

“FHWA” means the Federal Highway Administration, an operating agency of the United States Department of Transportation.

“FMATS” means the Fairbanks Metropolitan Area Transportation System.

“FNSB” means the Fairbanks North Star Borough, a second class borough, a political subdivision of the State of Alaska that includes the City of Fairbanks, the City of North Pole, and the Metropolitan Planning Area within its boundaries.

“FTA” means the Federal Transit Administration, an operating agency of the United States Department of Transportation.

“MAINTENANCE AREA” means an area that was designated as an air quality nonattainment area, but was later redesignated by the Administrator of the Environmental Protection Agency as an air quality attainment area, under section 107(d) of the Clean Air Act (42 USC 7407(d)).

“MPA” or “METROPOLITAN PLANNING AREA” means the geographic area determined by agreement between the metropolitan planning organization for the area and the Governor under subsection § of 23 USC 134. The MPA shall encompass at least the existing urbanized area and the contiguous area expected to become urbanized within a 20-year forecast period for the transportation plan and may encompass the entire metropolitan statistical area or consolidated metropolitan statistical area, as defined by the Bureau of the Census.

“MPO” or “METROPOLITAN PLANNING ORGANIZATION” means the policy board of an organization established as a result of the designation process under subsection (d) of 23 USC 134. To carry out the transportation planning process required by this section, a metropolitan planning organization shall be designated for each urbanized area with a population of more than 50,000 individuals by agreement between the Governor and units of general purpose local government that together represent at least 75 percent of the affected population (including the largest incorporated city based on population) as determined by the Bureau of the Census; or in accordance with procedures established by applicable State or local law.

“MPO Coordinator” means the person who chairs the Technical Committee and serves as staff to the Policy Committee.

“MPO COORDINATOR’S OFFICE” means the staff responsible for the management and planning of the MPO, including long range and short range transportation, strategic planning, tactical planning, control, finance, funding, intra-agency and inter-agency relationships, compliance and other planning activities.

“MTP” or “METROPOLITAN TRANSPORTATION PLAN” means the official multimodal transportation plan addressing no less than a 20-year planning horizon that is developed, adopted, and updated by the MPO through the metropolitan transportation planning process.

“NAAQS” means the National Ambient Air Quality Standards.

“NONATTAINMENT AREA” means any geographical region of the United States that has been designated by the EPA as a nonattainment area under section 107 of the Clean Air Act for any pollutants for which an NAAQS exists.

“NORTH POLE CITY COUNCIL” means the legislative governing body of the City of North Pole.

“PL” means the FHWA Metropolitan Transportation Planning funds authorized under 23 USC § 104 to carry out the requirements of 23 USC 134, Metropolitan Transportation Planning.

“PM_{2.5}” means Fine Particulate Matter that is less than 2.5 micrometers in diameter. PM_{2.5} is a product of combustion, primarily caused by burning fuels. Examples of PM_{2.5} sources include power plants, vehicles, wood burning stoves, and wild fires.

“POLICY COMMITTEE” OR “FMATS POLICY COMMITTEE” means the committee established under Section 5.2 of the Agreement for cooperative decision-making in accordance with this Agreement.

“PUBLIC PARTICIPATION PLAN” means a documented process for providing citizens, affected public agencies, representatives of public transportation employees,

freight shippers, providers of freight transportation services, private providers of transportation, representative of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

“SECTION 5303” means the Federal Transit Administration (FTA) funds made available under 49 USC 5305(g) to carry out the requirements of 49 USC 5303, Metropolitan Transportation Planning.

“SIP” or “STATE IMPLEMENTATION PLAN” means, as defined in section 302(q) of the Clean Air Act (CAA), the portion (or portions) of the implementation plan, or most recent revision thereof, which has been approved under section 110 of the CAA, or promulgated under section 110(c) of the CAA, or promulgated or approved pursuant to regulations promulgated under section 301(d) of the CAA and which implements the relevant requirements of the CAA. It is the air quality implementation plan of the State of Alaska.

“STATE” means the State of Alaska.

“STIP” or “STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM” means a statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans and TIPs, and required for projects to be eligible for funding under title 23 USC and title 49 USC § 53.

“TECHNICAL COMMITTEE” or “FMATS TECHNICAL COMMITTEE” means the committee established in Section 5.3 of this Agreement for the cooperative decision-making in accordance with this Agreement.

“TIP” or the “Transportation Improvement Program” means a transportation improvement program developed by a metropolitan planning organization under subsection (j) of 23 USC 134. It is developed in cooperation with the State and any affected public transportation operator and contains projects consistent with the current metropolitan transportation plan, reflects the investment priorities established in the current metropolitan transportation plan and once implemented, is designed to make progress toward achieving performance targets established under subsection (h)(2) of 23 USC § 134.

“UPWP” or “UNIFIED PLANNING WORK PROGRAM” means a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

URBANIZED AREA means a geographic area with a population of 50,000 or more, as determined by the Bureau of the Census.

SECTION 5 – ORGANIZATION AND RESPONSIBILITIES

5.1 FMATS

FMATS is the Metropolitan Planning Organization’s framework, in cooperation with the State and public transportation operators, for the development of the Metropolitan Transportation Plan, Transportation Improvement Program, Unified Planning Work Program and the Air Quality Plan.

5.1.1 In order to receive and expend federal funding for transportation and air quality improvements there must be coordination between the State and the MPO as required by federal regulation. Therefore, the purpose of FMATS is to provide the framework and mechanism for the MPO and the State to jointly develop and implement transportation and air quality plans and programs, which will assure compliance with State and Federal transportation planning and air quality requirements. The duties and responsibilities within FMATS are further described in this section.

5.1.2 FMATS is responsible for the metropolitan transportation planning process within the urbanized boundaries in accordance with the Unified Planning Work Program approved by the Policy Committee, the State, the FHWA, and the FTA.

5.2 FMATS Policy Committee

The FMATS Policy Committee, hereafter referred to as the “Policy Committee”, shall have as members, the Northern Region Director of the State of Alaska Department of Transportation and Public Facilities (ADOT&PF), the Fairbanks North Star Borough (FNSB) Mayor, the Mayor of the City of Fairbanks, the Mayor of the City of North Pole, a representative of the State of Alaska Department of Environmental Conservation (Air Quality), a designated representative of the FNSB Assembly, and a designated representative of the Fairbanks City Council. Each member of the Policy Committee shall have one vote. The MPO Coordinator will serve as Secretary to the Policy Committee.

5.2.1 The Powers and Duties of the FMATS Policy Committee

The FMATS Policy Committee shall have overall responsibility for the implementation of this Agreement, coordination of the FMATS’ efforts and responsibilities of the Technical Committee, and the ultimate

development and adoption of the FMATS UPWP, FMATS TIP, FMATS MTP and Air Quality Plan.

5.3 FMATS Technical Committee

There shall be a FMATS Technical Committee, hereafter referred to as the “Technical Committee”. Each member of the Technical Committee shall have one vote and all actions of the Technical Committee, including recommendations to the Policy Committee, shall be by a majority vote of the total authorized number of members. The MPO Coordinator will serve as Chair of the Technical Committee. The MPO Coordinator may only vote when required to resolve a tie.

5.4 Metropolitan Planning Area (MPA) under 23 USC § 134(e)

The Metropolitan Planning Area specified by 23 USC § 134(e) shall be the geographical area shown on Attachment #1 to the Agreement incorporated hereto by reference. Provided such boundaries conform to the requirements of 23 USC § 134(e), the MPO and the Governor may mutually agree to change the boundaries of the Metropolitan Planning Area.

SECTION 6 – KEY PLANS and PROGRAMS

6.1 There are four primary planning or programming activities that FMATS is responsible for developing. This section summarizes these key plans and programs, which include the Air Quality Plan, FMATS Metropolitan Transportation Plan, Transportation Improvement Program, and FMATS Unified Planning Work Program.

6.1.1 Air Quality Plan

The Fairbanks North Star Borough, with full assistance from DEC, the MPO and all other cooperating agencies, is responsible for developing and updating an Air Quality Plan, which shall:

- (1) Identify area-wide objectives and policies required to attain and maintain the NAAQS for carbon monoxide (CO) and PM_{2.5} for the Metropolitan Planning Area;
- (2) Inventory technical, physical, and other air quality planning data;
- (3) Analyze alternatives and establish strategies designed to attain and maintain the NAAQS for the Metropolitan Planning Area;
- (4) Address any other air quality issues required by the EPA or US Department of Transportation within the MPA Boundary;

- (5) Provide for the implementation of the adopted air quality strategies as expeditiously as practical; and
- (6) Provide for and show reasonable further progress towards achievement of PM_{2.5} standards within the nonattainment area and continue maintenance of the CO standards until no longer required, anticipated to be in 2024.

6.1.2 FMATS Metropolitan Transportation Plan

The MPO, in cooperation with the State, is responsible for developing or updating a FMATS Metropolitan Transportation Plan. The MPO shall follow the latest federal planning requirements, as prescribed in 23 CFR 450.322.

6.1.3 Transportation Improvement Program

The MPO, in cooperation with the State, is responsible for developing or updating the FMATS Transportation Improvement Program. The MPO shall follow the latest federal planning requirements, as prescribed in 23 CFR 450.324.

6.1.4 Unified Planning Work Program

- (1) The MPO, with full assistance from the State and all other cooperating agencies, is responsible for developing or adjusting the FMATS Unified Planning Work Program. The MPO shall:
 - (a) Describe all the transportation and air quality planning and operational activities to be completed in a fiscal year.
 - (b) Ensure early coordination with FHWA and FTA.
- (2) No later than July 1 of each year, ADOT&PF, in consultation with the MPO Coordinator's Office, will provide to the Policy Committee in writing the amount of estimated Federal PL and Section 5303 funds, and required match ratios, to be made available to FMATS for the next fiscal year of October 1 through September 30. ADOT&PF, the FNSB and the MPO Coordinator shall recommend work tasks with budgets for tasks in which it participates. FMATS' staff shall develop and implement a UPWP public involvement program, within the Public Participation Plan, and prepare a UPWP with the full cooperation of ADOT&PF, the MPO Coordinator, the FNSB and the Technical Committee. Discussions between ADOT&PF, the FNSB and the MPO Coordinator and FMATS shall take place to determine how the

proposed tasks can be accomplished in the most efficient and effective manner. The UPWP shall be reviewed by the Technical Committee, approved by the Policy Committee, and forwarded to ADOT&PF for concurrent approval by FHWA and FTA prior to any work being performed.

6.2 Changes/Amendments to Key Plans and Programs

6.2.1 An Amendment

The Policy Committee, with its responsibility to maintain existing plans and programs, shall approve amendments, in accordance with its Public Participation Plan. An Amendment is triggered by the addition or deletion of a project or a major change in the project cost, project / project phase initiation dates, or a major change in design concept or design scope. An amendment is a revision that requires public review and comment periods consistent with the FMATS public involvement policy, re-demonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving “non-exempt” projects in nonattainment and maintenance areas).

6.2.2 An Administrative Modification

The Policy Committee, with its responsibility to maintain existing plans and programs, shall approve Administrative Modifications in accordance with the Public Participation Plan. An Administrative Modification is triggered by a minor revision to a metropolitan transportation plan or TIP that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. It is a revision that does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

6.2.3 Amendments/Changes to the FMATS Unified Planning Work Program (UPWP).

Changes in work assignments and studies to be performed to meet the air quality and transportation planning requirements may be made by the FMATS Policy Committee at such times and to such extent as deemed necessary. Total funds to be made available for the performance of said work and services shall not exceed the amount specified in the FMATS UPWP. Reimbursement will be made by ADOT&PF in accordance with procedures stated herein, and shall be expended only on the FMATS

UPWP approved by the FMATS Policy Committee, the State, FHWA and FTA.

(1) Changes in funding levels for tasks, or changes in tasks, shall be requested as soon as possible after the need for such change is recognized.

(a) Amendment to the UPWP
(No additional funding required)
An Amendment to the FMATS UPWP is triggered when task budget amounts exceed 10 percent of the original approved program budget, individual changes of \$25,000 or more to task budgets, or significant scope changes. Amendments require the concurrence of the Policy Committee, ADOT&PF, FHWA and FTA before becoming effective.

(b) Administrative Modifications to the UPWP
(No additional funding required or no significant change to scope)
An Administrative Modification is triggered when task budget amounts do not exceed 10 percent of the approved program budget or individual changes of \$25,000 or less of a task budget. Administrative Modifications require the concurrence of the Policy Committee and the ADOT&PF before becoming effective. The Policy Committee, FHWA and FTA will be notified as soon as possible of these changes.

(c) Program Total Funding Adjustments
Requests for additional program funding will require the approval of the Policy Committee, ADOT&PF, FHWA and FTA.

SECTION 7 – CONSULTANT CONTRACTS

7.1 FHWA and FTA Approval: For all federally funded work to be done under a consultant contract, prior FHWA approval is required before a Request For Proposal (RFP) is issued. Early coordination is essential. The contracting agency will provide ADOT&PF with a draft Scope of Services for review and submittal to ADOT&PF Headquarters, FHWA and FTA.

- 7.2 ADOT&PF Approval: The contracting agency will coordinate with ADOT&PF to review the final RFP, Scope of Services, project budget and project management plan. ADOT&PF shall also have an opportunity to serve on the Selection Committee.
- 7.3 Work Products: ADOT&PF will have an opportunity to review draft work products prior to review by the Technical and Policy Committees.

SECTION 8 – INSPECTION OF WORK

ADOT&PF, as well as FHWA and FTA, shall at all times be accorded review and inspection of the work and shall at all reasonable times have access to the premises, to all data, notes, records, correspondence, and instruction memoranda or description which pertain to the work involved in the FMATS UPWP.

SECTION 9 – ADDITIONAL AND SEPARATE WORK PROJECTS

From time to time, ADOT&PF or the MPO may desire one of the other parties to perform additional work projects for services separate and apart from those set forth in the FMATS UPWP. At such times, the requesting party will notify the other party of the intention, including a request for the specific work and/or services desired. If there is a willingness and ability to do the work or perform the services requested, written acceptance by the requesting party of the terms accepted shall constitute authority to proceed with the work and/or services requested. The requesting party shall pay for such work or services within a reasonable time after billing. Such billing shall be made pursuant to the terms agreed upon for each particular work project.

SECTION 10 – PROGRAM REPORTING REQUIREMENTS

10.1 Reporting: UPWP

In accordance with 49 CFR 18.40 as supplemented by 23 CFR 420.117, the ADOT&PF is responsible for managing the day-to-day operations of FMATS UPWP supported activities. ADOT&PF must monitor the UPWP supported activities to assure compliance with applicable Federal requirements and assure performance goals are being achieved. Monitoring must cover each program, function or activity. The reporting procedures shall include, but not limited to, the following:

10.1.1 Quarterly Reports

All parties involved shall prepare a quarterly financial statement, narrative progress report for all tasks identified in the UPWP for which they are

responsible and submit to the ADOT&PF Northern Region no later than 30 days following the last day of each UPWP fiscal quarter.

Within 40 days of the last day of the fiscal quarter, ADOT&PF Northern Region will compile all reports and shall either, review and approve the report, or request modifications. Upon approval, the ADOT&PF Northern Region staff will forward the reports to the MPO Coordinator to provide as informational items to the Policy and Technical Committees.

If ADOT&PF staff requests modifications, the report will be forwarded to the MPO Coordinator as a draft report. Within 50 days following the last day of each UPWP fiscal year quarter, all requested report modifications shall be submitted to the ADOT&PF Northern Region. Upon approval, the ADOT&PF Northern Region will re-submit the report to the MPO Coordinator no later than 60 days following the last day of each UPWP fiscal year quarter.

This final UPWP Quarterly Report shall serve as the basis for reimbursement and shall consist of the following:

(1) Financial statement shall include task and program summary of the following data:

- (a) Current quarterly expenditures
- (b) UPWP fiscal year to date expenditures
- (c) PL, Sec. 5303, and local funds / in-kind expended to date
- (d) PL, Sec. 5303, and local funds / in-kind remaining

(2) Narrative progress report shall include:

- (a) A description of work accomplished during the quarter
- (b) Significant events (i.e. travel, training, conferences)
- (c) Milestones reached in sufficient detail to justify the quarterly expenditures

For tasks consisting of a scheduled completion date, the percentage complete, explanatory information on the progress and any issues relating to the task, such as schedule delays, shall be given.

(3) The transit element report shall be in the format prescribed by the ADOT&PF Statewide Transit Coordinator and FTA.

10.1.2 Annual Report

Upon receipt of all UPWP 4th quarterly reports, the ADOT&PF Northern Region will draft the UPWP Annual Report. The ADOT&PF Northern Region will forward the UPWP Annual Report to the MPO Coordinator no later than 60 days following the last day of the UPWP fiscal year to provide to the Policy and Technical Committees for informational purposes. The ADOT&PF Northern Region will submit the UPWP Annual Report to the ADOT&PF Headquarters for review and submittal to FHWA and FTA to meet the reporting requirements of 23 CFR 420.117.

The annual report for the UPWP fiscal year will contain:

- (1) Performance and Expenditure Report
- (2) Comparison of actual performance with established goals
- (3) Progress in meeting schedules
- (4) Cost overruns or underruns
- (5) Approved UPWP revisions
- (6) Other pertinent supporting data

10.1.3 Significant Events

Events that have significant impact on the work program shall be reported by the parties of this agreement to ADOT&PF as soon as they become known. The types of events or conditions that require reporting include problems, delays or adverse conditions that materially affect the ability to attain program objectives. This disclosure shall be accompanied by a statement of action taken or contemplated, and any state or federal assistance required resolving the situation.

10.1.4 Other Reports

Copies of formal reports, informal reports, and material emerging out of a task specified in the FMATS UPWP shall be governed by Section 11 of this Agreement.

SECTION 11 – PLANNING REPORTS

11.1 Planning Reports:

From time to time, ADOT&PF and the MPO may publish reports, documents, etc., upon completion of a portion and/or a phase of a particular planning element in the continuing transportation planning process. In order for the preparation and publishing of such reports to be eligible for participation of Federal funds, the FMATS Technical Committee shall review the report.

11.2 Publication

Publication by any party to the Agreement shall give credit to other parties, FTA and FHWA. However, if any party, FTA or FHWA does not wish to subscribe to the findings or conclusion of the study, the following statement shall be added:

“This report was funded in part through grant(s) from the Federal Highway Administration and/or the Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the Fairbanks Metropolitan Area Transportation System expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.”

Furthermore, consultant logos are prohibited from the cover of all reports, documents, etc. that are approved by FTA and FHWA.

11.3 Copies:

Copies of draft and final reports, documents, etc., will be provided as required to federal and state agencies. Parties to this agreement will be provided copies as requested.

The FHWA reserves a royalty-free, non-exclusive and irrevocable right to reproduce, publish, or otherwise use, and authorize others to use, the work for Government purposes.

SECTION 12 – DIVISION OF COST AND PAYMENT

12.1 Reimbursement

The maximum amount of Metropolitan Planning Funds available each year for reimbursement to the parties shall not exceed the budget approved in the FMATS UPWP or as amended. ADOT&PF will make reimbursement in accordance with the following procedures:

- (1) The parties shall submit to ADOT&PF a quarterly narrative progress report and financial statement, as defined in Section 10 of this Agreement.
- (2) Reimbursement will be made within 15 days after ADOT&PF receipt and approval of the quarterly narrative progress reports and financial statements, subject to Federal planning funds being made available and received for the allowable cost.
- (3) Within 60 days of ADOT&PF approval of the last quarter narrative progress report and financial statement for the fiscal year,

ADOT&PF will close the FMATS UPWP account and request that an audit be performed.

- (4) The audit will be completed and final payment adjustments made within 120 days of the last quarter or to the extent possible.

12.2 ADOT&PF Tasks:

The parties may agree that ADOT&PF can most efficiently and effectively perform a task or a portion of a task to be funded with PL funds in the approved UPWP. In such cases, ADOT&PF shall:

- (1) Provide the MPO with all necessary documentation in order to permit the preparation of the reports required in Section 10 of this Agreement, Program Reporting Requirements.
- (2) Upon ADOT&PF approval of the quarterly narrative progress reports and financial statements, ADOT&PF shall submit a billing to FHWA for direct payment to ADOT&PF for approved UPWP costs.
- (3) ADOT&PF shall be reimbursed at the rate contained in the applicable Unified Planning Work Program.
- (4) ADOT&PF shall promptly provide the MPO with copies of its billings and statements.

12.3 Overruns:

The parties acknowledge that they will receive benefits from the information developed by performance of the elements outlined in the FMATS UPWP. They agree to pay that portion of their element costs which exceed the total program funding level budgeted for the parties, as shown in the FMATS UPWP, without recourse to the other parties.

12.4 Cost Limitations:

Reimbursement of administrative and operational costs will be made without profit or markup. These costs shall be limited to:

- (1) Direct salaries and wages, with payroll taxes and fringe benefits at actual costs, or if prorated to be allocated on an equitable basis;
- (2) Telephone charges and necessary travel limited to program specific charges;

- (3) Overhead or indirect costs as approved annually in the respective UPWP line item budget and verified by audit. Such overhead shall be allocated on an equitable basis. Eligibility shall conform to the provisions of 23 CFR 420.111(b);
- (4) Training as approved specifically in the UPWP or otherwise specifically approved by ADOT&PF, FHWA or FTA.

12.5 Rate of Reimbursement:

Reimbursement shall be at the rate specified and contained in the applicable UPWP.

12.6 Financial Accounting Level:

The expended funds will be accounted for at the task level (100, 200, 300 etc.).

12.7 Fiscal Year:

The UPWP fiscal year will be October 1 to September 30.

SECTION 13 – PROCUREMENT, MANAGEMENT, AND DISPOSITION OF PROPERTY

Procurement and management of property acquired for the program, including disposition of property if the program is discontinued, will be in accordance with 48 CFR, and 49 CFR 18.31 – 33.

SECTION 14 – AUDIT PROCEDURES

- 14.1 In addition to the requirements stated in this section, requirements for audit as defined in 23 CFR 420 and 49 CFR 18 will be used as guidelines. Also, with respect to contract cost principles and procedures, 48 CFR 31 will be used as guidelines.
- 14.2 Each participating party will maintain complete records of all manpower, materials and out-of-pocket expenses, and will accomplish all record keeping in accordance with the following procedures:
 - 14.2.1 Each participating party will furnish ADOT&PF copies of all certified payrolls which shall include the hourly rate for each employee working on the project during the reporting period. In addition, a loaded rate factor will be shown in a manner compatible with existing approved local

procedures. The load rate factor is subject to adjustment based upon audits occurring during the life of this Agreement.

14.2.2 Time Sheets

Individual time sheets will be maintained reflecting the daily total amount of hours worked and amount of time spent on each task within the program. It is imperative that the hours be traceable to the task.

14.2.3 Materials

Copies of invoices shall support costs of any purchased materials utilized on this project.

14.2.4 Out-of-Pocket Expenses

Copies of receipts shall support all expenses.

14.2.5 Record System

The record system will be such that all costs can be easily traceable from all billings through the ledgers to the source document. Each expenditure must be identified with the task within the current approved FMATS UPWP.

14.2.6 Cost Overruns

When expenditures are anticipated to overrun in one FMATS UPWP work element, the procedures for budget changes as outlined in Section 6.2 must be followed.

14.3 Each consultant contract or professional services agreement, in which any party engages, may require a specific audit for that project or agreement. The award of any such construction related engineering design services contract must be made in conformity with applicable Federal and ADOT&PF contracting procedures including ADOT&PF Procedure 10.02.010, and related Professional Services Agreement Handbook, or based on acceptable alternative contracting procedures approved by ADOT&PF and FHWA. This requirement is in addition to any agency-wide audit conducted pursuant to OMB Circular A-133 (Single Audit Requirements).

14.4 The FMATS Program is to be audited every two years by ADOT&PF Internal Review auditors to insure adequate coverage. All parties and/or its subcontractors under this Agreement shall maintain all records and accounts relating to its costs and expenditures for the work during any fiscal year for a minimum of three (3) years following receipt of the final payment, and shall make them available for

audit by representatives of ADOT&PF, FHWA and FTA at reasonable times. All parties shall maintain records in a form approved by ADOT&PF. Final payment is defined as the final voucher paid by FHWA to ADOT&PF based on an audit. A request to close out a fiscal year or project account does not constitute final payment.

- 14.5 Any review, which does not meet Federal requirements, will be resolved between ADOT&PF and the other party. The financial records relating to a UPWP year may be closed out once FHWA accepts the audit and final payment adjustments have been made.

SECTION 15 – COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964

- 15.1 All parties hereby agrees as a condition to receiving any Federal financial assistance from the USDOT, to comply with Title VI of the Civil Rights Act of 1964, (78 Statute 252, 42 USC § 2000d – 2000d-4 hereinafter referred to as the “Act”) and all requirements imposed by or pursuant to Title 49 CFR, Part 21, Nondiscrimination in Federally-assisted Programs of the USDOT, Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the “Regulations”). Regulations, and other pertinent directives, no person in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or activity for which any party receives Federal financial assistance from the USDOT, including FHWA and FTA, and hereby gives assurance that is will promptly take any measure necessary to effectuate this Agreement. This Assurance is required by 49 CFR 21.7 (a) (1).
- 15.2 More specifically, and without limiting the above general assurance, the FNSB hereby gives the following specific assurance with respect to the project:
- 15.2.1 The FNSB agrees that each “program” and “facility” as defined in subsections 21.23(b) and (e) of the Regulations, will be (with regard to a program) conducted or will be (with regard to a facility) operated in compliance with all requirements imposed by, or pursuant to, the Regulations
- 15.2.2 The FNSB shall insert the clauses of this assurance in every contract subject to the Act and Regulations.
- 15.2.3 Where the FNSB received Federal financial assistance to carry out a program of managerial training, under 49 USC § 5303 – 5306, the assurance shall obligate the FNSB to make selection of the trainee without regard to race, color, or national origin.

- 15.2.4 Where the FNSB receives Federal financial assistance to carry out a program under 49 USC § 5303 – 5306, the assurance shall obligate the FNSB to assign transit operators, and to furnish transit operators, for charter purposes without regard to race, color, or national origin.
- 15.2.5 Where the FNSB receives Federal financial assistance to carry out a program under the 49 USC § 5303 – 5306, routing scheduling, quality of service, frequency of service, age/quality of vehicles assigned to routes, quality of stations serving different routes, and locations of routes may not be determined on the basis of race, color, or national origin.
- 15.2.6 This assurance obligates the FNSB for the period during which Federal financial assistance is extended to the projects, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon; in which case the assurance obligates FNSB or any transferee for the longer of the following periods: a) The period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or b) the period during which the FNSB retains ownership or possession of the property.
- 15.2.7 The FNSB shall provide for such methods of administration for the program, as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other FNSB sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.
- 15.2.8 The FNSB agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, Regulations and this Assurance.
- 15.3 This Assurance is given in consideration of and for the purpose of obtaining, any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date thereof to the FNSB by the FHWA and/or FTA programs and is binding on it, other FNSB sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants in FHWA and/or FTA programs. The person or persons whose signature appears below are authorized to sign this assurance on behalf of the FNSB.

SECTION 16 – DISADVANTAGED BUSINESS ENTERPRISES (DBE) PROGRAM REQUIREMENTS

16.1 Compliance

The parties, their agents and employees shall comply with the provisions of 49 CFR 26 and Title VI of the Civil Rights Act of 1964. 49 CFR 26 requires that all parties shall agree to abide by the statements in paragraphs 16.2 and 16.3 and shall include these statements in all parties' USDOT financial assistance agreements and in all subsequent agreements between any party and any sub-grantees and any contractor.

16.2 Policy

It is the policy of the USDOT that Disadvantaged Business Enterprises (DBE), as defined in 49 CFR 26 shall have an equal opportunity to participate in the performance of contracts financed in whole or part with Federal funds under this Agreement. Consequently the DBE requirements of 49 CFR 26 apply to this Agreement.

16.3 DBE Obligation

The Parties to this Agreement or their contractors agrees to ensure that Disadvantaged Business Enterprises (DBE), as defined in 49 CFR 26 have an equal opportunity to participate in the performance of contracts and sub-contracts financed in whole or part with Federal funds provided under this Agreement. In this regard the Parties to this Agreement and/or their contractors shall not discriminate on the basis of race, color, national origin, or in the award and performance of USDOT assisted contracts.

SECTION 17 - AMENDMENTS

This Agreement may be amended only in writing, and must be done prior to undertaking changes or work resulting therefrom or incurring additional costs or any extension of time. Said amendments are subject to approval by the FMATS Policy Committee and the State of Alaska.

SECTION 18 – LIMITATION OF LIABILITY

No liability shall be attached to any party to this agreement by reason of entering into this Agreement, except as expressly provided herein.

SECTION 19 – COMPLIANCE WITH LAWS

In addition to the laws, statutes, regulations and requirements stated herein, all Parties to this Agreement shall be knowledgeable of and comply with all Federal, State and local laws and ordinances applicable to the work to be done under this Agreement.

SECTION 20 – TERMINATION OF AGREEMENT

This Agreement will continue in force until or unless the Parties terminate the Agreement in writing.

SECTION 21 – NON-APPROPRIATION CLAUSE

Nothing in this agreement shall obligate any party to expend monies if there are insufficient or other lack of funds lawfully appropriated by their respective legislative bodies for this agreement performance.

SIGNATURES

Mayor – Fairbanks North Star Borough

Date

Mayor – City of Fairbanks

Date

Mayor – City of North Pole

Date

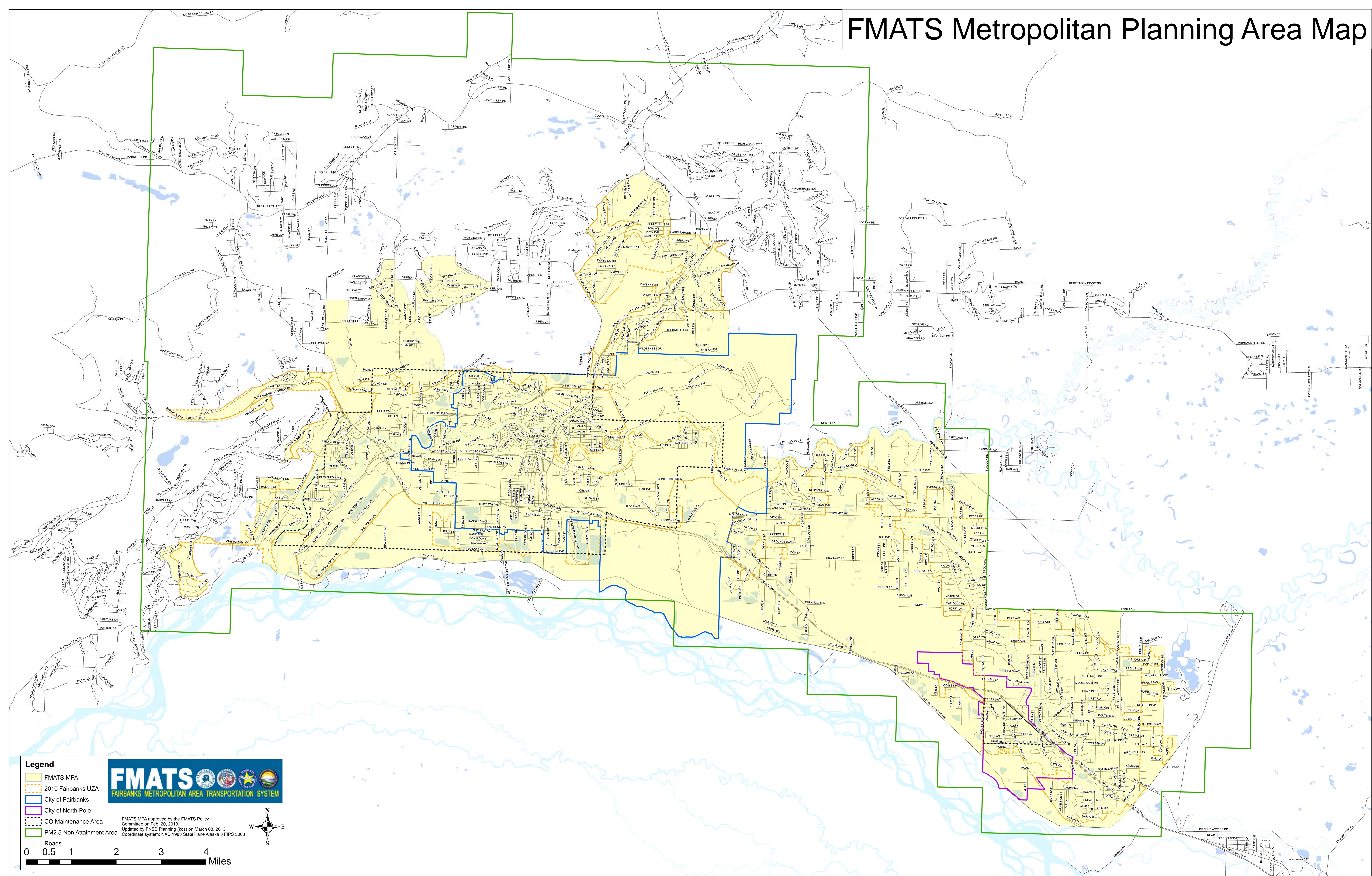
Governor – State of Alaska

Date

Attachment #1

FMATS Metropolitan Planning Area Map

FMATS Metropolitan Planning Area Map



Appendix B: FMATS Policy Committee and Technical Committee Bylaws

AMENDMENT NO. 2
FMATS POLICY COMMITTEE AND TECHNICAL COMMITTEE BYLAWS
RULES AND REGULATIONS

Adopted this **20th** day of **June**, under the provisions of the Fairbanks Metropolitan Area Transportation System (FMATS) Inter-Governmental Operating Agreement and Memorandum of Understanding (MOU) between the State of Alaska, the Fairbanks North Star Borough, the City of Fairbanks, and the City of North Pole for transportation and air quality planning and programming.

WITNESSED, THAT:

Whereas, the above referenced parties entered into the Fairbanks Metropolitan Area Transportation System (hereinafter the "FMATS") Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation and Air Quality Planning (hereinafter the "Operating Agreement") on March 15, 2003;

Whereas, the above referenced parties approved and adopted the FMATS Policy and Technical Committee Bylaws (hereinafter "Bylaws") on April 14, 2003;

Whereas, the above referenced parties entered into the FMATS Memorandum of Understanding for the Implementation of a FMATS Coordinator's Office on November 2, 2007;

Whereas, the above referenced parties amended and adopted the Bylaws on April 16, 2008;

Now, therefore, the above referenced parties agree to amend the Bylaws as follows:

ARTICLE I, Section 3: Delete the third sentence of this section and replace it with the following text: The Transportation Planner/Assistant of FMATS is designated as Assistant Secretary to serve in the absence of the MPO Coordinator and to provide additional support to the Policy Committee. If the Transportation Planner/Assistant of FMATS is unavailable, the duties will pass to the FNSB Transportation Planner.

ARTICLE IV, Section 1: The order of business of meetings shall be deleted and replaced with the following:

- a. Meeting Called to Order
- b. Introduction of Members and Attendees
- c. Public Comment Period
- d. Approval of the Agenda
- e. Approval of the Minutes of the previous meeting
- f. Committee Reports
- g. Old Business
- h. New Business
- i. Public Comment Period
- j. Other Issues
- k. Informational Items

- I. Committee Comments
- m. Adjournment

**APPENDIX A
TECHNICAL COMMITTEE
BYLAWS**

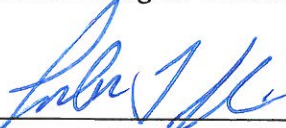
ARTICLE II, Membership: Second sentence, line 10, DELETE the word "Manager" and replace with "Representative".

APPROVED AND ADOPTED:



Chair, Fairbanks MPO, Policy Committee
Northern Region Director, State of Alaska, DOT&PF

6/21/12
Date



Mayor, Fairbanks North Star Borough

6/20/12
Date



Mayor, City of Fairbanks

6-20-12
Date

William Bath for Mayor Douglas W. Isaacs


Mayor, City of North Pole

6/20/12
Date

Mike Munich

Representative, Fairbanks North Star Borough

6/20/12
Date



Representative, City of Fairbanks

6/20/12
Date

Alice Edwards

Representative, State of Alaska, DEC (Air Quality)

6/20/12
Date

**AMENDMENT NO. 1
FMATS POLICY COMMITTEE
BYLAWS
RULES AND REGULATIONS**

This Amendment No. 1 is entered into this 16 day of April, 2008 by and between the State of Alaska Department of Transportation and Public Facilities, and Department of Environmental Conservation; the City of Fairbanks; the City of North Pole; and the Fairbanks North Star Borough.

WITNESSED, THAT:

Whereas, the above reference parties entered into the Fairbanks Metropolitan Area Transportation System (hereinafter the "FMATS") Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation and Air Quality Planning (hereinafter the "Operating Agreement") on March 15, 2003;

Whereas, the above reference parties approved and adopted the FMATS Policy and Technical Committees Bylaws (hereinafter the "Bylaws") on April 14, 2003;

Whereas, the above referred parties entered into the FMATS Memorandum of Understanding for the Implementation of a FMATS Coordinator's Office on November 2, 2007;

Now, therefore, the above referenced parties agree to amend the Bylaws as follows:

ARTICLE I, Section 2: DELETE the text of this section and replace with the following new Section 2:

Section 2 The Policy Committee shall elect a Chair and Vice-Chair annually at its regularly scheduled meeting no later than the end of November.

ARTICLE I, Section 3: DELETE the first sentence of this section and replace with the following:

Section 3 The MPO Coordinator shall serve as Secretary of the Policy Committee.

ARTICLE II, Section 1: DELETE this section and replace with the following new Section 1:

Section 1 Regular meetings of the Policy Committee shall be held monthly. Additional meetings can be considered as special meetings per Article II, Section 4.

ARTICLE V, Section 1: DELETE the text of this section and replace with the following new Section 1:

Section 1 The minutes of all Committee meetings shall be recorded by the MPO staff and upon approval be maintained as a public record in the MPO Coordinator's office and shall be accessible to the public during regular office hours.

ARTICLE VI, Section 3: DELETE the text of this section and replace with the following:

Section 3 All agenda items to be considered by the Policy Committee must be submitted no later than the close of business one week before the meeting. The Secretary shall have the option to add informational items that do not require immediate action to the agenda for discussion.

ARTICLE VII, Section 4: ADD the following new Section 4:

Section 4 The MPO Coordinator's shall be governed by the attached Memorandum of Understanding for the Implementation of a Fairbanks Metropolitan Area Transportation System Coordinator's Office (Appendix B).

**APPENDIX A
TECHNICAL COMMITTEE
BYLAWS**

ARTICLE II, Membership: Second sentence, line 11, DELETE the words “and Water”

ARTICLE II, Membership: ADD the following Member:

MPO Coordinator

ARTICLE III, Voting: ADD the following text as the second paragraph:

The MPO Coordinator will be a voting member only when required to resolve a tie vote.

ARTICLE VI, Officer: First paragraph, second sentence DELETE the text “DOT&PF Planning Manager” and replace it with “MPO Coordinator.”

ARTICLE VI, Officer: DELETE the second paragraph in this section and replace it with the following:

The MPO Coordinator’s staff will act as the Secretary in order to provide coordination between the various committees.

ARTICLE VII, Meetings: DELETE the first sentence in this section and replace with the following:


Regular meetings of the Technical Committee shall be held monthly.

In accordance with Article II, Section 5 (Meetings) and Article XI, Section 1 (Amendments) the above stated amendments have been presented to the Policy Meeting on March 19, 2008 for review and will be effective upon execution of this Amendment.

All non-amended articles or other terms and conditions of the Bylaws dated April 14, 2003 will remain unchanged.

Parties to this Amendment No. 1

APPROVED AND ADOPTED:



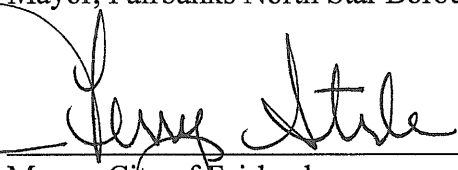
Chair, Fairbanks MPO, Policy Committee
Northern Region Director, State of Alaska, DOT&PF

4/16/08
Date



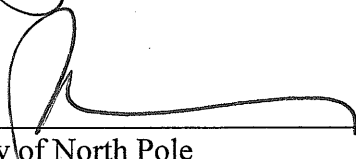
Mayor, Fairbanks North Star Borough

4/16/08
Date




Mayor, City of Fairbanks

4-16-08
Date



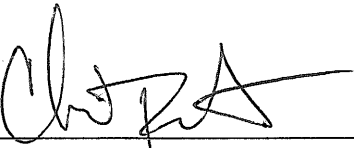
Mayor, City of North Pole

4/16/08
Date



FMATS Representative, Fairbanks North Star Borough

4/16/08
Date



Representative, City of Fairbanks

4/16/08
Date



Representative, State of Alaska, DEC (Air Quality)

4/16/08
Date

**FAIRBANKS
METROPOLITAN AREA TRANSPORTATION
SYSTEM
(FMATS)**

**POLICY COMMITTEE
&
TECHNICAL COMMITTEE
BYLAWS**

**FMATS POLICY COMMITTEE
BYLAWS
RULES AND REGULATIONS**

Adopted this *14th* day of *April 2003* under the provisions of the Fairbanks Metropolitan Area Transportation System (FMATS) Inter-Governmental Operating Agreement and Memorandum of Understanding (MOU) between the State of Alaska, the Fairbanks North Star Borough, the City of Fairbanks, and the City of North Pole for transportation and air quality planning and programming.

ARTICLE I

Members and Officers

- Section 1 In accordance with Section 5 of the FMATS Inter-Governmental Operating Agreement and Memorandum of Understanding the Fairbanks Metropolitan Area Policy Committee, hereafter referred to as the “Policy Committee”, shall have as voting members the Northern Region Director of the State of Alaska Department of Transportation and Public Facilities (DOT&PF), the Fairbanks North Star Borough (FNSB) Mayor, the Mayor of the City of Fairbanks, the Mayor of the City of North Pole, a representative of the State of Alaska Department of Environmental Conservation (Air Quality), a designated representative of the FNSB Assembly, and a designated representative of the Fairbanks City Council.
- Section 2 The Policy Committee shall have as Chair the Northern Region Director of DOT&PF and shall elect, by a majority vote annually at the regularly scheduled meeting in August, a Vice-Chair for the next fiscal year.
- Section 3 The DOT&PF Fairbanks Area Transportation Planner shall serve as the Secretary of the Policy Committee. The Secretary shall provide all administrative support for the Policy Committee. The FNSB Transportation Planner is designated as Assistant Secretary to serve in his absence or disability and to provide additional support to the Policy Committee.
- Section 4 The Chair, or in his absence or disability the Vice-Chair, shall preside at all meetings and hearings of the Policy Committee. In the absence or disability of both the Chair and Vice-Chair, an acting Chair shall be selected by the members present for the meeting.
- Section 5 The Chair shall decide on all points of order and procedure in accordance with Robert’s Rules of Order, Newly Revised, unless changed and adopted by the rules agreed upon by this body.
- Section 6 The Chair shall appoint all committees found necessary for the purpose of expediting the work of the Policy Committee.
- Section 7 The Chair shall report on any official transaction taking place that has not come to the attention of the Policy Committee at the next regularly scheduled or special meeting of the Policy Committee.

Section 8 The Chair of the Policy Committee shall have authority to execute documents in the name of the Policy Committee, subject to its approval.

ARTICLE II

Meetings

Section 1 Regular meetings of the Policy Committee shall be held quarterly in November, February, May and August.

Section 2 All regular or special meetings shall be open to the public. An agenda schedule for each meeting of the Policy Committee shall be prepared by the Secretary to insure Policy Committee business is conducted in an efficient manner. All applicable open meeting laws shall be strictly adhered to in conduct of the meeting and agenda schedule.

Section 3 If necessary, the Policy Committee may change any meeting date.

Section 4 Special meetings shall be held at the call of the Chair issued upon his own initiative or at the request of one (1) or more members of the Policy Committee, when necessary, to act upon matters before the Policy Committee, providing notice is given in accordance with all applicable open meeting laws.

Section 5 A quorum shall consist of four (4) members of the Policy Committee. Four supporting votes are required to approve any action.

Section 6 In the absence of a quorum no meeting shall be held.

ARTICLE III

Committees

Section 1 All Committees shall consist of at least three (3) members each.

Section 2 The Chair of the Policy Committee shall be an ex-officio member of each Committee.

Section 3 The Chair shall appoint members to serve on Committees created by the Policy Committee with members appointed being confirmed by majority vote.

Section 4 Committee meetings may be called at the request of the Committee Chair or at the request of two (2) members whenever it is necessary. A written or verbal report of Committee business shall be made at the next meeting of the Policy Committee by any Committee member.

ARTICLE IV

Order of Business

- Section 1 The order of business of meetings shall be as follows:
- a. Meeting called to order
 - b. Roll call and introductions
 - c. Approval of minutes of previous meeting
 - d. Public comment policy announcement
 - e. Unfinished business
 - f. New business
 - g. Information items
 - h. Committee reports
 - i. Adjournment
- Section 2 Public Comment Policy: Public comment shall be limited to three minutes per speaker during discussion of an agenda item. Once a motion is made by a committee member, public comment will no longer be accepted.

ARTICLE V

Records

- Section 1 The minutes of all Committee meetings shall be recorded by the MPO staff and upon approval be maintained as a public record in the DOT&PF Planning Department and shall be accessible to the public during regular office hours.

ARTICLE VI

Agenda

- Section 1 The Secretary shall prepare for each regular meeting of the Policy Committee or its Committees, when appointed, an agenda of the items to be considered in accordance with these rules of procedure.
- Section 2 Any member of the Policy Committee may instruct the Secretary to add any matter to the agenda for discussion or action by the Policy Committee.
- Section 3 All special items to be considered by the Policy Committee must be submitted no later than the close of business the first Tuesday of each quarterly meeting month to be placed on the agenda unless circumstances dictate that it would place a hardship on the applicant, in which case the Secretary shall have the option to place the proposed special items on an addendum to the agenda as long as in doing so he complies with all the applicable open meeting laws.
- Section 4 Items not on the agenda may be discussed, but no action may be taken until the next meeting of the Policy Committee.

ARTICLE VII

Metropolitan Planning Organization

- Section 1 The Fairbanks Metropolitan Area Transportation System (FMATS) Policy Committee is designated to be the Metropolitan Planning Organization (MPO) for the Fairbanks Metropolitan Planning Area (MPA) by the Governor of the State of Alaska. As the MPO, the Policy Committee is responsible for carrying out the transportation planning process in the metropolitan planning area. The Chair of the Policy Committee shall serve as the Executive Director of the MPO.
- Section 2 All items considered by the MPO are included in the agenda and minutes of the Policy Committee.
- Section 3 The MPO Staff and Technical Committee reviews all transportation plans and makes recommendations to the Policy Committee. The Technical Committee shall be governed by the attached Technical Committee Bylaws and be approved by the Policy Committee (Appendix A).

ARTICLE VIII

Miscellaneous

- Section 1 Minor Changes to Documents. In instances when documents are approved by the Policy Committee and signed by the Chair which are subsequently discovered to contain unintended or incorrect information or language, and when, in the opinion of the Chair, the document submitted to accomplish their correction will not alter the intent of the Policy Committee in its original approval, the Chair is authorized to sign such a document, provided that the Secretary provides written concurrence with this action. The Secretary documents, which have been approved by a legislative body (i.e. City Council or the Borough Assembly), must be corrected by amended documents or in accordance with applicable State statutes regarding scrivener's errors.
- Section 2 Standards of Conduct. The Policy Committee shall adopt and maintain a written policy prescribing a standard of conduct for its involvement in litigation or potential litigation.
- Section 3 Attendance. Attendance shall be in person or telephonically. If any member, except ex-officio members, is absent from three (3) consecutive regular and/or special meetings, it shall be cause for his resignation or removal from the Policy Committee. Any member who is absent from three (3) consecutive regular and/or special meetings shall automatically submit his resignation from the Policy Committee to the proper governmental body. If for any reason he should fail to do so, the Policy Committee shall instruct the Chair of the Policy Committee to inform the proper legislative body of the requirements of this section of the by-laws.

The only exception to the above procedures and requirements shall be in cases of illness or conditions beyond the control of the individual member, as judged by the majority of the Policy Committee members. Any member seeking an exception should request an item be placed on the agenda. Said judgement or ruling on the condition beyond the control of a member shall be voted on at a regular meeting or special called meeting for this particular purpose.

Section 4 Voting. A roll-call vote will be called for on all matters being voted on by the Policy Committee.

Section 5 Legislative Policy Committee Member Appointment. Upon appointment to the Policy Committee and confirmation by the City Council or the Borough Assembly, the respective Fairbanks City Council and FNSB Assembly legislative committee members so confirmed will be seated at the next regular or special meeting.

ARTICLE IX

Conflict of Interest

Section 1 Declaration of policy. The Policy Committee declares that members operate as a State and Federal mandated Policy Committee; and any effort to realize personal gain through official conduct is a violation of that trust. Policy Committee members shall not only be impartial and devoted to the best interests of the Policy Committee's jurisdiction but also shall act and conduct themselves both inside and outside the Policy Committee service as not to give occasion for distrust of their impartiality or of their devotion to the best interests of the citizens they represent.

Section 2 Definitions. As used in this article:

Financial Interest shall mean any interest that shall yield, directly or indirectly, a monetary or other material benefit for services to the Policy Committee's jurisdiction to the member or other person retaining the services of the member.

Personal Interest shall mean any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.

Confidential Information shall mean all information pertaining to City, Borough or State interests that is not available to the public in general including but not limited to information pertaining to any claims or lawsuits pending against the Committee and personnel matters.

Section 3 Disclosure of interest. No member who has a direct or indirect financial or personal interest in any matter before the Policy Committee shall use his office or position to exert influence on such matter.

To the extent that he knows thereof, any member who participates in the discussion or expresses an opinion to the Policy Committee on any matter before it shall disclose the nature and extent of any direct or indirect financial or other personal interest he has in such matter to the Policy Committee.

Any member who has a direct financial or personal interest in any question before the Policy Committee shall disclose the fact to it.

Section 4 Disclosure of information. No member shall disclose any confidential information acquired by him in the course of his official duties or use such information to further his or others' financial, personal or political interests. This section shall not prohibit any such member from acquiring and utilizing any information which is available to the public in general so long as such information is obtained in the same manner as it would be obtained by an ordinary citizen.

Section 5 Securing special privileges. No member shall use or attempt to use his position to secure privileges, financial gain or exemption for himself or others.

No member shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

No member, after the termination of service with the Policy Committee, shall appear before the Policy Committee in relation to any case, proceeding or application in which he personally participated during the period of his service or which was under his active consideration.

ARTICLE X

Policy Committee Code of Ethics


Section 1 The Policy Committee shall adopt the "American Planning Association (APA) Ethical Principles in Planning" dated May 1992 as the guideline for the ethical conduct of its members. This statement is attached and hereby made a part of these by-laws (Attachment #1).

ARTICLE XI

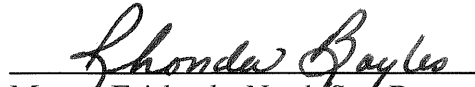
Amendments

Section 1 In accordance with Article II, Section 5, these rules may be amended, rescinded or supplemented by the Policy Committee provided such amendments are presented in writing at a regular meeting or special meeting called for this particular purpose and action taken thereon at a subsequent regular meeting.

Parties to this Agreement:


Chair, Fairbanks Metropolitan Planning Organization Policy Committee
Northern Region Director, State of Alaska DOT&PF

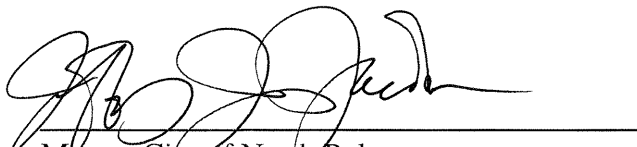
3/10/03
Date


Mayor, Fairbanks North Star Borough

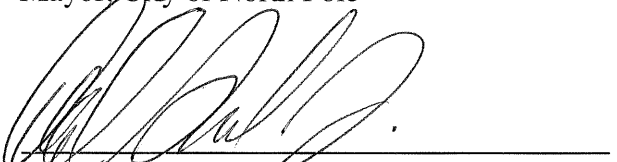
3/28/03
Date


Mayor, City of Fairbanks


3/11/03
Date


Mayor, City of North Pole

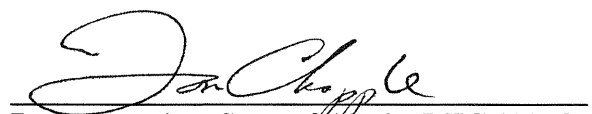
3/11/03
Date


Representative, Fairbanks North Star Borough

4/1/03
Date


Representative, City of Fairbanks

3-11-03
Date


Representative, State of Alaska DEC (Air Quality)

3/25/03
Date

APPENDIX A

TECHNICAL COMMITTEE

BYLAWS

ARTICLE I

Purpose and Duties

The purpose of this Technical Committee shall be to evaluate the technical feasibility of proposed plans and projects, provide technical data and information, and make recommendations to the Policy Committee. The Technical Committee shall have the following duties and all additional duties assigned by the Policy Committee:

1. Develop the Draft Unified Planning Work Program (UPWP) for the Policy Committee. This includes recommendation of tasks and task priority.
2. Develop and prioritize transportation projects for inclusion in the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP).
3. Monitor the development of projects included in the TIP. This includes reporting on the status of projects and recommendations if a project is delayed.
4. Approve minor amendments or revisions to the FMATS LRTP or TIP.

ARTICLE II

Membership

The Technical Committee of the Fairbanks Metropolitan Planning Organization (MPO) will serve solely as a function of the Policy Committee.

Membership of the Technical Committee shall consist of one representative, such as engineer, planner, and other specialist, from the following agencies or transportation organizations and groups:

City of Fairbanks (Engineer)
City of Fairbanks (Public Works Director)
City of North Pole (Engineer)
Fairbanks North Star Borough Planning (Director)
Fairbanks North Star Borough Transit (Director)
Fairbanks North Star Borough Planning Commission
State of Alaska Department of Transportation & Public Facilities (Planning Manager)
State of Alaska Department of Environmental Conservation Division of Air and Water Quality
Fort Wainwright
University of Alaska Fairbanks
Fairbanks International Airport (Manager)
Freight Carriers
Alaska Railroad
Tanana Chiefs Conference

The Technical Committee membership may also include representatives from other agencies or groups as approved by the Policy Committee to address local transportation planning issues.

ARTICLE III

Voting

Voting members, as designated by the Policy Committee, shall be entitled to one vote each. A quorum of voting members must be present for a vote to take place. A quorum will consist of 6 or more voting members of the Technical Committee. A simple majority of the voting members present forwards the Technical Committee recommendation(s) to the Policy Committee or takes action on minor amendments.

ARTICLE IV

Conflict of Interest

Voting members of the Technical Committee will comply with Article IX and X of the Policy Committee Bylaws regarding conflict of interest and ethics decisions.

ARTICLE V

Subcommittees

The Technical Committee may adopt the use of appointed sub-committees, if deemed necessary for the continuing transportation planning process. Sub-Committee appointments will usually be temporary in nature and will be terminated at the conclusion of the specific project concerned.

ARTICLE VI

Officers

The officers of the Technical Committee shall consist of a Chair and such other officers as the Committee may wish to appoint. The Chair shall be the DOT&PF Planning Manager. The duties of the officers shall be those normally associated with the offices. The Chair shall conduct all meetings and may vote on all issues. The FNSB Transportation Planner will serve as Vice-Chair.

The Fairbanks Area Transportation Planner for DOT&PF will act as the Secretary in order to provide coordination between the various committees. The Secretary will assume all duties of the Chair in his/her absence.

ARTICLE VII

Meetings

The Technical Committee shall hold quarterly meetings during the months of February, May, August and November. The Committee Chair may call special meetings provided a one-week public notice is made. Roberts Rules of Order, Newly Revised shall govern the conduct of all meetings of the Committee, except for rules set forth or adopted by the Technical Committee.

ARTICLE VIII


Adoption and Amendment

These Bylaws may be adopted and amended by an affirmative vote of a simple majority of the Policy Committee.

Approved and Adopted:



Chair, Fairbanks MPO Policy Committee



Date

Appendix C: Index of FHWA Public Participation Techniques

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available at http://www.fhwa.dot.gov/planning/freight_planning/archive/freightworkshop.cfm

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Populations in Transportation Decision-making: Useful Websites

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- [Shepherd's Centers](#)
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PM_{2.5} Conformity Hot-spot Analysis for Fairbanks, Alaska

November 24, 2010

Practical Overview

While a process is needed to meet the PM_{2.5} project-level requirements after December 14, 2010, it is unlikely to apply to most projects in the Fairbanks region because they are exempt from conformity. Few of the non-exempt projects are expected to exceed the 125,000 average daily traffic (AADT) levels or 8% diesel truck fraction thresholds. Additional criteria that could trigger project-level analysis include new highway projects and intersection projects with Level of Service (LOS) D, E, and F or significant increases in the number of diesel trucks or buses. Even though most projects will not require an air quality analysis, work will be required to document the status of each project to ensure that it is clear why the analysis requirements do not apply.

This document will be reviewed periodically and updated as necessary to reflect additional experience gained from implementation in Fairbanks, Alaska and/or new regulatory requirements or guidance issued by either EPA or FHWA.

Background

On March 10, 2006, the U.S. Environmental Protection Agency (EPA) published a final rule that establishes the transportation conformity criteria and procedures for determining which transportation projects must be analyzed for local air quality impacts in fine particulate matter (PM_{2.5}) and PM₁₀ nonattainment and maintenance areas. Project-level conformity determinations must be part of the final National Environmental Policy Act (NEPA) approval and/or other federal project authorizations for non-exempt projects. This document summarizes the proposed PM_{2.5} conformity hot-spot analysis process for Fairbanks, Alaska. The process is consistent with the March 10, 2006 final rule for hot-spot analyses¹ and EPA/FHWA guidance for implementing the requirements.² It is important to note that subsequent guidance released by FHWA in June 2009³ and EPA's March 24, 2010 conformity rule provide clarification in response to a legal challenge, but do not contain any substantive change to the requirements for project-level conformity determinations. The PM_{2.5} hot-spot analysis process is conducted in support of project-level conformity requirements, but does not fulfill all project-level conformity requirements (e.g., Carbon Monoxide, construction, mitigation).

¹ 47 FR 12468.

² "Transportation Conformity Guidance for Qualitative Hot-Spot Analyses in PM_{2.5} and PM₁₀ Nonattainment and Maintenance Areas," March 2006, EPA 420-B-06-092

³ "Clarification to the 2006 Joint EPA/FHWA Transportation Conformity Guidance for Qualitative Hot-Spot Analysis in PM_{2.5} and PM₁₀ Nonattainment and Maintenance Areas," FHWA, June 12, 2009

EPA designated Fairbanks nonattainment for the 2006 PM_{2.5} standard, effective December 14, 2009. Conformity for the PM_{2.5} standard applies one year after the effective date (i.e., December 14, 2010). After December 14, 2010, PM_{2.5} project-level conformity determinations must be made prior to final National Environmental Policy Act (NEPA) approval and/or other federal project authorizations for non-exempt projects. This applies to project authorizations made after December 14, even if the final NEPA approval was before December 14, 2010.

It is important to note that a portion of the Fairbanks/North Pole area is also designated a Carbon Monoxide (CO) Maintenance Area. Transportation projects located within the CO area will also need a CO project-level conformity analysis. The CO analysis should be submitted along with the PM_{2.5} Hot-Spot Analysis for interagency consultation. Transportation projects located within the “donut area” (geographic area outside the CO maintenance area boundary, but inside the PM_{2.5} nonattainment area boundary) do not require a corresponding CO project-level analysis.

Proposed Process

This PM_{2.5} Conformity Hot-Spot Analysis process should be used for any project that does not have an approved NEPA document in November 2010. This schedule should ensure no project delays.

Project sponsors are responsible for conducting the PM_{2.5} hot-spot analysis, as well as other project-level conformity requirements. The project sponsor should work with the Fairbanks Metropolitan Area Transportation System (FMATS) to process the PM hot-spot analysis through interagency consultation (IAC). The approach for completing the PM_{2.5} hot-spot analysis is outlined below.

1. Is the project exempt per Section 93.126 or 93.128 of the Conformity Rule?⁴
 - a. If Yes, no further analysis required and there is no need to complete PM_{2.5} hot-spot analysis form for IAC. Please be sure to note that the project is exempt from project-level conformity requirements in the environmental document.
 - b. If No, determine if project is 6004 assignable or not assignable by contacting Ben White, Statewide Environmental Manager for this determination, and proceed to step 2 below.⁵

⁴ Appendix B of the Draft PM_{2.5} Conformity Analysis contains a transportation project listing for the TIP and Donut Area that includes codes that identify exemptions from the requirement to determine conformity. It is important to note that codes 5.01–5.07 are not exempt from project-level requirements (e.g., Intersection Channelization Projects).

⁵ In 2009, DOT&PF and FHWA entered into an MOU that assigned FHWA’s responsibilities for environmental review, interagency consultation, and regulatory compliance for the review and/or approval of 6004 Categorical Exclusion (CE) projects to DOT&PF. Air quality conformity determinations for Section 6004 CE projects have also been assigned to DOT&PF. Therefore, FHWA concurrence is not

2. Is project “Project of Air Quality Concern”?

- a. Complete PM_{2.5} hot-spot analysis form. A list of transportation data needs is attached to the form to assist project sponsor when completing the supporting traffic impact studies.
- b. If No, submit form for IAC.
- c. If Yes, conduct qualitative analysis and submit both for IAC.

3. Documentation Processing

- a. Submit to FMATS to process through IAC:
 - i. 6004 projects, request EPA and DOT concurrence.
 - ii. Non-assignable projects, request EPA and FHWA concurrence.
- b. Respond to comments if necessary.
- c. Incorporate form and IAC documentation into air quality reports and related environmental documents.

Projects of Air Quality Concern (POAQC) are certain highway and transit projects that involve significant levels of diesel vehicle traffic, or any other project that is identified in the PM_{2.5} SIP as a localized air quality concern. EPA released Draft Quantitative PM Hotspot Analysis Guidance in May 2010; comments were due July 2010. Quantitative analysis will be required after the guidance is finalized and announced in the Federal Register, and the model grace period ends. It is anticipated that the guidance will be finalized and announced in the Fall of 2010 and be required to be used two years thereafter (i.e., Fall 2012).

The document “Transportation Conformity Guidance for Qualitative Hot-spot Analyses in PM_{2.5} and PM₁₀ Nonattainment and Maintenance Areas” dated March 2006 discusses two methods for completing qualitative PM_{2.5} and PM₁₀ hot-spot analyses: (1) comparison to another location with similar characteristics, and (2) air quality studies for the proposed project location. When using the first method of the qualitative analysis, agencies should consult FHWA’s clarification to the March 2006 guidance released in June 2009.⁶ These methods are provided as examples only, and there may be other methods available. The comparison method is a simple approach that involves reviewing existing highway or transit facilities that were constructed in the past and built in locations similar to the proposed project. Air quality studies may also be appropriate to understand the potential air quality impact from certain projects. The hot-spot analysis should include sufficient documentation to justify the conclusion that a proposed project meets conformity hot-spot analysis requirements and should include a summary of the

required for Section 6004 projects. However, FHWA’s overall air quality conformity responsibilities may not be assigned to DOT&PF under the MOU; regional conformity and project-level conformity determinations for non-assignable projects continue to be the responsibility of FHWA.

⁶ FHWA, 2009. *op cit*.

method and data that were used. Note that qualitative analysis will continue until such time as quantitative analysis is required as mentioned in the preceding paragraph.

Project sponsors should complete the attached PM_{2.5} hot-spot analysis form for all non-exempt projects. Projects that have been determined to be POAQC need to have qualitative analysis attached for processing. Completed forms should be provided to FMATS for review and circulation to the IAC partners via e-mail; DOT&PF, Northern Region will develop required documentation for State projects and process directly for IAC.

The guidance should be reviewed carefully when determining whether a project is a POAQC. The requirements vary for existing facilities vs. new facilities. Supporting transportation data needs to be provided *for year open to traffic and MTP horizon year **both with and without the project; a source must be provided for all data.*** A list of transportation data needs is attached to the form to assist project sponsor when completing the supporting traffic impact studies. Note that the form also includes sections for “explanations and discussion” of the proposed project and associated impacts which may be used where detailed supporting traffic data is not readily available.

The FMATS IAC e-mail transmittal (a sample is included on the attached PM_{2.5} Hot-Spot Analysis Form) should request that the IAC partners, specifically EPA and FHWA or DOT&PF (as appropriate), concur with the assessment or submit comments within two weeks. Replies from the interagency partners should be submitted via “reply to all.” Under the NEPA delegation program of SAFETEA-LU, DOT&PF has been assigned responsibility for Section 6004 CE project-level air quality conformity determinations; therefore, FHWA concurrence is not required for Section 6004 projects. Please note that the opportunity for IAC and public comment can take 30 days or longer.

If interagency comments are received, the Summary Form and/or attached qualitative analysis should be revised accordingly. The revision should then be re-transmitted for IAC for concurrence.

Once the interagency process is complete, please refer to the DOT&PF Environmental Section Document Preparation information⁷ for guidance on completing the NEPA requirements for project-level conformity determinations. The documentation from the IAC process (i.e., Project Summary Form, IAC transmittal, IAC concurrence, or revisions in response to comments received) should be incorporated into the final air quality reports and related environmental documents that will be reviewed and approved by DOT&PF and/or FHWA.

DEFINITIONS

The final rule (40 CFR 93.123(b)(1)) defines the following as Projects of Air Quality Concern:

⁷ Available at <http://www.dot.state.ak.us/stwddes/desenviron/resources/docprep.shtml>

- (i) New highway projects that have a significant number of diesel vehicles, and expanded highway projects that have a significant increase in the number of diesel vehicles;⁸
- (ii) Projects affecting intersections that are at LOS D, E, or F with a significant number of diesel vehicles, or those that will change to LOS D, E, or F because of increased traffic volumes from a significant number of diesel vehicles related to the project;⁸
- (iii) New bus and rail terminals and transfer points that have a significant number of diesel vehicles congregating at a single location;
- (iv) Expanded bus and rail terminals and transfer points that significantly increase the number of diesel vehicles⁹ congregating at a single location; and
- (v) Projects in or affecting locations, areas, or categories of sites that are identified in the PM_{2.5} and PM₁₀ implementation plan or implementation plan submission, as appropriate, as sites of possible violation.

According to the Environmental Protection Agency Transportation Conformity Guidance (final rule), March 10, 2006, the following are examples of Projects of Air Quality Concern:

- (i) A project on a new highway or expressway that serves a significant volume of diesel truck traffic, such as a facility with greater than 125,000 annual average daily traffic (AADT) and 8% or more of such AADT is diesel truck traffic;
- (ii) New exit ramps and other highway facility improvements to connect a highway or expressway to a major freight, bus, or intermodal terminal;
- (iii) Expansion of an existing highway or other facility that affects a congested intersection (operated at LOS D, E, or F) that has a significant increase in the number of diesel trucks;⁹ and
- (iv) Similar highway projects that involve a significant increase in the number of diesel transit busses and/or diesel trucks.⁹

⁸ The EPA Office of Transportation and Air Quality (OTAQ) has indicated that a “significant” increase in the number of diesel vehicles may be defined as a 10% increase in the build vs. no-build in any analysis year, and therefore would be a Project of Air Quality Concern. An increase less than 5% would not be considered the “significant,” whereas an increase in the range of 5 to 10% would require supporting justification that project is not a Project of Air Quality Concern. It is important to note that this interpretation does not address facility type or Volume/Capacity ratio.

⁹ See Footnote 8.

The March 2006 final rule also provided examples of projects that would not require a PM_{2.5} or PM₁₀ hot-spot analysis (71 FR 12491). Listed below are examples of projects that are not an air quality concern under 40 CFR 93.123(b)(1)(i) and (ii).

- (i) Any new or expanded highway project that primarily services gasoline vehicle traffic (i.e., does not involve a significant number or increase in the number of diesel vehicles), including such projects involving congested intersections operating at LOS D, E, or F;
- (ii) An intersection channelization project or interchange configuration project that involves either turn lanes or slots, or lanes or movements that are physically separated. These kinds of projects improve freeway operations by smoothing traffic flow and vehicle speeds by improving weave and merge operations, which would not be expected to create or worsen PM_{2.5} or PM₁₀ violations; and
- (iii) Intersection channelization projects, traffic circles or roundabouts, intersection signalization projects at individual intersections, and interchange reconfiguration projects that are designed to improve traffic flow and vehicle speeds, and do not involve any increases in idling. Thus, they would be expected to have a neutral or positive influence on PM_{2.5} or PM₁₀ emissions.

The following are examples of projects that are not an air quality concern under 40 CFR 93.123(b)(1)(iii) and (iv):

- (i) A new or an expanded bus terminal that is serviced by non-diesel vehicles (e.g., compressed natural gas) or hybrid-electric vehicles; and
- (ii) A 50% increase in daily arrivals at a small terminal (e.g., a facility with 10 buses in the peak hour).

The following table summarized the EPA definitions and examples listed above.

Table 1 Summary of EPA Definitions and Examples from Rule and Guidance			
Project Type	Criteria	POAQC Example	NOT a POAQC Example
New highway or expressway	Significant number of diesel vehicles	AADT > 125,000 and $\geq 8\%$ (10,000) diesel truck traffic	Primarily services gasoline traffic
Highway/expressway expansion	Significant <i>increase</i> in diesel vehicles	Build increases diesel truck AADT by 10% over No-build	Primarily services gasoline traffic
Affecting intersections at LOS D, E or F	Significant number of diesel vehicles	Build increases diesel truck AADT by 10% over No-build	Project that affects a congested intersection that primarily services gasoline traffic
Changing intersections to LOS D, E or F	Significant number of diesel vehicles	Build increases diesel truck AADT by 10% over No-build	Project that does not attract diesel vehicles
New bus or rail terminal	Significant number of diesel vehicles	A new intermodal facility	A new bus terminal that is serviced by non-diesel vehicles (e.g., CNG, hybrids)
Bus or rail terminal expansion	Significant <i>increase</i> in diesel vehicles	Build increases diesel truck AADT by 10% over No-build	An expanded bus terminal that is serviced by non-diesel vehicles (e.g., CNG, hybrids)
Connector (e.g., exit ramp) between highway and major freight, bus, or intermodal terminal	--	Self explanatory	--
Located in or affecting locations that are possible PM _{2.5} violation sites	--	To be determined after SIP developed	Intersection channelization, configuration, signalization, re-configuration projects that improve traffic flow

Links to more information:

FHWA Transportation Conformity Website:
<http://www.fhwa.dot.gov/environment/conform.htm>

FHWA Project-Level Conformity Website, including guidance on developing qualitative hot-spot analyses: *<http://www.fhwa.dot.gov/environment/conformity/project.htm>*

EPA Transportation Conformity Website:
<http://www.epa.gov/otaq/stateresources/transconf/index.htm>

PM Hot-Spot Analysis

Project Summary Form for Interagency Consultation (IAC)

The purpose of this form is to provide sufficient information to receive concurrence from the IAC partners in Fairbanks, Alaska on the PM_{2.5} hot-spot analysis and POAQC determination.

The form is not required under the following circumstances:

1. The project does not require a project-level PM hot spot analysis since it:
 - a. Is exempt pursuant to 40 CFR 93.126 (see footnote 4 above); or
 - b. Is a traffic signal synchronization project under 40 CFR 93.128; or
 - c. Uses no federal funds and requires no federal approval.

It is the responsibility of the project sponsor to ensure that the form is filled out completely and provides a sufficient level of detail for the IAC partners to make an informed decision. For example, the IAC partners will be reviewing the effects of the project, and thus part of the required information includes build/no build traffic data. A list of transportation data needs is attached to the form to assist project sponsor when completing the supporting traffic impact studies. Note that the form also includes sections for “explanations and discussion” of the proposed project and associated impacts which may be used where detailed supporting traffic data is not readily available.

Instructions:

1. **Fill out form in its entirety using the fillable pdf file.**
2. **Be sure to include AKSAS ID#.**
3. **Provide a source for all traffic data used on the form.**
4. **Submit completed form to FMATS Coordinator. The MPO will review the form for accuracy and transmit to the IAC partners. DOT&PF, Northern Region projects can be submitted by the DOT&PF representative .**

TABLE 1
Type of Project

- | |
|---|
| <ol style="list-style-type: none">1. New highway2. Change to existing state highway3. New regionally significant street4. Change to existing regionally significant street5. Intersection channelization projects6. Intersection signalization projects at individual intersections7. Interchange reconfiguration projects8. Changes in vertical and horizontal alignment9. Truck size and weight inspection stations10. Bus terminals and transfer points |
|---|

Fairbanks, Alaska PM_{2.5} Hot-Spot Analysis Form for Interagency Consultation

Date:		
AKSAS ID# (<u>required</u>):		FHWA ID# (if applicable):
Federally Approved TIP (title/date):		Federally Approved MTP (title/date):
Federally Approved Conformity Determination (title/date):		
Project Description (clearly describe project):		
Type of Project (use Table 1 on instruction sheet):		
Narrative Location/Route & Postmiles:		
Borough:		Lead Agency:
Contact Person (name/title):		
Phone Number:	Fax Number:	Email Address:
Project of Air Quality Concern (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES," attach qualitative analysis.		

Federal Action for which PM Hot-spot Analysis is Needed (check appropriate box):

☐

Categorical Exclusion (NEPA)

☐

FONSI or Final EIS

☐

Other

☐

EA or Draft EIS

☐

PS&E or Construction

Scheduled Date of Federal Action:

NEPA Delegation – Project Type (check appropriate box):

☐

Exempt

☐

**Section 6004 – Categorical
Exclusion**

☐

**Non Assignable – Non-
Categorical Exclusion**

Current Programming Dates (as appropriate):

	PE/Environmental	ENG	ROW	CON
Start				
End				

Project Purpose and Need (Summary): (attach additional sheets as necessary):

Surrounding Land Use/Traffic Generators (especially effect on diesel traffic):

Opening Year: Build and No Build LOS, AADT, Diesel Truck%, Diesel Truck AADT of proposed facility

Facility Name:

Year:

	LOS	AADT	Diesel Truck Percent	Diesel Truck AADT
Build				
No-Build				
Data Source(s)				

MTP Horizon Year: Build and No Build LOS, AADT, Diesel Truck %. Diesel Truck AADT of proposed facility

Facility Name

Year

	LOS	AADT	Diesel Truck Percent	Diesel Truck AADT
Build				
No-Build				
Data Source(s)				

Opening Year: If facility is an interchange(s) or intersection(s), Build and No Build cross-street AADT, Diesel Truck%, Diesel Truck AADT

Facility Name

Year

	LOS	AADT	Diesel Truck Percent	Diesel Truck AADT
Build				
No-Build				

Data Source(s)

MTP Horizon Year: If facility is an interchange (s) or intersection(s), Build and No Build cross-street AADT, Diesel Truck%, Diesel Truck AADT

Facility Name

Year

	LOS	AADT	Diesel Truck Percent	Diesel Truck AADT
Build				
No-Build				

Data Source(s)

Describe potential traffic redistribution effects of congestion relief (impact on other facilities):

Comments/Explanation/Details (attach additional sheets as necessary):

List of Data Needs
for Fairbanks, Alaska PM2.5 Hot-Spot Analysis Form for Interagency Consultation
(to be provided by the supporting traffic impact studies)

Analysis years:

Open to traffic
MTP horizon year

Scenarios:

Build (or with project)
No-build (or without project)

Traffic data:

Level of service (LOS)

Annual average daily traffic (AADT)

Diesel truck percent

- May be calculated based on AADT provided below
- May be estimated for local facilities using fleet mix in the absence of other data

Diesel truck AADT

- May be calculated based on assumed truck percentage above
- May be estimated for local facilities using fleet mix in the absence of other data

Note: if facility is an interchange or intersection, the traffic data should be provided for the cross-street as well.

SAMPLE FMATS TRANSMITTAL FOR PM_{2.5} HOT-SPOT ANALYSIS FORM
(VIA E-MAIL TO THE IAC PARTNERS)

Recommended Subject Line: PM_{2.5} Hot-spot Analysis Form for IAC Review & Concurrence for [INSERT Project Name & AKSAS ID # + Type 6004/non-assignable CE/EA/EIS as appropriate]

Recommended File Name: PM_{2.5} Hot-spot Analysis Form for [INSERT Project Name & AKSAS ID #]

The [INSERT Project Sponsor] has prepared the attached PM_{2.5} Hot-spot Analysis Form for interagency consultation for the [INSERT Project Name and AKSAS ID# + Type 6004/non-assignable CE/EA/EIS]. The [INSERT Project Sponsor] has determined that the project is NOT a project of air quality concern [OR “The Project Sponsor has determined that the project is a project of air quality concern and the corresponding qualitative analysis is attached.”]

While all of the interagency consultation partners are encouraged to reply to this email to confirm their concurrence [OR concurrence on approach and findings of the qualitative analysis] or provide comments by [INSERT date and time (minimum 2 weeks)], a response from [SELECT one: EPA & DOTP&F or EPA & FHWA] is requested; no response will be assumed to be concurrence. A conference call will be conducted upon request. Please contact [INSERT MPO Staff Contact] if you have questions or need additional information.

Example completed form:

SAMPLE

Fairbanks, Alaska PM_{2.5} Hot-Spot Analysis Form for Interagency Consultation

Date: 9/21/10		
AKSAS ID# (required): 63213		FHWA ID# (if applicable): RS-M-0617(3)
Federally Approved TIP (title/date): FMATS 2010 – 2013 TIP, Amendment #2, 7.21.10		Federally Approved MTP (title/date): FMATS 2010 – 2035 MTP, 7.10
Federally Approved Conformity Determination (title/date): Air Quality / Transportation Plan CO Conformity Fairbanks Maintenance Area 2010 LRTP/TIP, 8.5.10		
Project Description (clearly describe project): Widening of University Avenue to five lanes between Mitchell Expressway and College Road, and intersection improvements at Airport Way and Geist Road.		
Type of Project (use Table 1 on instruction sheet): Change to existing regionally significant street & intersection signalization and reconfigurations.		
Narrative Location/Route & Postmiles: University Avenue is the major north-south transportation corridor on the west side of Fairbanks. Project proposes to reconstruct University Avenue from just north of the Mitchell Expressway to Thomas Street, a length of 2.12 miles.		
Borough: Fairbanks North Star		Lead Agency: DOT & PF
Contact Person (name/title): Bruce Campbell		
Phone Number: 907.451.2238	Fax Number:	Email Address: bruce_campbell@alaska.gov
Project of Air Quality Concern (check one): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "YES," attach qualitative analysis.		

Federal Action for which PM Hot-spot Analysis is Needed (check appropriate box):

- ☐ Categorical Exclusion (NEPA) ☐ FONSI or Final EIS ☐ Other
☒ EA or Draft EIS ☐ PS&E or Construction

Scheduled Date of Federal Action: Unknown

NEPA Delegation – Project Type (check appropriate box):

- ☐ Exempt ☐ Section 6004 – Categorical Exemption ☒ Non Assignable – Non-Categorical Exemption

Current Programming Dates (as appropriate):

	PE/Environmental	ENG	ROW	CON
Start				2014-2015
End	2005	2013	2006	

Project Purpose and Need (Summary): (attach additional sheets as necessary):

The purpose of the project is to:

- Improve safety for motorists
- Improve safety for pedestrians and bicyclists
- Provide efficient movement of traffic
- Replace deficient facilities

Surrounding Land Use/Traffic Generators (especially effect on diesel traffic):

Land use along the corridor is changing from residential and undeveloped property to commercial. Residential property is being rezoned to commercial and professional business use. Traffic generators include schools, Fairbanks International Airport, retail establishments, government agencies, professional business and restaurant establishments, and the Chena River State Recreation Site.

Opening Year: Build and No Build LOS, AADT, Diesel Truck%, Diesel Truck AADT of proposed facility**Facility Name:** University Avenue**Year:** 2015

	LOS	AADT	Diesel Truck Percent	Diesel Truck AADT
Build	C or better	24600	< 6%	Not Available (N/)
No-Build	D	N/A	N/A	N/A
Data Source(s)	EA			

MTP Horizon Year: Build and No Build LOS, AADT, Diesel Truck %. Diesel Truck AADT of proposed facility**Facility Name** University Avenue**Year** 2035

	LOS	AADT	Diesel Truck Percent	Diesel Truck AADT
Build	C or better	29200	< 6%	N/A
No-Build	D	N/A	N/A	N/A
Data Source(s)	EA			

Opening Year: If facility is an interchange(s) or intersection(s), Build and No Build cross-street AADT, Diesel Truck%, Diesel Truck AADT				
Facility Name				
Year				
	LOS	AADT	Diesel Truck Percent	Diesel Truck AADT
Build				
No-Build				
Data Source(s)	Not Available			

MTP Horizon Year / Design Year: If facility is an interchange (s) or intersection(s), Build and No Build cross-street AADT, Diesel Truck%, Diesel Truck AADT				
Facility Name				
Year				
	LOS	AADT	Diesel Truck Percent	Diesel Truck AADT
Build				
No-Build				
Data Source(s)	Not Available			

Describe potential traffic redistribution effects of congestion relief (impact on other facilities):				
Project focus is to improve safety and reduce traffic conflicts with increasing traffic volumes.				

Comments/Explanation/Details (attach additional sheets as necessary):

The project has been determined to be a project NOT of air quality concern for the following reasons:

- AADT < 125,000
- LOS improves to C or better
- Heavy-duty diesel truck traffic < 8% and no significant increase in diesel trucks due to project
- Intersection improvements include signals and turn lanes, which are examples of projects NOT of air quality concern per 40 CFR 93.123(b)(1)(i) and (ii).

The proposed project meets the Clean Air Act requirements and 40 CFR 93.116 without an explicit hot-spot analysis.