



CITY OF NORTH POLE

Regular Meeting July 6, 2020

North Pole Council Chambers

125 Snowman Lane, North Pole, Alaska

www.northpolealaska.com

Monday, July 6, 2020

Audit Report Workshop 5:45 p.m. (January 1, 2019 to December 31, 2019)

Committee of the Whole: 6:30 p.m.

Regular City Council Meeting: 7:00 p.m.

MAYOR

Michael Welch
488-8584

CITY CLERK

488-8583

COUNCIL MEMBERS

Perry Walley – Mayor Pro Tem	347-0135
Santa Claus – Deputy Mayor Pro Tem	388-3836
Aino Welch – Alt. Deputy Mayor Pro Tem	488-5834
DeJohn Cromer	347-2808
David Skipps	750-5106
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**
 - a. June 15, 2020
- 6. Communications from the Mayor**
- 7. Council Member Questions of the Mayor**
- 8. Communications from Department Heads, Borough Representative and the City Clerk**
- 9. Ongoing Projects Report**
- 10. Citizens Comments (Limited to five (5) minutes per Citizen)**

11. Old Business:

- a. Ordinance 20-13, An Ordinance of the City of North Pole, Alaska Amending Title 2, Administration and Personnel, Section 2.36.400 Holidays.

12. New Business:

- a. Request to Approve the Purchase of a Chevrolet pickup truck for \$34,019.00 for the Public Works Department.
- b. Request to Approve Memorandum of Understanding with Alaska Court System and North Pole Police Department for the use of TRACS System.

13. Council Comments

14. Adjournment

Detailed information and copies of agenda documents may be obtained at the Office of the City Clerk, 125 Snowman Lane or on the City website www.northpolealaska.com . Notice of Council Action is available at City Hall and on the City website following the meeting.

How to Offer Public Testimony at Council Meetings

In response to the COVID-19 pandemic and local/state regulations requiring residents to stay at home, practice social distancing, and limit gatherings, the City of North Pole has created a process for citizens to stay connected with the Council regarding agenda items.

Written testimony is encouraged. You may submit your comments by calling the Clerk's Office at 488-8583 or by sending an email to arhoades@northpolealaska.org prior to 1:00 p.m. the day of the meeting. Please indicate which agenda item you are providing written testimony for. Examples: Ordinance or Resolution number, agenda item#, or description of subject.

To sign-up for **telephonic testimony** call the Clerk's Office at 488-8583 or email arhoades@northpolealaska.org prior to 1:00 p.m. the day of the meeting. Please indicate that you wished to be called, for what item you will provide testimony on, and what number you can be reached at.

Council Meetings are aired **live via audio streaming** from the City's website at <https://www.northpolealaska.com/citycouncil/page/council-meeting-audio-stream>.

Inquiries concerning ADA compliance or accommodations should be directed to the City Clerk.



NORTH POLE CITY COUNCIL
REGULAR MEETING MINUTES, JUNE 15, 2020
NORTH POLE CITY COUNCIL CHAMBERS
125 SNOWMAN LANE, NORTH POLE, ALASKA

Councilman Walley Mayor Pro Tem called the regular City Council meeting of Monday, June 15, 2020 to order at 7:00 p.m. with the following Council Members in attendance:

Council Members Present: Santa Claus
Thomas McGhee
David Skipps
Aino Welch
Perry Walley

Absent:

Excused: Mayor Welch
DeJohn Cromer

Also Present: Steve Dutra, Police Chief
Aaron M. Rhoades, Temp. City Clerk/HR Manager
Geoff Coon, Fire Chief

PLEDGE OF ALLEGIANCE TO THE FLAG

Councilman Walley Mayor Pro Tem asked everyone to join him in the Pledge of Allegiance.

INVOCATION

The Invocation was given by City Council Member Mr. McGhee.

APPROVAL OF AGENDA

Mr. McGhee moved to approve the agenda of June 15, 2020.

Seconded by Mr. Clause.

Discussion

Mr. McGhee moved to amend the agenda by changing the order of New Business item a. to item b and item b. to item a.

Seconded by Mr. Skipps

On the amendment.

PASSED

YES: 5 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Walley

NO: 0

ABSTAIN:

Councilman Walley Mayor Pro Tem declared the MOTION CARRIED

Mr. Claus *moved to amend the agenda by* adding item d. to New Business Accepting Kim Kiehl's resignation as the City Clerk/HR Manager and appoint Aaron Rhoades and Temporary City Clerk/HR Manager.

On the amendment.

PASSED

YES: 5 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Walley

NO: 0

ABSTAIN:

Councilman Walley Mayor Pro Tem declared the MOTION CARRIED

On the Agenda as amended.

Discussion

None

PASSED

YES: 5 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Walley

NO: 0

ABSTAIN:

Councilman Walley Mayor Pro Tem declared the MOTION CARRIED

Old Business:

- a. Reconsideration: Request to Approve the Borough Ambulance Contract

New Business:

- a. Resolution 20-06, A Resolution of the North Pole City Council Authorizing The City of North Pole To Accept Coronavirus Relief Funds From The State of Alaska.
- b. Ordinance 20-13, An Ordinance of the City of North Pole, Alaska Amending Title 2, Administration and Personnel, Section 2.36.400 Holidays
- c. Request to Approve use of a Request for Proposal approach to solicit construction contractor for the Old Water Treatment Plant Remodel Project.
- d. Accept Kim Keihl's resignation as City Clerk/HR Manager and appoint Aaron M. Rhoades as Temporary City Clerk/HR Manager.

APPROVAL OF MINUTES

Mr. MGhee moved to approve the Minutes of June 1, 2020 City Council Meeting

Seconded by Mr. Claus.

Discussion

None

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE MINUTES OF June 1, 2020 AS FOLLOWS:

YES: 5 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Walley, Mayor Welch

NO: 0

ABSTAIN:

Councilman Walley Mayor Pro Tem declared the MOTION CARRIED

COMMUNICATIONS FROM THE MAYOR

None

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Fire Department, Chief Coon

- Fire danger is moderate and burning is allowed.
- 557 emergency calls this year, average of 3.6 per day.
- Alaska has had 467 COVID-19 cases with 368 total recovered, 10 deaths.
 - FNSB are has had 85 total cases (unchanged from last report).
- Please continue to work on the ICS classes.
- The Command truck is scheduled to be done in August.
- NPFDF is fully staffed at this time.
 - Request the Council to look at and revise the pay scale.
- Training – One member completed their FF-2 testing and is awaiting results.
- Maintenance Report – Half way done with testing over 200 fire hydrants.
- Fire danger is moderate and burning is allowed.
- 557 emergency calls this year, average of 3.6 per day.
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 - FNSB are has had 85 total cases (unchanged from last report).
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 - Request the Council to look at and revise the pay scale.
- Training – One member completed their FF-2 testing and is awaiting results.
- Maintenance Report – Half way done with testing over 200 fire hydrants.

Building Department, Bill Butler

Building Department

- Two residential home permit applications submitted.
- One condominium permit application submitted.
- Received a variety of “small” permit applications—boiler, kitchen remodel, plumbing.

Public Works

- Homestead Road pedestrian path extension completed.
- Public Works activities are focusing mostly on landscaping efforts.

Utility Department

- Field Inspector has been on staff since May 19.
- Utility has taken delivery of the off-road vehicle as part of emergency preparedness project approved as part of 2020 budget.

North Pole Expansion Project

- Field Inspector has completed 59 service line installation inspections this afternoon.
- Of the 479 possible connections in Zones 3 & 4
 - 107 installations occurred to date (22%).
 - 423 property owners have submitted applications for new installations (88%).

Moose Creek Water System Expansion Project.

- Work has begun on the pump house site—walls going up and tank foundation is in place.
- Water main installed across the flood control project.
- Water main installation along Laurance Road is nearing completion.
- In late May, EPA & ADEC approved Remedial Action Work Plan that allowed work in PFAS contaminated areas.
 - Expect to begin water main installation in community of Moose Creek early July.
- Department of Natural Resources has scheduled a public meeting for July 14 from 6:00 to 8:00 pm at Hotel North Pole to gather public input about creating a Critical Water Management (CWMA).
 - Creating a CWMA would restrict use of groundwater in the community of Moose Creek.

City Services Office Space

- Before the Council this evening is a request to allow use of a request for proposals (RFP) versus an invitation to bid (ITB) approach.
 - RFP approach allows using criteria other than lowest cost bidder
- Much of exterior of building has asbestos siding that will need to be removed.
 - Quote requested from an environmental firm for removal and disposal of the siding.
- If use of RFP approach is approved, hope to release RFP within a week.
 - Contractor submissions will provide actual versus estimated construction costs.
 - Will bring recommendation to fund or not fund to council after review of proposals.

Finance, Tricia Fogarty

- General Liability audit \$5,800 Premium returned to City.
- Workers Comp reinvwe with Hale and Associates
- PFD Garnishments \$133,948.00 of possible recovered garnishments.
- Financial audit continues.

Police Department, Chief Dutra

- Swearing in off Ofc. Rosenbalm - Introduction
- Met with Rep. Prax about status of policing in North Pole (discuss)
- Stats will be available next council
- Myself and Lt. Lindhag will be out of the area Friday-Sunday evening. Sgt. McBroom will be in charge.
- Memorial Park – seeding project moving ahead. Thank you, Ben Otis at Better Way for donation – Thanks to the 50 people who showed, along with Councilmen Claus.
- Attended ALMJIA meeting on Policing in Alaska. Great conversation.
- Camera systems are entering final stages of install.

Borough Representative

- Pass through grants from the Feds.
- They sold some foreclosed properties. Tourist Properties.
- Christopher Crist is the new Presiding Officer.

City Clerk

None

ONGOING PROJECTS

None

CITIZEN'S COMMENTS – (Limited to Five (5) minutes per Citizen)

None

OLD BUSINESS

- Reconsideration: Request to Approve the Borough Ambulance Contract

MOTION TO APPROVE REQUEST TO APPROVE THE BOROUGH AMBULANCE CONTRACT.

Mr. McGhee moved to Approve the Request to Approve the Borough Ambulance Contract.

Seconded by Mr. Clause.

Discussion

- Discussion was held regarding the request to approve the Borough ambulance contract.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE REQUEST TO APPROVE THE BOROUGH AMBULANCE CONTRACT.

YES: 5 –Mrs. Welch, Mr. Walley, Mr. McGhee, Mr. Walley, Mr. Claus

NO:

ABSTAIN:

Councilman Walley Mayor Pro Tem declared the MOTION CARRIED

NEW BUSINESS

- a. Resolution 20-06, A Resolution of the North Pole City Council Authorizing The City of North Pole To Accept Coronavirus Relief Funds From The State of Alaska.

MOTION TO APPROVE RESOLUTION OF THE NORTH POLE CITY COUNCIL AUTHORIZING THE CITY TO ACCPET CARES ACT FUNDS FROM THE STATE OF ALASKA.

Mr. McGhee moved to Approve Resolution 20-06, A Resolution of the North Pole City Council Authorizing The City of North Pole To Accept Coronavirus Relief Funds From The State of Alaska.

Seconded by Mr. Clause.

Discussion

- Discussion was held regarding the request to accept funding.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE REQUEST TO APPROVE THE BOROUGH AMBULANCE CONTRACT.

YES: 3 –Mrs. Welch, Mr. Walley, Mr. Claus

NO: 2 – Mr. McGhee, Mr. Skipps

ABSTAIN:

Councilman Walley Mayor Pro Tem declared the MOTION FAILED

- b. Ordinance 20-13, An Ordinance of the City of North Pole, Alaska Amending Title 2, Administration and Personnel, Section 2.36.400 Holidays.

MOTION TO APPROVE ORDINANCE 20-13, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING TITLE 2, ADMINISTRATION AND PERSONNEL, SECTION 2.36.400 HOLIDAYS

Mr. McGhee *moved to Approve the Ordinance 20-13, An ordinance of the City of North Pole, Alaska Amending Title 2, Administration and Personnel, Section 2.36.400.*

Seconded by Mrs. Welch.

Discussion

- Discussion was held regarding Ordinance 20-13.

A ROLL CALL VOTE WAS TAKEN TO APPROVE ORDINANCE 20-13, ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING TITLE 2, ADMINISTRATION AND PERSONNEL, SECTION 2.36.400 HOLIDAYS.

YES: 5 –Mrs. Welch, Mr. Walley, Mr. McGhee, Mr. Skipps, Mr. Claus

NO: –

ABSTAIN:

Councilman Walley Mayor Pro Tem declared the MOTION PASSED

- c. Request to Approve use of a Request for Proposal approach to solicit construction contractor for the Old Water Treatment Plant Remodel Project.

MOTION TO APPROVE REQUEST TO USE PROPOSAL APPROACH TO SOLICIT CONSTRUCTION CONTRACTOR FOR THE OLD WATER TREATMENT PLANT REMODEL PROJECT

Mr. McGhee *moved to Approve the Ordinance 20-13, An ordinance of the City of North Pole, Alaska Amending Title 2, Administration and Personnel, Section 2.36.400.*

Seconded by Mrs. Welch.

Discussion

- Discussion was held regarding request to use Proposal Approach to solicit construction contractor.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE REQUEST TO USE PROPOSAL APPROACH TO CONSTRUCTION CONTRACTOR FOR THE OLD WATER TREATMENT PLANT REMODEL PROJECT.

YES: 5 –Mrs. Welch, Mr. Walley, Mr. McGhee, Mr. Skipps, Mr. Claus

NO: –

ABSTAIN:

Councilman Walley Mayor Pro Tem declared the MOTION PASSED

- d. Request to accept City Clerk Kim Keihl’s resignation and to appoint Aaron Rhoades as temporary City Clerk.

MOTION TO ACCEPT CITY CLERK KIM KEIHL’S RESINGATION AND APPOINT NEW TEMPORARY CITY CLERK AARON RHOADES.

Mr. Claus *moved to* Accept City Clerk Kim Keihl’s resignation and to appoint Aaron Rhoades as the Temporary City Clerk.

Seconded by Mrs. Welch.

Discussion

- Discussion was held regarding the acceptance of City Clerk Kim Keihl’s resignation and appointment of Aaron Rhoades as Temporary City Clerk.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ACCEPT CITY CLERK KIM KEIHL’S RESIGNATION AND APPOINT AARON RHOADES AS CITY CLERK.

YES: 5 –Mrs. Welch, Mr. Walley, Mr. Clause. Mr. Skipps, Mr. McGhee

NO:

ABSTAIN:

Councilman Walley Mayor Pro Tem declared the MOTION PASSED

MOTION TO MOVE TO EXECUTIVE SESSION

Mr. Walley *moved to* Go into Executive Session.

Seconded by Mr. Skipps

Council Comments

Mrs. Welch be careful out there. Hats off to Officer Miln.

Santa Claus wish Mayor Welch

Mr. McGhee thanked everyone and for working together and working through tough issues.

Mr. Walley thanked everyone for their participation and help.

Mrs. Welch *moved to suspend adjourn the meeting at 10:06 p.m.*

Seconded by Mr. McGhee.

The regular meeting of Monday, June 15, 2020 adjourned at 10:15 p.m.

Michael W. Welch, Mayor

ATTEST:

Aaron M. Rhoades, City Clerk

ORDINANCE 20-13

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING
TITLE 2, ADMINISTRATION AND PERSONNEL, SECTION 2.36.400
HOLIDAYS**

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

WHEREAS, the City of North Pole *personnel code* should be amended *as necessary to better meet the needs* of the City and to clarify *any ambiguities*.

NOW, THEREFORE, BE IT ORDERED 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* of the North Pole Municipal Code of Ordinances *is amended as follows:*

2.36.400 Holidays.

A. All City employees, excluding temporaries and casuals, shall be entitled to the holidays listed below with pay. Except as noted in subsection (D) of this section, full-time employees shall receive regular straight time compensation *commensurate with the number of hours they are regularly scheduled to work*; part-time employees shall be paid straight time compensation in proportion to the number of hours regularly scheduled to work. Any hours worked on a holiday will be paid at holiday rate of pay (double time).

Dates Observed

Shift Workers

Non-Shift Workers

1. News Year's Day	Jan 1st	Jan 1st or refer to NPMC 2.36.400(B)
2. Martin Luther King, Jr. Day	3rd Mon in Jan	3rd Mon in Jan
3. President's Day	3rd Mon in Feb	3rd Mon in Feb
4. Memorial Day	Last Mon in May	Last Mon in May
5. Independence Day	July 4th	Jul 4th or refer to NPMC 2.36.400(B)
6. Labor Day	1st Mon in Sept	1st Mon in Sept
7. Personal Holiday		

Dates Observed

Shift Workers

Non-Shift Workers

- | | | | |
|-----|------------------|------------------|--|
| 8. | Veterans Day | Nov 11th | Nov 11th |
| 9. | Thanksgiving Day | 4th Thurs in Nov | 4th Thurs in Nov |
| 10. | Christmas Day | Dec 25th | Dec 25 or refer to NPMC 2.36.400 (B) |

B. If any such holiday falls on Sunday, the following Monday shall be given as a holiday. If any such holiday falls on a Saturday, the preceding Friday shall be given as a holiday. This provision applies to administrative personnel only. This provision does not apply to shift duty.

C. The day a holiday is observed may be adjusted by Chief Executive to conform with holiday dates observed by the State or Federal government.

D. *All other employees whose regular day off falls on a City holiday shall accrue leave commensurate with the number of hours they are regularly scheduled to work.*

E. Holidays which occur during a properly approved leave shall not be charged leave time. (*Ord. 00-09 § 2, 2000; Ord. 98-12 § 2, 1998*)

Section 3. Effective Date. This ordinance shall become effective upon passage.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this _____ day of _____, 2020.

Michael W. Welch, Mayor

ATTEST:

Aaron M. Rhoades, City Clerk

PASSED Yes: No: Absent:

Memo

To: North Pole City Council
From: Bill Butler
Date: June 25, 2020
Subject: Purchase of pickup truck for Public Works Department

Recommendation

Purchase a Chevrolet pickup truck for \$34,019.00 for the Public Works Department. (See attached bid.)

Background

The Public Works Department is requesting to purchase a 2020 Chevrolet truck from the State of Alaska vehicle bid. According to the Municipal Code section 4.16.050, the City may make purchases from other public entities' bids provided they satisfy the City's bidding requirements. The State of Alaska's vehicle bid satisfies the City's requirements. Other City departments have previously purchased vehicles from the State's bid.

The truck would replace the Department's 2008 Ford F250. Public Works would use the new vehicle for our full-time staff and the F250 would be dedicated for use by summer/part-time hires. The need for the new truck is the result of the 2001 used vehicle purchased from the FNSB and its history of breakdowns, including its latest breakdown which will require \$2,000 to \$3,000 in repair costs. Public Works was able to hire only three part time employees this summer. With three vehicles and five staff, frequently required two or more employees to be in one vehicle. One of reasons one of the part-time hires recently resigned was due to the confined seating and COVID-19 concerns. If Public Works had a full complement of part-time hires, the cramped seating in vehicles would have been worse.

Public Works is still waiting for delivery of the tool truck ordered in January 2020. Production delays due to COVID-19 in the lower 48 have delayed delivery of this vehicle. Even with the tool truck, Public Works needs the additional vehicle to have adequate transportation for the full time and part time staff.

Public Works has adequate funding in its fleet fund to purchase the vehicle. The following are the available funds:

Fleet fund as of June 25, 2020.....	\$114,273.98
Tool truck (ordered).....	\$44,417.00
Pickup truck (proposed purchase).....	\$34,019.00
Balance in fleet funds after purchase	\$35,837.98

Standard Equipment: Class 146XC 1 Ton Extended Cab 4x4

Color: OEM White (Any other color requires prior authorization)
 Darkest of OEM manufacturers Standard Cloth Upholstery Interior (cloth or cloth with Seating for minimum of five (5) including driver
 8-Foot Bed (Long Box)
 GVWR: Minimum 9,900 Pounds
 Four Wheel Drive (4x4)
 Engine: Gas V8
 Engine Block Heater
 Automatic Transmission
 40/20/40 Split Bench Cloth Front Seat
 manufacturers Standard Cloth Rear Seat
 Rubberized Vinyl Flooring
 Air Conditioning
 Cruise Control/Tilt Wheel
 Power Windows/Power Door Locks
 Keyless Remote Entry w/ 2 Fobs
 Mirrors: Outside - Trailer Tow Power/Heated mirrors left and right, driver adjustable
 AM/FM Stereo
 OEM Up-Fitter Switches
 Snow Plow Prep Package
 OEM Backup Camera
 OEM Trailer Hitch Package
 Spray in Bed Liner
 Daytime Running Lights
 OEM Spare Wheel, Tire and Jack
 FOB Anchorage

Replacing Vehicle:

Kendall Ford
 Contact: Ray Marcum
 431 Unga Street
 Anchorage, Alaska 99501
 Phone: 793-8213
 Fax: 793-8255
raymarcum@kendallauto.com

Alaska Sales & Service
 Contact: Daniel Bacon
 1300 East 5th Avenue
 Anchorage, Alaska 99501
 Phone: 265-7535
 Fax: 265-7507
danielb@aksales.com

Model: F350 XL
 Model: X3B
 Engine: 6.2 V-8
 \$ 33,400.00
 Ford

Model: Silverado WT
 Model: CK30963
 Engine: 6.0 V-8
 \$ 32,259.00
 Chevrolet

AVAILABLE OPTIONS	
0	Turbo Diesel Engine
0	Cloth Bucket Seats with Console
0	OEM Trailer Brake Controller
0	OEM Stereo with CD and Hands Free Communication System
0	OEM or Dealer Installed Auto Start
0	Anti-Freeze-Long Life Coolant to a minimum -50 degree protection
0	Privacy Glass
0	Shipping to Fairbanks
0	Shipping to Juneau (See Dealer Notes for Non State of Alaska Purchases)

1=yes
0=no

\$33,400.00
Don't Purchase

\$32,259.00
Purchase

	I	J	K	L	M	N	O	P
12								
13	Contact: Ray Marcum				Vendor: Alaska Sales & Service			
14	Address: 431 Unga Street				Contact: Dan Bacon			
15	Anchorage, Alaska 99501				Address: 1300 East 5th Avenue			
16	Phone: 793-8213				Anchorage, Alaska 99501			
17	Fax: 793-8285				Phone: 265-7535			
18	raymarcum@kendallauto.com				Fax: 265-7507			
19					daniel@aksales.com			
20								
21	UNIT COST				UNIT COST			
22	\$	33,400.00			\$	32,259.00		
23								
24								
25								
26								
27								
28								
29								
30	AVAILABLE OPTIONS				AVAILABLE OPTIONS			
31	Turbo Diesel Engine		Additional Cost		Turbo Diesel Engine		Additional Cost	
32	Cloth Bucket Seats with Console	\$	10,110.00		Cloth Bucket Seats with Console	\$	8,990.00	
33	OEM Trailer Brake Controller	\$	515.00		OEM Trailer Brake Controller	\$	465.00	
34	OEM Stereo with CD and Hands Free Communication System	\$	260.00	Included in Standard	OEM Stereo with CD and Hands Free Communication System	\$	265.00	Included in Standard
35	OEM or Dealer Installed Auto Start	\$	STD		OEM or Dealer Installed Auto Start	\$	STD	
36	Anti-Freeze-Long Life Coolant to a minimum -50 degree prot	\$	250.00		Anti-Freeze-Long Life Coolant to a minimum -50 degree prot	\$	470.00	
37	Privacy Glass	\$	90.00		Privacy Glass	\$	85.00	
38	Shipping to Fairbanks	\$	367.00		Shipping to Fairbanks	\$	185.00	
39	Shipping to Juneau	\$	1,300.00		Shipping to Juneau	\$	290.00	
40								
41								
42								
43								
44								
45								

34,962

34,019

SOA No Charge, \$200 Other Government



North Pole Police Department



Chief Steve Dutra
125 Snowman Ln.
North Pole, AK 99705
907-488-6902
Northpolepolice.org

June 29, 2020

To: Honorable Mayor Welch

North Pole City Council

Re: MOU – TRACS

Honorable Mayor Welch and Council members:

The North Pole Police Department has been involved in discussions with the State of Alaska TRACS administrator to shift NPPD's citation platform from the current RMS to the statewide TRACS system. What this means for the City of North Pole and the police department is time and efficiency. The current RMS ticket management system is outdated and is far behind the electronic age.

For many years we have waited patiently for an electronic solution to come online but due to many factors, this system has failed to reach any significant milestones. There is no current timeline for a resolution, and it appears the goal of going all digital with the current RMS system is fading.

That being said, most of the state is on a system called TRACS. TRACS is an all-digital ticket processing system that allows for seamless upload and viewing of citations that will transfer to the courts system without human intervention. Currently tickets must be entered manually, and this causes significant labor costs and is a duplicative effort. The cost to switch to TRACS is no more than the current costs and will reduce error rates and delays in transferring tickets to the courthouse.

I have enclosed an MOU that has been read and approved by our legal counsel. I would request that you authorize this MOU to be signed so we can implement our new digital citation process.

Thank you for your time.


Chief Steve Dutra

Data Exchange Agreement

BETWEEN

North Pole Police Department

AND

The Alaska Court System

FOR

Electronic Filing of Minor Offense Citations at Fairbanks Court

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Attachment 1: Documentation substantiating the process by which the Agency ensures that the Unique Person Identifier cannot be duplicated for another officer employed by or acting on behalf of the Agency and substantiating that the Agency Chief will be responsible for the signatures of those officers.....	11
Attachment 2: Agency's documentation of the process from the creation of the citation through its delivery to the ACS	13
Attachment 3: Acknowledgement, Certification, and Signature Form	17
Attachment 4: Documentation of how the Agency will provide the Alaska Court System with the ability to view an electronic version of the paper citation that the charging officer issued to the defendant.	18
Attachment 5: Memorandum of Agreement between DPS and the ACS for the Electronic Transmittal of Law Enforcement Agency Minor Offense Citations to the Alaska Court System.	23

1. Parties

This Electronic Filing of Minor Offense Citation Agreement is made between:

North Pole Police Department (“the Agency”)

AND

The Alaska Court System (“the ACS”)

2. Effective Date

This agreement becomes effective once signed by both parties.

3. Purpose

3.1. The purpose of this agreement is to ensure that, compared to manually filed paper citations, minor offense citations filed electronically result in the same or better

3.1.1. compliance with laws and court rules;

3.1.2. court disposition timeliness; and

3.1.3. use of resources for both parties.

3.2. This agreement is made in accordance with Alaska Rules of Minor Offense Procedure (“Minor Offense Rules”) Rule 22, which allows the Alaska Court System and law enforcement agencies to agree to procedures for filing minor offense citations electronically, if the Agency’s systems and procedures provide certain assurances.. In this agreement, the Agency provides assurances that each of the rule requirements have been met thereby allowing the ACS to enter this agreement.

4. Scope and Effect

Because this agreement ensures that the requirements of Minor Offense Rule 22 are met, and because a charging officer’s electronic or digital signature on a citation for a minor offense is the legally binding equivalent of the officer’s handwritten signature (Minor Offense Rule 22(b)), the court will accept for filing Agency citations issued by an electronic device and signed electronically by an officer employed by, or expressly authorized by the Agency to issue citations on behalf of the Agency, whether the citation is filed electronically or manually by the Agency or provided to the court by the defendant.

5. Agency Filing Requirements

The Agency agrees that it will file all minor offense citations electronically, except that the Agency may file citations manually if the Agency reports to the affected court that an equipment malfunction has occurred, or for some other reported reason it is impossible for the Agency to issue a citation electronically. The Agency agrees to resolve technical issues in a timely manner in order to resume electronic filing.

The Agency agrees not to file electronic citations for those offenses listed as exceptions in Administrative Bulletin 88 “Minor Offense Citations Filed with the Court Electronically”.

The Agency agrees to use the agency code assigned to the Agency in the ACS’ case management system code table for electronic filing. The required agency codes are listed at:

<http://www.courtrecords.alaska.gov/majic/CourtCodes/CourtAgencyCodes.xls>

The Agency agrees, as required by Minor Offense Rule 3(b), that each citation issued by the Agency will include the statute, regulation or ordinance that the defendant is alleged to have violated as identified in the Uniform Minor Offense Table (UMOT) maintained by the ACS. www.courts.alaska.gov/trialcourts/umot.htm

To ensure that the minor offense table is current the Agency agrees to provide the ACS with timely notice of any changes to its ordinances and fine schedule pursuant to the instructions provided on the ACS website at: www.courts.alaska.gov/trialcourts/umot.htm The ACS agrees to update the UMOT as soon as practicable after receiving notice of any change.

6. Security and Data Integrity

6.1. Officer Identification

The ACS will maintain an electronic table of officers authorized to file citations with the court on behalf of the Agency. The ACS will not accept an electronically filed citation issued by an officer who is not listed in the table maintained by the ACS. The Agency shall immediately notify the ACS as provided in section 7 of this agreement when an officer is hired or terminated or changes his or her name, or when an officer is granted or relieved of authority by the agency to issue citations on the Agency’s behalf. The notice must include the officer’s name, Unique Person Identifier¹ (UPI) used by the Agency, and effective date of hire, termination or other change. If an officer ceases to be employed by the Agency or no longer has authority to issue citations on behalf of the Agency, and a citation issued by that officer is submitted to the ACS after termination of employment or other revocation of the officer’s authority to issue citations on the Agency’s behalf, the citation will be rejected.

¹ Unique Person Identifier (UPI) is an identifier that uniquely identifies an officer authorized to issue citations on behalf of the agency.

The Agency uses:

☒ Perm ID

☐ Other Unique Person Identifier (UPI)

Attachment 1 is documentation substantiating the process by which the Agency ensures that the UPI cannot be duplicated for another officer employed by that Agency or for an officer expressly authorized to issue citations on behalf of that Agency.

6.2. Electronic Signature, Authentication, and Nonrepudiation

In place of a handwritten signature on the citation, the ACS will accept an electronic signature consisting of the printed name and Unique Person Identifier of the officer² who issued the citation during the time the officer was employed by the Agency or was expressly authorized to issue citations on the Agency's behalf.

To ensure authentication³ and nonrepudiation⁴ of an officer's electronic signature, the Agency certifies that the following statements are true:

6.2.1. An officer's printed name and UPI can appear on a citation issued by the Agency's automated citation application only if the officer's identity has been authenticated. The officer's identity is authenticated by

☒ Entering the officer's user name and password to log into the Agency's citation issuing application.

☐ Other (Attach documentation)

6.2.2. The officer's name and UPI are automatically printed on the citation according to the authentication procedures described in this section. An officer cannot overwrite or change the name or UPI on a citation that is issued electronically.

6.2.3. Each officer authorized to issue an electronic citation on behalf of the Agency has been instructed by the Agency in writing and has signed a written acknowledgement of password security policies and procedures. The Agency's acknowledgement form requires the officer to certify that the officer understands that affixing an electronic signature to a citation is the legally binding equivalent of signing a citation by hand and that the officer intends to be bound by that electronic signature. **Attachment 3** is the Agency's acknowledgement, certification and signature form. The Agency

² Officer means peace officer or other official authorized to issue a citation

³ Authentication is the process of determining whether someone or something is, in fact, who or what it is declared to be.

⁴ Nonrepudiation is the ability to ensure that a party to a contract or a communication cannot deny the authenticity of his or her signature on a document or the sending of a message that he or she originated.

maintains a copy of each acknowledgement form and agrees to make it available to the ACS upon request.

6.2.4. An officer cannot deny responsibility for an electronically issued citation displaying the officer's name and UPI used by the Agency because the officer's name and UPI will be printed on the citation. The use of one officer's password by a different officer to create the citation is a violation of the Agency's policies and this agreement.

6.2.5. The Agency employs policies that hold individual officers accountable and is responsible for actions initiated under their electronic signatures. The Agency understands and agrees that the Agency is legally responsible for the signature of any officer employed by the Agency and for the signature of any officer expressly authorized by the Agency to issue citations on the Agency's behalf, such as a task force officer.

6.3. Data Integrity

6.3.1. ACS

The ACS has published a list of the data elements, Extensible Markup Language (XML) schema, and sample schema instance for the electronic citation record to be filed with the court on the Multi-Agency Justice Integration Consortium (MAJIC) website. See:

<http://www.courtrecords.alaska.gov/majic/ECF31/CitationDomain%20GJXDMMapping.xls>

For a sample schema go to:

<http://www.courtrecords.alaska.gov/majic/ECF31/AKMOCitation.v31.xsd>

This documentation indicates which data elements are mandatory and which are optional. If the Agency submits a citation to the Department of Public Safety (DPS) repository for forward transmission to the ACS with a data element missing or uses the incorrect code or format, the following will occur:

- A) For a mandatory data element, the ACS will reject the electronic filing and provide DPS with an error message for the reason(s) the citation is rejected. DPS will forward the error message to the Agency within one working day pursuant to **Attachment 5** to this Agreement. **Attachment 5** is the DPS-ACS Agreement for the Electronic Transmittal of Law Enforcement Agency Minor Offense Citations to the Alaska Court System;

- B) For an optional data element, the ACS will accept the filing and create the citation record in the ACS database without the element in question.

6.3.2. The Agency

The Agency has provided assurances that the integrity of data on the citation from the time it is issued to the time it is electronically filed with the court will be protected. **Attachments 1 through 5** to this Agreement comprise the Agency's documentation of the process the Agency will follow to ensure that the data is protected from creation of the citation through its delivery to the ACS, including providing the ACS with the electronic image of the citation.

The Agency's documentation must include:

- a) A list of all persons (or positions) with access to the electronic citation.
- b) A description of software and procedures used to prevent accidental or intentional alteration of the citation beginning at the time the officer prints and issues it to the defendant and ending at the time the Agency files an electronic copy of the citation with the ACS. **Attachment 2** describes the process the Agency will follow from the creation of the citation through its delivery to the ACS.
- c) A description of how the Agency will reconstruct the image of the citation using the template of the electronic citation form in effect at the time the citation was issued and inserting the electronic data as they appeared on the citation at the time of issuance. The Agency must include documentation of how the Agency ensures that the following are "locked" down to prevent the final composed content from being altered by any means from the time of issuance to the point the citation is either filed with the ACS or retrieved for viewing purposes later: (1) the template of the electronic citation form used to render a reconstructed image of citation, and (2) the electronic data as they appeared on the reconstructed image.
- d) To ensure the integrity of templates, the Agency must document the procedures or software used to store, index, and secure the templates and their revisions.
- e) The Agency must also document how it maintains the mapping between each citation record and the template in effect on the date that citation was issued to ensure that

every time the reconstructed image is retrieved it matches the "original" copy.

Documentation substantiating the process by which the Agency will provide the court with the ability to access, view and print the citation image is provided in **Attachment 4**. **Attachment 5** documents that the DPS agrees to receive into its repository and transmit to the ACS the Agency's minor offense citations by the method approved in the DPS-ACS agreement in effect for the transmission of DPS citations, and to return ACS' error messages to the Agency within one working day.

6.4. **Citation Image Retrieval**

The Agency must provide the ACS with the ability to view an electronic image or version of the citation as it was issued to the defendant by the following method (check one):

- ☐ The Agency sends the electronic image or version of the citation to the ACS as a Binary Large Object (BLOB) included in the XML document that the agency sends to the court to e-file the citation.
- ☒ By Agreement (**Attachment 5**) DPS will provide the ACS with access to electronic versions of the paper citations the Agency issued to defendants as follows:

DPS stores and indexes the image or electronic version of the Agency's citation and gives the ACS employees on-line access to remotely search and retrieve the records as needed. **Attachments 4 and 5** document this method and include:

- a) A description of how DPS will create and update user accounts for the ACS clerks; if an account access request form is required;
- b) Assurance that the ACS clerks will have access to citation records during court working hours and according to the schedule selected by the Agency at 6.6 below; and
- c) Steps required for the ACS clerk to query the records, including the number of account names or passwords required for the process. At a minimum, the ACS clerk will be able to search by the citation number.

6.5. **Data Transfer Protocol**

The ACS will provide a web service or equivalent portal for the Agency to file an XML version of a citation. The Agency must complete the following steps to use the web service:

- 6.5.1. Provide the Agency server information necessary for the ACS to allow the Agency's server to use the web service;
- 6.5.2. Provide sample citation records to the ACS for testing.

6.6. Data Transfer

The Agency will comply with the law governing the time period for filing minor offense citations. The Agency will electronically transfer the citation data in near real time, meaning immediately as the officer issues the citation, or as soon as possible thereafter.

6.7. Encryption

The Agency uses the DPS private network connection as follows:

- ☒ VPN
- ☒ ExtraNet
- ☐ Other (Attach documentation)

6.8. Processing Outcomes

6.8.1. For each citation submitted electronically, the ACS will provide DPS with a processing outcome message. The DPS has agreed (**Attachment 5**) to forward processing outcome messages from the ACS to the Agency within one working day. The court's processing message will indicate whether the citation was:

- a) Successfully filed with the court; or
- b) Rejected, including the reason(s) for rejection.

6.8.2. The Agency may resubmit a citation electronically after correcting the problem that caused the rejection.

6.9. Court Change Log

6.9.1. After a citation is created in the court's case management system, it is possible for the ACS employee to change the information. The ACS maintains a log in its case management system showing the date of the change and the identity of the employee who made the change.

6.9.2. If there is a conflict between the fine amount submitted by the Agency and the fine amount calculated by the ACS, the ACS will create the citation record in its case management system with the lower of the two amounts.

7. Contact Information

ACS Help Desk
Phone: (907) 264-8212
Email: helpdesk@akcourts.us

DPS Help Desk
Phone: (907) 269-6562
Email: tracs.support@alaska.gov

Agency contact information:

Position/Title:

Phone: (907)

Email:

8. Required Notice and Correction of Noncompliance

- 8.1. The ACS is responsible for sending notification to DPS for forward transmission to the Agency within one working day if the ACS is unable to accept or process electronically submitted citations.
- 8.2. The Agency is responsible for notifying the ACS within one working day upon discovery that a citation was erroneously filed under this agreement for any of the following reasons:
 - 8.2.1. the Agency dismissed the citation after issuance;
 - 8.2.2. the citation was never issued to a defendant, for example, a citation was created for training purposes only;
 - 8.2.3. the Agency collected any amount of payment from the defendant after filing the citation with a request for default judgment;
 - 8.2.4. any other reason.
- 8.3. After reviewing a processing/outcome message, if it appears that a citation has been rejected in error, the Agency is responsible for notifying the ACS.
- 8.4. The ACS will correct a system table or processing rule that causes erroneous rejection of an electronically filed citation. The ACS will provide the Agency with an estimate of how long it will take to correct such an error and written notice when the error has been corrected.

9. Restrictions on Access/Dissemination

The ACS may publish on its website information about a citation submitted under this agreement except for the defendant's:

- a) address or other contact information;
- b) social security number
- c) other personal information protected by statute or court rule

The ACS and the Agency may make information about a citation filed under this agreement available to a state or municipal agency or office for the purpose of collection of fines or other costs.

10. Record Retention

The Agency and the ACS agree that the ACS will retain paper and electronic minor offense records, including error messages, images and data for the period required under ACS Administrative Bulletin 25.

11. Governing Laws and Rules

11.1. The parties agree to notify each other in writing:

- a) upon learning of a change to a rule or law affecting this agreement;
and
- b) upon learning of an apparent conflict between the terms of this agreement and a law governing it.

11.2. If a change in a statute, regulation or court rule requires a change to this agreement, the ACS is responsible for drafting the amendment to this agreement for both parties' approval.

11.3. Laws and rules affecting this agreement include:

AS 12.25.175 Uniform citation format and procedure
AS 09.80.190. [Uniform Electronic Transactions Act] Definitions
AS 12.25.180. When peace officer may issue citation or take person before the court
AS 12.25.190. When person is to be given five-day notice to appear in court.
AS 12.25.195. Disposition of scheduled offenses
AS 12.25.200. Form for citations
AS 12.25.210. Disposition and records of citations
AS 12.25.220. When copy of citation considered a lawful complaint
AS 12.25.230. Failure to obey citation.
AS 12.55.039. Surcharge
AS 28.05.151. Citations for scheduled vehicle and traffic offenses
AS 28.05.155. Court and collection costs
AS 29.25.070. [Municipal Enactments] Penalties.
AS 29.25.074. [Municipal Enactments] Surcharge.
AS 29.25.075. [Municipal Enactments] Collection of penalties.
Criminal Rule 3. The Complaint
Administrative Rule 49. Municipal Citations
Administrative Bulletin 25. Records Retention Schedule.
Administrative Bulletin 39. Processing of Minor Offense Citations Issued by Municipal Peace Officers or Other Persons Authorized by Law to Issue Citations
Administrative Bulletin 83. Minor Offense Citation – Required Contents.
Administrative Bulletin 88. Minor Offense Citations Filed with the Court Electronically

12. Agreement Duration & Changes

- 12.1. This agreement will continue to remain in effect until terminated in writing by either party. The parties agree to review this agreement after one year and to give each other at least 30 days written notice prior to termination unless to do so would unreasonably compromise compliance with laws, court rules, public safety or the administration of justice.
- 12.2. In the event that the Head of Agency who signs this agreement leaves the employment of the Agency, this agreement will remain in effect. If, however, the successor Head of Agency or the ACS wish to make changes to the agreement, the successor Head of Agency and the ACS can agree to sign and execute a new data exchange agreement.
- 12.3 The parties may agree to modify the technology used to implement this exchange, provided that any technical change is agreed upon in writing and satisfies all requirements of Minor Offense Rule 22.

13. Signatures

Chief Steve Dutra, North Pole Police Department

Date

Stacey Marz, Administrative Director, Alaska Court System

Date

Cc: Presiding Judge
ACA
Clerk of Court
Judicial Officers

Attachment 1: Documentation substantiating the process by which the Agency ensures that the Unique Person Identifier cannot be duplicated for another officer employed by or acting on behalf of the Agency and substantiating that the Agency Chief will be responsible for the signatures of those officers.

Officers issuing electronic citations under the authority of the North Pole Police Department will use the DPS issued PERM ID as their Unique Person Identifier that will be printed on the citation along with their name. This will constitute the officer's electronic signature.

Each officer's computer must be logged into using a unique user name and password. The officer's field reporting software is configured to then print that officer's PERM ID on the citation.

A PERM ID is issued by the DPS' APSIN Security office and tracked in APSIN. Within APSIN the PERM ID must be unique to one and only one person in APSIN. The PERM ID stays with that person indefinitely. The PERM ID remains assigned to the person record even if the person moves to another agency or leaves law enforcement. Thus the PERM ID is never reissued.

The North Pole Police Department policy states that officers must ensure that their name and PERM ID print at the bottom of the citations they issue by using only their login credentials on a computer from which they issue a citation. This policy is supported by the Acknowledgement and Certification Form also attached to this agreement.

Electronic Citations

Insert North Pole PD policy here on agency letterhead - See sample provided

Attachment 2: Agency's documentation of the process from the creation of the citation through its delivery to the ACS

How TraCS data is secured end to end

Each citation consists of a citation form and citation data collected during a contact. The Agency stores the form (the specific version used during that contact) and all data collected during the contact in a TraCS database. The Agency is responsible for ensuring that citation data is not changed on the officer's computer during data transfer to the DPS (Department of Public Safety) repository. The DPS has agreed to ensure that the citation data is not changed on the TraCS server and that the reporting system on the TraCS server exactly reconstructs the TraCS citation printed by the officer's computer (**Attachment 5**).

The following positions will have access to the electronic citation for purposes of ensuring data integrity: DPS Server Administrators and other authorized DPS IT support staff.

Officer's Field Reporting Computer System

Operational Integrity

The rules in TraCS are configured so that data is secured and all data entry fields in the 12-213 AUC (Alaska Uniform Citation) Form (other than the APSIN ID number) are locked from editing once the citation has been "issued" (printed). These rules are consistent across all TraCS installations throughout Alaska and cannot be replaced by any files other than those created by the Alaska Department of Public Safety pursuant to Alaska Statute 12.25.175. Once a citation has been issued to a defendant the citation data cannot be altered (except that an APSIN ID number can be added). The DPS will reconstruct a PDF copy of each citation as it was issued by the Agency to the defendant and will make the citation image available to the ACS (See Attachments 4 and 5)

Currently, the rules and TraCS configuration can only be modified by DPS using the TraCS SDK and Global administrative passwords exclusive to Alaska. At this time, these configurations cannot be overridden outside of TraCS.

Data Storage

1. All data in the officer's field reporting computer system is stored in a TraCS proprietary encrypted XML file format (eXML) which cannot be edited outside of the TraCS application. Any attempt to modify the file outside of TraCS would render the file unusable.
2. All encrypted TraCS data in Workstations are stored in a local Access database.
3. If a workstation is shared by more than one TraCS users, each user can only see citations they have created, and do not have access to TraCS citations created by other users of the workstation.

Data Integrity

All data fields required by the ACS on the 12-213 AUC form within TraCS are a part of the form's data checksum (the method by which the system identifies that data has been altered (SHA-256));

Data Transfer

All TraCS data export functions (End Shift keystroke for an officer's field reporting computer system or Start Shift keystroke for an officer's workstation at the officer's desk) are set to combine all forms into a single encrypted file for each export. The data is encrypted using a 128-bit AES encryption. The encryption key is embedded within the application. The encryption prevents unauthorized access to the data.

DPS' Repository (System where all TraCS data from the Agency is securely stored within DPS)

The Agency has elected to transfer its citations to the ACS via the DPS repository. By agreement (**Attachment 5**) the DPS agrees to adhere to the following rules and procedures regarding repository access, operational integrity, data storage, data integrity and data transfer of the Agency's citation data:

Access

No agency may view or access any other agency's data or forms in the DPS TraCS data repository without express permission from the data originating agency. The only exception is that the ACS staff will be able to access any citation for the purpose of reprinting.

Operational Integrity

The forms, reports and rules governing the data and data integrity in the DPS statewide TraCS Repository installation are identical to those used in the TraCS client installation. There are additional rules relating to repository specific functions that do not impact the data.

Data Storage

All citation data in the TraCS repository is stored in an Enterprise SQL Server database. SQL, Windows, and Network security are used to ensure that access to the database is limited to the authorized applications or Database support staff. Database auditing is also enabled for the TraCS data so that any access to the database is logged and any changes made to the data or database structure can be tracked.

The TraCS repository will store all citations issued by all Alaska law enforcement agencies using TraCS. No agency will have the ability to see or access any other agency's TraCS data unless the issuing agency has granted the other agency explicit permission to do so.

Data Integrity

All fields on the 12-213 AUC within TraCS have a data checksum enabled so that any change in the data outside of the application would be identified within TraCS. DPS will work with the TraCS vendor to ensure equivalent functionality for a stored procedure in SQL Server that enables Data Integrity Monitoring in the statewide TraCS repository outside of the application.

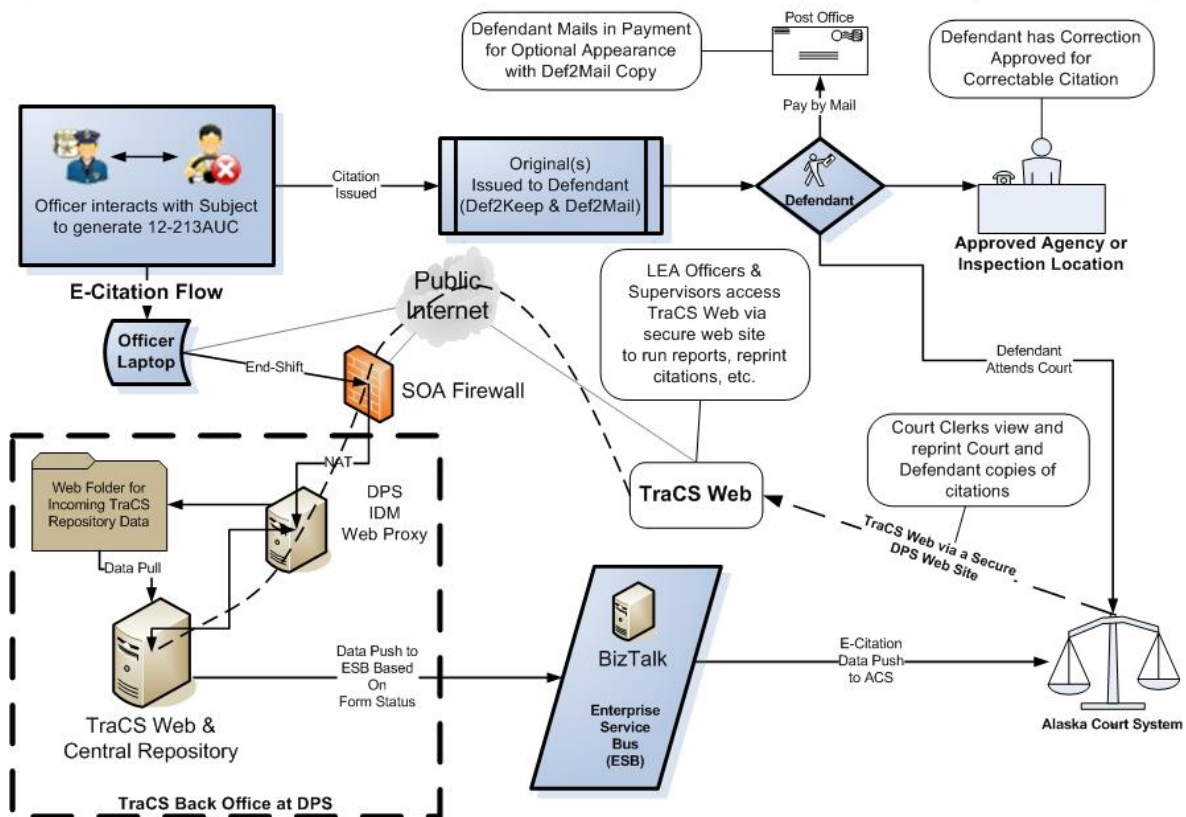
Data Transfer

All data import functions within TraCS are set to decrypt the CZP file submitted by each client export. The same encryption key used by the client is also embedded in the server installation.

Electronic Transfer of North Pole PD TraCS data from the Repository to the ACS

The Department of Public Safety has agreed to provide secure agency to agency transmission to move the North Pole PD's citation data from the repository in to the ACS' case management system (**Attachment 5**). The DPS transmission of the Agency's citation data from the repository is governed by standards approved and provided by the ACS to ensure that the provisions of Section 6.3 Data Integrity are met.

State of Alaska – TraCS 12-213AUC Work Flow



Attachment 3: Acknowledgement, Certification, and Signature Form

ADD NORTH POLE PD LETTERHEAD

OFFICER'S ELECTRONIC SIGNATURE ACKNOWLEDGEMENT AND CERTIFICATION FORM

I, _____, certify that I understand that affixing my electronic signature to a citation is the legally binding equivalent of signing the citation by hand, and that I will be bound by that electronic signature. I further understand that the following rules apply to my use of an electronic signature on a citation:

1. I will affix my electronic signature to all citations I issue from my electronic device by entering my user name and password to access the electronic device and application.
2. I will protect and secure my user account or password and will not share them with any other person, or allow any other person to use that information to sign into the electronic citation device or system.
3. If I have any reason to believe that my password or account security may have been compromised, I will notify my agency TraCS Liaison or the Chief of Police immediately.
4. I will not issue a citation with another officer's electronic signature on the document.
5. I will not "share" a log-in session. I understand that whoever is logged in must be the officer that issues the citation since it is the electronic signature of the person logged in that will appear on the citation.
6. I understand that falsification of an electronic signature carries the same penalties as would falsification of a handwritten signature.

Officer's Signature

Officer's UPI

Date

Attachment 4: Documentation of how the Agency will provide the Alaska Court System with the ability to view an electronic version of the paper citation that the charging officer issued to the defendant.

The Agency agrees that DPS will provide the ACS with access to electronic versions of the paper citations the Agency issued to defendants as follows:

Image Delivery Method

TraCS citations issued by the Agency will be accessible via TraCS Web hosted by DPS. TraCS Web is a web-based client for the same TraCS software used by the Agency's officers when creating citations.

Access to the TraCS Web site is managed by the DPS Web Proxy server and requires authentication.

Availability of TraCS Web

Under normal circumstances **TraCS Web** will be available 24/7. As with any electronic solution, this availability may be subject to intermittent outages for maintenance or unexpected failures. For scheduled maintenance outages the Agency agrees to provide the ACS and DPS with advanced notification via email.

In the event of a system failure, the Agency agrees to work with DPS to resolve the situation as soon as reasonably possible. During such an outage, the Agency agrees to ensure that copies of citations needed by the Alaska Court System will be made available by contacting the **TraCS Support Team** at **907-269-6562**

Procedure for accessing electronic image of the citation

1) Request Account Creation

All requests for court clerk access to TraCS Web must be submitted to the **TraCS Support Team** in advance of the access being required.

Requests should be submitted via email from a designated ACS Administrative Authority to **tracs.support@alaska.gov**. Once an account is established authorized users will be able to change their website password using a DPS hosted password change site.

The following are needed to create accounts and should be included with each account request:

- User ID (First initial, middle initial, and last name)
- Full Name
- Job Title
- Email Address

Upon termination of employment for ACS staff, the ACS will advise the TraCS Support Team via email so the account may be disabled in a timely manner.

2) Access the TraCS Web Site

Login to the TraCS Web site at **<https://dps.alaska.gov/TraCSWeb>** using the Username and Password provided by the TraCS Support staff. If a password change is required, you will be redirected to the appropriate password change site.

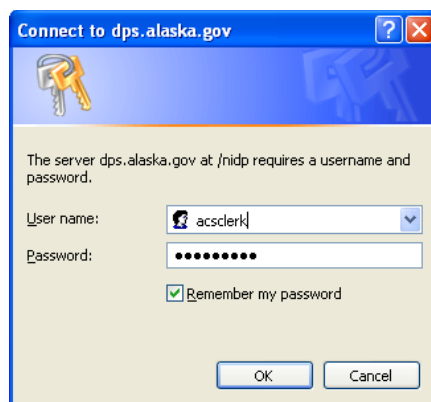


Figure 1

Authenticate to TraCS Web using the TraCS username and password assigned. Currently, this can only be changed by DPS Staff and will not change when the previous password changes.

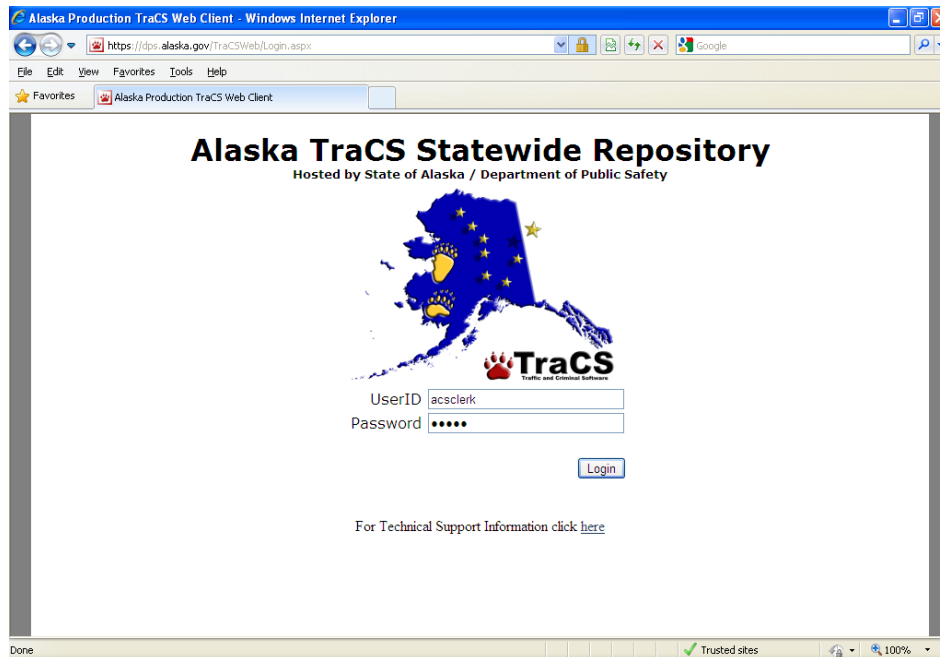


Figure 2

3) Locate Citation

Enter Search criteria in the **Form Number** field. Search criteria can be the citation number, the last 8 digits of the citation number, or the first 4 characters of the citation number. The user can also search by officer's name. Click on the **Search** button.

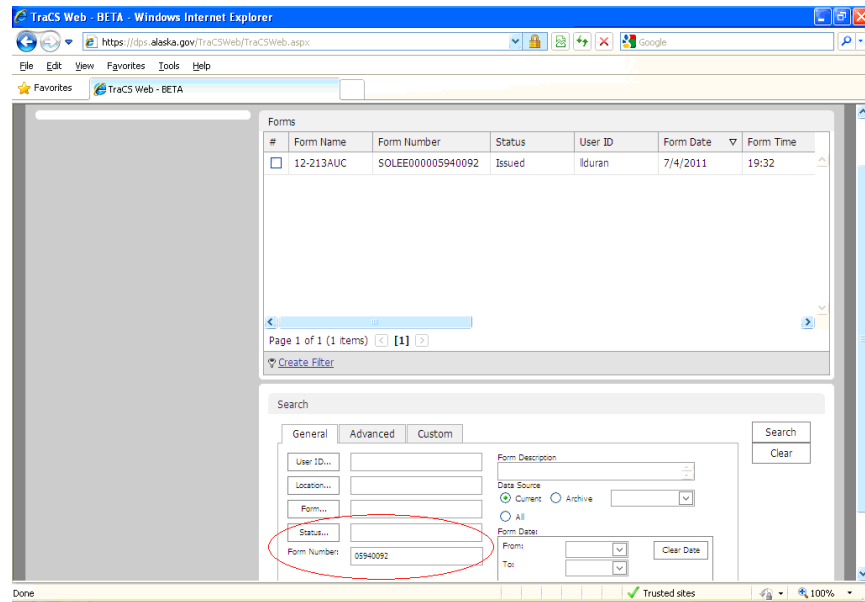


Figure 3

4) Create a PDF to Print or Save a citation

Check the **Print** checkbox then place the mouse over the **Home** tab and select **Print**:

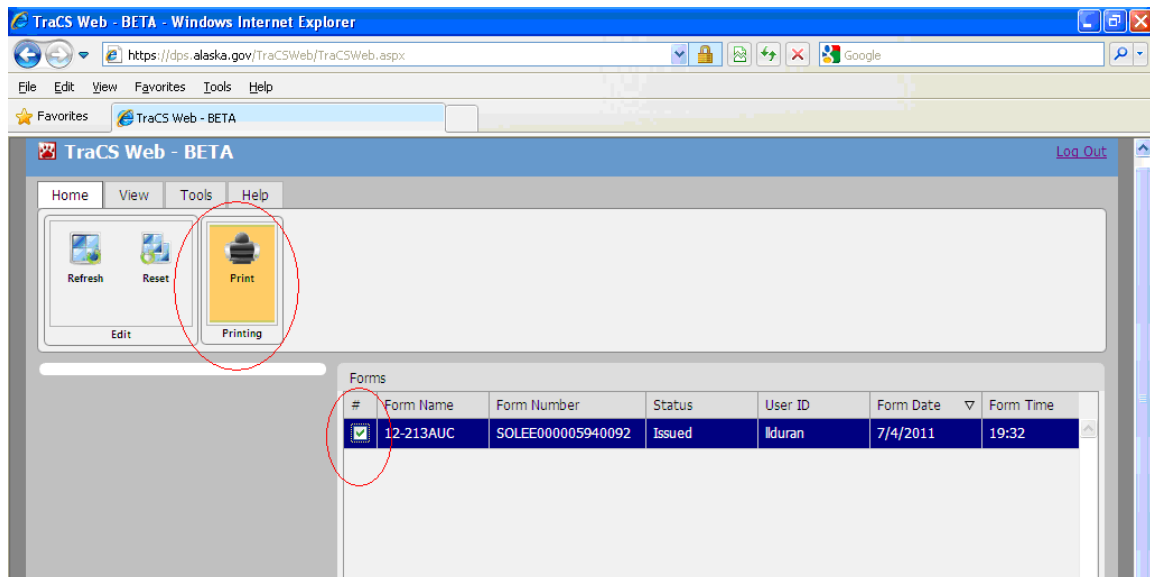


Figure 4

Select the copy you wish to print and then click **Print**:

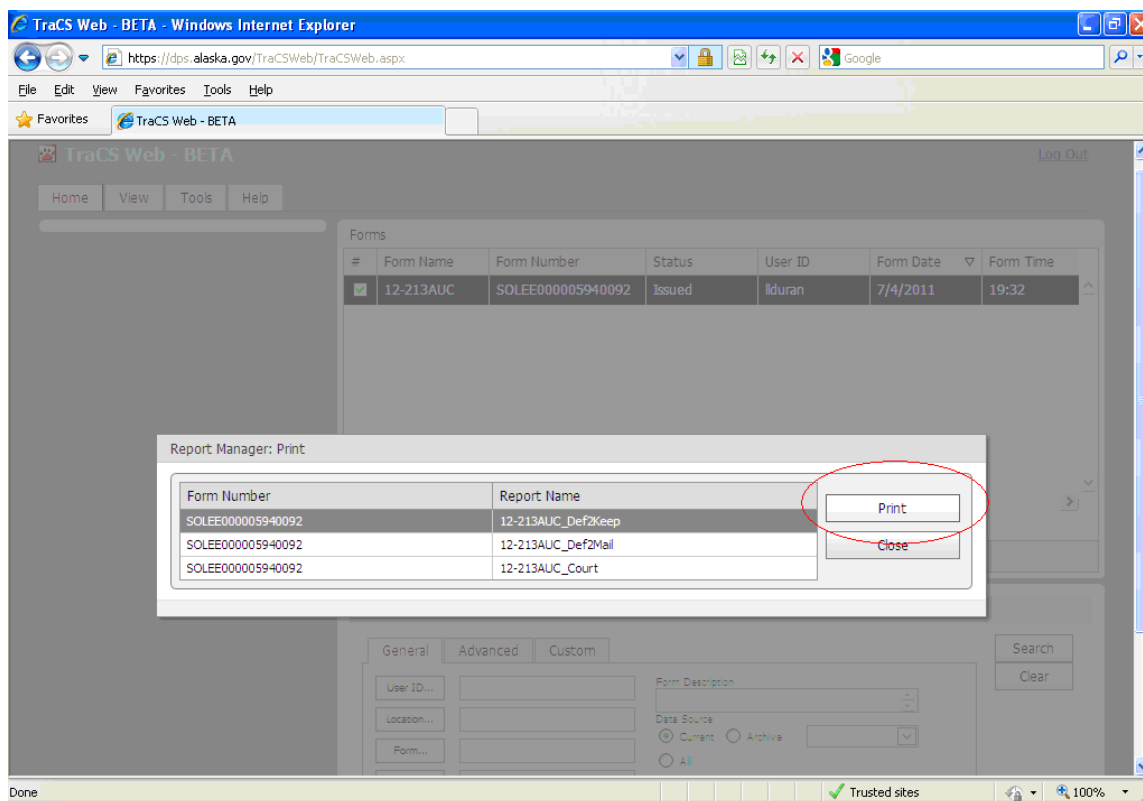


Figure 5

When the PDF copy is displayed, verify the citation is the correct one. Place the mouse over the document and select either the **Print** or **Save** icon:

The screenshot shows the TraCS Web - BETA application interface. A detailed form is displayed for a defendant. The form includes fields for Defendant Name, Plaintiff, Citation #, Agency Case #, Date/Time, Location, and various checkboxes for offense types and vehicle information. A red circle highlights the 'Print' icon in the top right corner of the form.

Defendant: ROBERTS, LANCE M
 Plaintiff: State of Alaska
 Agency: Alaska Department of Transportation
 Citation #: SOLEE000005940092
 Agency Case #: 11-63293
 CITATION FOR: ☐ MINOR OFFENSE ☒ MISDEMEANOR ☐ AS 04.16.050
 District Court at: Kenai
 Judicial District: 3rd
 Court Case #:
 Defendant: DOB 01/20/1961 Age 50 Driver Lic 0640925 State AK Class A M1 APSIN ID 0640925
 Hair GRY Eyes BRO Race W Sex M Ht 5' 05" Wt 175 Hm Ph 394-4584 Wk Ph 260-7029
 Res Addr 39179 GRASSY VALE RD, SOLDOTNA, AK 99669
 Mail Addr 39179 GRASSY VALE RD, SOLDOTNA, AK 99669 Employer SOHI
 Vehicle: Lic/Reg GCU311 St AK Expires 05 / 2013 Yr 2011 Make FORD Model FOCUS Color Blk VIN
 Commercial: ☐ > 10,000 lbs ☐ > 26,000 lbs ☐ > 15 psngr ☐ HazMat DOT INSP# USDOT #
 Date/Time 7/04/11 18:08 ATN 112747347 CTN 001 Code 3562 ☐ Hwy Work Zone ☒ Safety Corridor
 Location MILE 85.5 STERLING HWY STERLING Loc Code STSC
 STATUTE AS11.71.060(a)(2): Cntrld Substc 6-Possess Under 1 oz VIA
 Offense: ☐ Damage Only ☐ Injury ☐ Fatality
 1) Defendant stopped for registration violation. 2) Defendant identified by ADL. 3) Defendant found to be in possession of less than one ounce of marijuana
 Item(s) Seized per AS 16.05.190

Figure 6

Click **Close**:

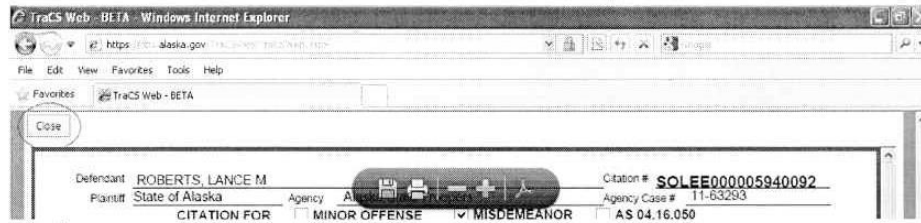


Figure 1

Select next copy and **Print** if desired, otherwise, click **Close**:

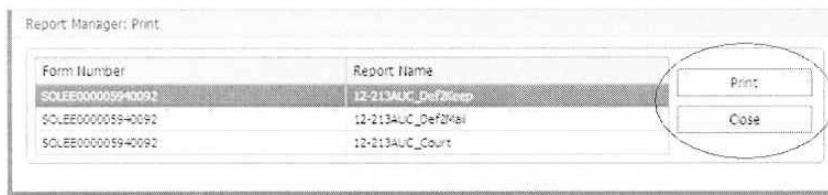


Figure 2

To search for another citation, go back to Step 3 above, otherwise, click **Log Out**:

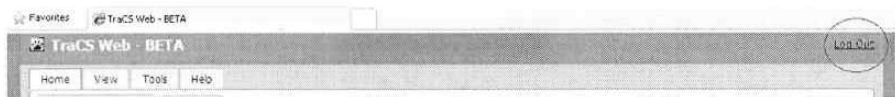



Figure 3


Joe Mannion, Chief Technology Officer
Alaska Court System

11. OCT. 11
Date

Attachment 5: Memorandum of Agreement between DPS and the ACS for the Electronic Transmittal of Law Enforcement Agency Minor Offense Citations to the Alaska Court System

Memorandum of Agreement between DPS and ACS – Electronic Transmittal of Law Enforcement Agency Minor Offense Citations to the Alaska Court System

1. Parties

This Agreement is made between:

The Department of Public Safety ("DPS") and the Alaska Court System ("ACS").

2. Effective Date

This agreement becomes effective once signed by both parties.

3. Purpose

The purpose of this agreement is to ensure that minor offense citations submitted by a law enforcement agency (LEA)¹ to DPS for electronic filing with the ACS are transmitted to the ACS by DPS and made accessible to the ACS, according to the approved process in effect for the transmittal from the DPS repository to the ACS of citations issued by the Alaska State Troopers.

This agreement also ensures that DPS will transfer to the ACS citation data for an LEA that uses an electronic citation application other than Traffic and Criminal Software (TraCS), subject to the provisions in 4.3.

4. Scope and Effect

4.1. Authority. This agreement is made in accordance with Alaska Rules of Minor Offense Procedure ("Minor Offense Rules") Rule 22, which allows the Alaska Court System and a law enforcement agency to agree to procedures for filing minor offense citations electronically, if the agency's systems and procedures provide certain assurances.

4.2. Background. In a Data Exchange Agreement entered between DPS and the ACS (DPS-ACS Agreement) effective April 21, 2011 and amended ~~July 04,~~ *August 4,* 2015 DPS provided the necessary assurances for electronic filing and accessing minor offense citations issued by the Alaska State Troopers via the TraCS citation application. The DPS-ACS Agreement provides an approved procedure that ensures the integrity and secure transmission of minor offense citations to the ACS from the point that citations are received into the DPS repository. The DPS-ACS Agreement also provides an approved procedure for accessing an electronic image of citations submitted to the DPS repository.

4.3. Agreement. By this Memorandum of Agreement, DPS agrees to adhere to the procedures described in the existing DPS-ACS Data Exchange Agreement when transmitting LEA minor offense citations from the DPS repository to the ACS.

¹ Law Enforcement Agency includes municipal police departments as well as other agencies authorized by law to issue minor offense citations.

DPS also agrees to provide the ACS with access to an electronic image of each LEA citation issued in TraCS by the approved process for accessing citations issued by the Alaska State Troopers.

The parties agree that DPS will begin transmittal of LEA citations at a time and date that is agreeable to the DPS, the ACS, and the LEA, and upon confirmation that the LEA has entered into an agreement with the ACS for the electronic filing of its minor offense citations using the DPS repository and the approved method for transmittal from the repository to the ACS.

The parties further agree that for each LEA citation submitted electronically by DPS to the ACS, the ACS will provide the DPS with a processing outcome message indicating whether the citation was successfully filed with the court or rejected, including the reasons for rejection. DPS agrees to forward all processing messages to the LEA that issued the citation within one working day.

The parties acknowledge that a copy of this Memorandum of Agreement will be attached to any agreement entered between a LEA and the ACS for the electronic filing of minor offense citations in which the LEA elects to transmit its citations to the ACS using the DPS-ACS approved method for transmittal from the repository to the ACS.

The parties agree that if an LEA elects to send its citation data to DPS for onward transmission to the ACS via an application other than TraCS, the LEA is responsible for ensuring the compatibility of the LEA's data system with the DPS system for the successful transfer of data and processing messages. The parties further agree that DPS is not responsible for storing citation images for an LEA using an application other than TraCS, and that DPS is not required to provide the ACS with access to an electronic image of that LEA's non-TraCS electronic citations.

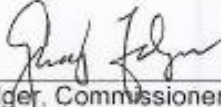
5. Agreement Duration & Changes

This agreement will continue to remain in effect until terminated in writing by either party. The parties agree to review this Agreement after one year and to give each other at least 30 days written notice prior to termination unless to do so would unreasonably compromise compliance with laws, court rules, public safety, or the administration of justice.

In the event that the Commissioner who signs this agreement leaves the employment of the DPS, this agreement will remain in effect. If, however, the successor Commissioner or the ACS wishes to make changes to the agreement, the successor and the ACS can agree to sign and execute a new agreement.

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The parties may agree to modify the technology used to implement this exchange, provided that any technical change is agreed upon in writing and satisfies all requirements of Minor Offense Rule 22.



Gary Folger, Commissioner, State of Alaska Department of Public
Safety.

06/30/15
Date



Christine Johnson, Administrative Director, Alaska Court System

8/4/15
Date

Cc: Presiding Judge
ACA
Clerk of Court
Judicial Officers
Law Enforcement Agency Chief