



CITY OF NORTH POLE

Regular Meeting

October 19, 2020

North Pole Council Chambers

125 Snowman Lane, North Pole, Alaska

www.northpolealaska.com

Monday, October 19, 2020

Committee of the Whole: 6:30 PM

Regular City Council Meeting: 7:00 PM

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. October 5, 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**
 - a. CARES Act Update.
- 10. Citizens Comments (Limited to five (5) minutes per Citizen)**

11. Old Business:

- a. Ordinance 20 – 22 An Ordinance of the City of North Pole, Alaska Amending Title 4, Chapter 08.050 Sales Tax Code to Collect Sales Tax from Online Retailers.
- b. Ordinance 20 – 23 An Ordinance of the City of North Pole, Alaska to Amend 2020 Operating Budget and Other Funds
- c. Ordinance 20 – 24 An Ordinance of the City of North Pole, Alaska to Amend Title 4, Purchasing, Chapter 4.16.030 Purchase Limits

12. New Business:

- a. Ordinance 20-25 An Ordinance of the City of North Pole, Alaska to Amend 2020 Operating Budget and Grant Funds.
- b. Request Authorization to provide Tuition Reimbursement \$2,628.00 for North Pole Police Department employee Alison Trubacz AIS F310 – Principals of Marketing, BAF343 – Management of Information Systems, MSLFIIX – The Oceans
- c. Request Authorization to Accept CESF Grant for \$30,000.00 for remodel of NPPD Bathrooms.
- d. Request Authorization to Accept State of Alaska DHS & EM Grant in the amount of \$74,983.91.
- e. Request Authorization to Award Sea Western Fire Fighting Equipment contract for supplying new Fire Hose equipment.
- f. Request to Award the 2020-2021 Snow Removal Contract to Hubbard Excavation.
- g. Request to Approve City of North Pole Bed Tax Committee which consists of Wanda Adlesperger, Jeff Jacobson, Larnetia Skippis, Thomas McGhee, David Skippis, Perry Walley, Michael Welch, Alternate - Aino Welch. Committee will be in effect until December 31, 2021.

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, October 5, 2020
NORTH POLE CITY COUNCIL CHAMBERS
125 SNOWMAN LANE, NORTH POLE, ALASKA

Mayor Welch called the regular City Council meeting of Monday, October 5, 2020 to order at 7:00 p.m. with the following Council Members in attendance:

Council Members Present: Mayor Welch – Zooming In
Santa Claus - Zooming In
Thomas McGhee - Zooming In
David Skipps - Zooming In
Aino Welch - Zooming In
DeJohn Cromer - Zooming In
Perry Walley – Zooming In

Absent:

Excused:

Also Present: Steve Dutra, Police Chief – Zooming In
Geoff Coon, Fire Chief – Zooming In
William Butler, Director of City Services– Zooming In
Tricia Fogarty, Chief Financial Officer – Zooming In
Aaron M. Rhoades, City Clerk/HR Manager – Zooming In

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Welch asked everyone to join him in the Pledge of Allegiance.

INVOCATION

The Invocation was given by Councilwoman Welch.

APPROVAL OF AGENDA

Mr. Walley *moved to approve the agenda of October 5, 2020.*

Seconded by Mrs. Welch.

Discussion

Mr. McGhee *moved to consent the following items:*

- a. Resolution 20 – 07 of the North Pole City Council designating City Officials authorization to sign on the City of North Pole Accounts.
- c. Ordinance 20 – 23 An Ordinance of the City of North Pole, Alaska to Amend 2020 Operating Budget and Other Funds
- e. Request that The City of North Pole accepts ownership and maintenance responsibility for the Stryker Loop water and sewer system extensions in the Eagle Estates Subdivision.
- f. Request Authorization for the Public Works Department to purchase Freenotes Harmony outdoor musical playground equipment not to exceed \$18,000 for installation at the Highway Park Playground.

Seconded by Mrs. Welch

Discussion

None

On the amendment

PASSED

YES: 7 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Cromer, Mr. Walley Mayor Welch

NO: 0

ABSTAIN:

Mayor Welch declared the MOTION CARRIED

On the Agenda as amended.

Discussion

None

PASSED

YES: 7 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Cromer, Mr. Walley Mayor Welch

NO: 0

ABSTAIN:

Mayor Welch declared the MOTION CARRIED

APPROVAL OF MINUTES

Mr. Walley *moved to approve the Minutes of September 21, 2020.*

Seconded by Mrs. Welch

Discussion

None

PASSED

YES: 7 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Cromer, Mr. Walley, Mayor Welch

NO: 0

ABSTAIN:

Mayor Welch declared the MOTION CARRIED

COMMUNICATIONS FROM THE MAYOR

- Nels Andreason Alaska Municipal League speaking on Online Sales Tax.
- October 1, 2020 hosted Colonel Berklund
- Dr. Zink HHS sending an Away team up here. Covid – 19 continues to increase significantly.
- Still trying to get an answer from Borough on funding for converting to gas.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

- Mr. Walley could the Council get an update on the CARES Act Distribution

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

None

Fire Department, Chief Coon

- Kyle Fagerstrom has promoted from Engineer to Lieutenant (pending a physical agility test). Kyle has been with the department for three years. He has previous officer experience and will do a good job for the city of North Pole.
- With the promotion of Kyle, we now have an opening for a fire engineer. This position will close on 10-13-2020.
- We have gone on 1045 emergency calls this year.
- Alaska has had 8,405 Covid-19 cases with 4,704 total recovered and 58 deaths.
- The FNSB area has had 1,267 cases total.

- These numbers are sent out daily from Alaska Department of Health and Social Services.
- Please continue to work on those three ICS classes.
- Command truck is here and we are awaiting some paperwork to register it. It is still going to take some time to get the truck outfitted with lights, siren, radios, stickers etc.

Training:

- Our volunteer Firefighters have completed their Hazmat portion of the Firefighter 1 class and will be moving to the firefighting section of the class.

Maintenance Report:

- Medic 21 is back in service from its vibration issue. It received some parts, alignment and replaced 6 tires. Medic 21 is our newest ambulance and has 39,000 miles.
- All forestry pumps have been removed from C-21 and Squad 21.

Finance, Tricia Fogarty

- Last week we issued our first batch of Cares Act grant award funds for individuals that where approved by Love Inc. The batch totaled \$83,629.82.
- We received four business interruption grants from the Bourgh last week however they were not completed. They just needed some approval signatures; I expect to hear from them this week.
- Michelle is working on getting the nonbudgeted information that goes into our budget gathered and updated in order to set up our budget book. The department heads are currently working on their budgets.
- We are caught up on our Bank reconciliations. Michelle is working on September's bank reconciliation today. We will have financials ready to send out to you by the end of the week.

Building Department, Bill Butler

Building Department

- Permits issued since last Council meeting:
 - Second phase project for Wendy's remodel issued.
 - 2 new residential projects submitted for plan review.
 - Petro Star contacted the City about additional expansion.

Public Works

- Two snowplowing bids received on September 30. Recommendation for award will be made at the October 19 meeting.

- Flower plantings removed due to frost. Not too long before Christmas lights will be installed.
- Public Works has retained two temporary hires into the fall to continue landscaping and brush clearing.

Utility Department

- Utility Department staff are routinely supporting Moose Creek project activities.
- Supporting service line installations for residential construction within City.
- Stantec will be assisting Utility with review of North Pole Expansion warranty review. Work is funded by legal settlement.

North Pole Expansion Project

- All scheduled installations for Zones 1-2-3-4 completed on September 30. The original estimate was 700 possible installations. Project achieved a 90% installation rate.

Area	2019	2020	Total
Zones 1 & 2	192	8	200
Zones 3 & 4	51	385	436
Totals	243	393	636

Moose Creek Water System Expansion Project.

- One pipe connection required to achieve 100% installation of Phases 1 & 2—a road cut of the Old Richardson Highway that was approved on September 29.
- Old” generator from water treatment plant moved to Moose Creek pump house.
- New filter installed and new generator installed a water treatment plant in North Pole.

Category	Number	Percent of Total
Total eligible properties (excludes public entities)	336	
Properties with wells	184	55%
Completed EC submitted	125	37%
Completed EC & future water customers*	64	35%

- Presentation on impact of City of North Pole water wells by PDC Engineers Erica Betts and Keith Hanneman. (See Audio for complete information)

Borough Representative

- Mayor Ward reported on:
 - Covid 19 grant funding: Borough has received 73 Business Grant applications. That includes 7 from North Pole businesses who are requesting approximately \$82,000! Mayor Ward encourages everyone to go to the borough website to learn more about the grants and how to apply as there is still money available.
- Big Dipper is open. Ice is ready for use.
- We are working on “swim plan” as we cannot use locker rooms as changing in your car at 40 below is not working.
- Council Member Ms. Therrien City of Fairbanks rep: ATCO trailer for voting is now outside the City Hall.
- Ms. Dominique, School Board rep: School district is looking for several committee members for several different committees, please see the website for more information. If in the red zone students will not be returning to school building. Superintendent Dr. Gaborik has announced she is retiring after 26 years, at the end of this school year.
- On the consent agenda the one thing that pertains to North Pole is the sale of the old North Pole Library, on 601 Snowman Lane. (Ord 2020 -32) The property will be up for a closed bid auction with a minimum bid of \$165,000. Bidding will be conducted between October 12, 2020 and November 11, 2020. This property is being sold at under fair market value, due to the need for extensive repair/replacement of the roof and other maintenance issues. The sale of the library will hopefully return that property to our tax rolls under private ownership. More information can be obtained from the borough.

City Clerk

- Early Voting went smoothly and we had 11 North Pole Citizen and 46 Borough Residents Vote early. Everyone pitched in and should be commended for getting all voters taken care of with great customer service.
- Borough Election is tomorrow. Met with Poll Worker this morning and have a plan to conduct a safe election tomorrow.
- Municipal Solutions Update – Leaders and Employees have completed job surveys for each position and they are being processed.
- Continue to learn my role and grow in my Clerk understanding. I also recertified for my HR credentials this last week. I completed 70+ hours of continuing education to accomplish that. I have also signed up and have begun to acquire Certified Municipal Clerk credits to complete my certification there.

ONGOING PROJECTS

- CARES Act funding distribution is going poorly. May need to find alternative entity other than Borough to help distribute the funds.

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

None

OLD BUSINESS

None

NEW BUSINESS

- a. Ordinance 20 – 22 An Ordinance of the City of North Pole, Alaska Amending Title 4, Chapter 08.050 Sales Tax Code to Collect Sales Tax from Online Retailers.
- d. Ordinance 20 – 24 An Ordinance of the City of North Pole, Alaska to Amend Title 4, Purchasing, Chapter 4.16.030 Purchase Limits

MOTION TO INTRODUCE ORDINANCE 20-22, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING TITLE 4, CHAPTER 08.050 SALES TAX CODE TO COLLECT SALES TAX FROM ONLINE RETAILERS

Mr. Walley *moved to* Introduce Ordinance 20-12, An Ordinance of the City of North Pole, Alaska Amending Title 4, Chapter 08.050 Sales Tax Code to Collect Sales Tax from Online Retailers.

Seconded *by* Mr. McGhee

Discussion

- Mr. McGhee – Everything is ok until Section C. line 7.”Goods and services purchased through mail order catalogs online” should be struck out because we are eliminating the exemption.
- Mayor Welch – That is what the City Attorney indicated last year just strike out line 7.

MOTION TO AMEND ORDINANCE 20-22, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING TITLE 4, CHAPTER 08.050 SALES TAX CODE TO COLLECT SALES TAX FROM ONLINE RETAILERS

Mr. Walley *moved to* Amend Ordinance 20-22, An Ordinance of the City of North Pole,

Alaska Amending Title 4, Chapter 08.050 Sales Tax Code to Collect Sales Tax from Online Retailers.

Seconded by Mr. McGhee

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND ORDINANCE 20-22, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING TITLE 4, CHAPTER 08.050 SALES TAX CODE TO COLLECT SALES TAX FROM ONLINE RETAILERS SECTION C, LINE 7 TO STRIKE IT OUT:

YES: 7 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Cromer, Mr. Walley Mayor Welch

NO: 0

ABSTAIN:

Mayor Welch declared the MOTION CARRIED

MOTION TO APPROVE ORDINANCE 20-22, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING TITLE 4, CHAPTER 08.050 SALES TAX CODE TO COLLECT SALES TAX FROM ONLINE RETAILERS

Mr. McGhee *moved to Approve Ordinance 20-12, An Ordinance of the City of North Pole, Alaska Amending Title 4, Chapter 08.050 Sales Tax Code to Collect Sales Tax from Online Retailers.*

Seconded by Mr. Walley

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADVANCE ORDINANCE 20-22, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING TITLE 4, CHAPTER 08.050 SALES TAX CODE TO COLLECT SALES TAX FROM ONLINE RETAILERS:

YES: 7 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Cromer, Mr. Walley Mayor Welch

NO: 0

ABSTAIN:

Mayor Welch declared the MOTION CARRIED

MOTION TO INTRODUCE ORDINANCE 20-24, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING TITLE 4, PURCHASING CHAPTER 4.16.030 PURCHASE LIMITS

Mr. McGhee *moved to Introduce Ordinance 20-24, An Ordinance of the City of North Pole, Alaska Amending Title 4, Purchasing Chapter 4.16.030 Purchase Limits.*

Seconded by Mrs. Welch

Discussion

Mr. Walley proposed to amend the language of the ordinance.

MOTION TO AMEND ORDINANCE 20-24, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING TITLE 4, PURCHASING CHAPTER 4.16.030 PURCHASE LIMITS

Mr. Walley *moved to* Amend Ordinance 20-24, An Ordinance of the City of North Pole, Alaska Amending Title 4, Purchasing Chapter 4.16.030 Purchase Limits. Line 29 from \$24,000 to \$20,000.

Seconded by Mrs. Welch

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADVANCE ORDINANCE 20-24, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING TITLE 4, PURCHASING CHAPTER 4.16.030 PURCHASE LIMITS. LINE 29 from \$24,000 to \$20,000:

YES: 7 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Cromer, Mr. Walley Mayor Welch

NO: 0

ABSTAIN:

Mayor Welch declared the MOTION CARRIED

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADVANCE ORDINANCE 20-24, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING TITLE 4, PURCHASING CHAPTER 4.16.030 PURCHASE LIMITS

YES: 7 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Cromer, Mr. Walley Mayor Welch

NO: 0

ABSTAIN:

Mayor Welch declared the MOTION CARRIED

Mr. Walley *moved to* adjourn the meeting at 9:03 p.m.

Seconded by Mr. McGhee

The regular meeting of Monday, October 5, 2020 adjourned at 9:03 p.m.

Michael Welch, Mayor

ATTEST:

Aaron M. Rhoades, City Clerk

CITY OF NORTH POLE ORDINANCE 20 – 22

AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING TITLE 4, CHAPTER 08.050 SALES TAX CODE TO COLLECT SALES TAX FROM ONLINE RETAILERS

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

WHEREAS, mail order catalog and online retail sellers making deliveries to buyers in the City of North Pole benefit from City services; and,

WHEREAS, exempting catalog and internet retailers from the obligation to collect and remit sales taxes provides these retailers an unfair competitive advantage over local retailers in brick and mortar stores which by doing business must pay property taxes, insurance, utilities, and collect and remit sales taxes to the City of North Pole; and,

WHEREAS, in order to pursue a new revenue stream the City of North Pole will remove the exemption for goods and services purchased through mail order catalogs or the internet; and,

WHEREAS, to continuously provide quality services to our citizens, businesses and to attract future growth of our community; and,

WHEREAS, the City of North Pole Municipal Code should be amended to conform to the Requirements of the City and to provide clarification as needed.

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. General Provisions of the North Pole Municipal Code of Ordinances are amended as follows: [deleted text in red strikethrough font]:

4.08.050 Exemptions.

A. The following classes of sales, rentals, and services are exempt from the tax imposed by this chapter:

1. Casual and isolated sales not exceeding \$1,000 (one thousand dollars) per calendar year and not requiring the seller to hold a current City or State business license;
2. Sales, services, rentals, and transactions which the municipality is prohibited from taxing under the Constitution of the United States or the State of Alaska, including but not limited to:
 - a. Sales of insurance bonds of guaranty, fidelity, and the commissions thereon,

Approved October 21, 2020

- b. Sales to Federally chartered credit unions,
- c. Sales of goods made with food coupons, food stamps, or other type of certificate issued under [7](#) USC [2011](#) through [2025](#) (Food Stamp Act), or made with food coupons, food vouchers, or other type of certificate issued under [42](#) USC [1786](#) (Special Supplemental Food Program for Women, Infants, and Children);
3. Sales, rentals, or services provided to the United States, to the State of Alaska, and any public corporation or political subdivision thereof;
4. Sales, rentals, or services provided to any volunteer ambulance, fire, or law enforcement organization providing service to the public and to public international organizations designated by the President of the United States;
5. Sales of professional medical services performed by a person, clinic, or hospital licensed and certified under the State of Alaska:
 - a. The preparation of controlled substances prescribed and supplied by a State licensed and certified medical professional,
 - b. Counseling services provided by State licensed and certified psychologists or psychological associates, clinical social workers, alcohol and drug counselors, or marital and family therapists,
 - c. Assisted living services provided in accordance with State regulations, and licensed by such,
 - d. Sales and rentals of hearing aids, crutches, wheelchairs, and other personal property specifically manufactured for a patient;
6. Sales of newspapers or other periodicals by carrier made directly to consumers where the carrier is responsible for the collection of sales revenue;
7. Membership dues, fees, or assessments paid to clubs, labor unions, fraternal organizations, and other nonprofit organizations that have obtained Exemption Certificate 501(c) from the Internal Revenue Service;
8. Sales, services, and rentals to a buyer, or made by a seller, for functions organized and administered solely by an organization holding a current 501(c)(3) or 501(c)(4) exemption ruling or equivalent from the Internal Revenue Service which has a physical or mailing address within City limits and a resolution or letter from the board, naming up to a maximum of six individuals, authorized to make purchases on behalf of the organization. This exemption does not apply to the sale of pull-tab games;

Approved October 21, 2020

9. Sales of school admission tickets, goods, services, and rentals for school entertainment, athletic activities, and all other activities conducted by school sanctioned groups;
10. Sales of food and beverages in public or private school and college cafeterias or lunchrooms which are not operated for profit;
11. Rentals of real property where the term of tenancy is monthly or longer;
12. Sales, rentals, or leases/purchase agreements of automobiles by a dealer made outside City limits;
13. Sales for resale (wholesale) of tangible personal or real property, other than tobacco, to a buyer for reselling in its original form;
14. The commission earned on real estate sales;
15. Air, train, bus and boat fares, lodging, adventure and similar and related services and the commission earned by licensed agents in the sale thereof;
16. Sales of food and merchandise in the farmer's market. City business licenses are required by vendors;
17. Sales of services to include but not limited to architectural, carpentry, electrical, engineering, financial, general contractor, landscaping, legal, plumbing, snow removal, etc. City business licenses are required; the sale of goods and products associated with the service is not exempt unless previously described in this chapter

Section 1. Effective Date. This ordinance shall be effective at 5:00 pm on the first City business day following its adoption.

Sponsored by: Mayor Michael W. Welch

Co-Sponsored by: Santa Claus

Introduced & Advanced: October 5, 2020

Approved October 21, 2020

Approved October 21, 2020

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:

ORDINANCE 20 – 23

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND 2020
OPERATING BUDGET AND OTHER FUNDS**

WHEREAS, changes to the public services practices and policies is a continually
changing requirement; and,

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

WHEREAS, adjustments in the budget are necessary to remain compliant with council
approved authorizations and budget management rules; and,

WHEREAS, fiscal notes have been reviewed by the Accountant and Mayor for accuracy
and will be recorded as amendments to the budget upon approval; and,

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of North Pole
that approves changes as listed in the fiscal note to be attached to this ordinance for the
purpose managing the City budget:

Section 1. This ordinance is of a general and shall not be codified.

Section 2. Effective date. This ordinance shall become effective immediately 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:

ORDINANCE 20 – 24

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND
TITLE 4, PURCHASING, CHAPTER 4.16.030 PURCHASE LIMITS**

WHEREAS, changes to the public services 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,

WHEREAS, the City continues to grow and the need has come to increase spending limits.

4.16.030 Purchase limits.

A. The limit of purchase of an article of personal property, supplies, services or construction items without prior Mayoral approval shall be \$3,000 (three thousand dollars) for the City Clerk/Human Resources Manager, Public Works Supervisor, Utility Supervisor Deputy Fire Chief and Police Lieutenant. The limit of purchase of an article of personal property, supplies, services or construction items without prior Mayoral approval shall be \$6,000 (six thousand dollars) for the Police Chief and Fire Chief. The limit of purchase of an article of personal property, supplies, services or construction items without prior Mayoral approval shall be \$12,000 (twelve thousand dollars) for the Director of City Services The limit of purchase of an article of personal property, supplies, services or construction items without prior City Council approval shall be \$20,000 (twenty thousand dollars) ~~\$15,000 (fifteen thousand dollars)~~. A review of available sources and quotations to ascertain the most cost-effective means will be conducted prior to the purchase. In the event of an emergency, the Mayor shall be authorized to purchase personal property exceeding the maximum dollar limit; providing, such purchase shall not be subject to Section 12.3(c) of the Home Rule Charter. “Emergency” shall be defined in accordance with Section 1.6(k) of the Home Rule Charter. “Emergency” as defined in Charter Section 1.6(k) means a situation in which there exists a necessity to preserve public peace, health or safety. A record of each emergency procurement shall be made listing the business name and items or services purchased.

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

41
42 Section 1. This ordinance is of a general and permanent nature and shall be codified.

43
44 Section 2. Effective date. This ordinance shall become effective immediately upon
45 passage.

46
47 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City
48 Council this _____ day of _____, 2020.

49
50
51 _____
52 Michael W. Welch, Mayor

53
54 **ATTEST:**

55
56
57 _____
58 Aaron M. Rhoades, City Clerk

59
60

PASSED Yes: No: Absent:

ORDINANCE NO. 20-25

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO
AMEND 2020 OPERATING BUDGET AND GRANT FUNDS**

WHEREAS, changes to the public services practices and policies is a continually changing requirement; and,

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

WHEREAS, adjustment in the budget are necessary to remain compliant with council approved authorizations and budget management rules, and

WHEREAS, fiscal notes are the method prescribed by the code to amend a budget; and,

WHEREAS, fiscal notes have been reviewed by the Accountant and Mayor for accuracy and will be recorded as amendments to the budget upon approval,

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole that approves changes as listed in the fiscal note to be attached to this ordinance for the purpose managing the City budget.

Section 1. This ordinance is of a general nature and shall not be codified.

Section. Effective date.

This ordinance shall become effective immediately upon passage.

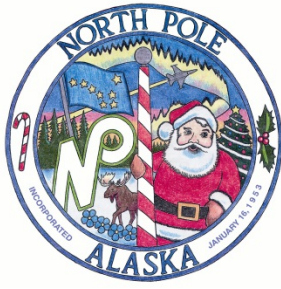
PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council

Mayor: Michael W Welch

ATTEST:

Aaron Rhoades, City Clerk

PASSED/FAILED Yes: No: Absent:



City of North Pole, Alaska

Fiscal Note Year:

Accompanying Ordinance/Resolution:

Originator / sponsor:

Date:

Does the Ordinance or Resolution have a fiscal impact? **yes** **no**

FUND	Account Description	Account #	Debit	Credit

Summary: (Brief description of proposed alterations as defined by accompanying ordinance or resolution. Where did the money come from and how will it be used).

Prepared By: _____ **Date:** _____

Finance Approval: _____ **Date:** _____

NOTE- Fiscal notes attached to an ordinance are considered amendments to the budget and do not require an additional approval for insertion into the budget document.



North Pole Police Department



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

October 9, 2020

To: Mayor Welch

North Pole City Council

Re: Acceptance of CESF Grant funds for COVID remodel of Bathrooms/Interview room \$30,000.00

Dear Honorable Mayor Welch and Council members:

The North Pole Police Department has been awarded a grant from the Department of Public Safety to remodel our bathrooms and build an interview room in the current workspace in the amount of \$30,000.00.

The current bathroom spaces are not COVID-19 compliant due to age and condition. The walls, sinks, toilets and towel dispensers will be replaced with touchless surfaces and hands-free operation controls. The walls and counter tops are porous cracked and not conducive to decontamination. We currently do not have a interview space and conduct interviews in common areas which elevates the possibility of contamination and exposes our employees to unnecessary risk.

We would ask the council to accept the DPS grant so we can proceed with bids to compete this project as soon as possible. The flooring and non-covid19 related expenses in excess of \$30,000 will be paid for from excess funds allocated in the police department budget. I expect that cost to be approximately \$2,500.00.


Chief Steve Dutra

Steve Dutra

From: ccsf.grant (DPS sponsored) <ccsf.grant@alaska.gov>
Sent: Friday, October 9, 2020 8:40 AM
To: ccsf.grant (DPS sponsored); Steve Dutra
Subject: RE: COVID CESF Grant \$

Chief Dutra,

Congratulations, North Pole PD has been awarded the requested \$30,000! Please provide us with your receipts so we can begin the reimbursement process.

V/r,

Alaska Department of Public Safety
FY 2020 Coronavirus Emergency Supplemental Funding Program
ccsf.grant@alaska.gov

From: ccsf.grant (DPS sponsored)
Sent: Wednesday, September 30, 2020 11:49 AM
To: steve.dutra <sdutra@northpolepolice.org>
Cc: ccsf.grant (DPS sponsored) <ccsf.grant@alaska.gov>
Subject: RE: COVID CESF Grant \$

Chief Dutra,

Thank you for clarifying!

V/r,

Alaska Department of Public Safety
FY 2020 Coronavirus Emergency Supplemental Funding Program
ccsf.grant@alaska.gov

From: Steve Dutra <SDutra@northpolepolice.org>
Sent: Wednesday, September 30, 2020 11:36 AM



North Pole Police Department



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

October 1, 2020

To: Mayor Welch and North Pole City Council

Re: Acceptance of Grant Funds from DHS&EM

SHSP 20 - \$74,983.91

Sir Clerk Rhoades:

The North Pole Police Department has received confirmation that we have been given a grant award from the State of Alaska DHS&EM in the amount of \$74,983.91 for mobile and portable radios for police and fire along with much need Gas Monitoring equipment.

I am requesting the council accept these funds and allow us to formally send that request to the State of Alaska DHS&EM. As you know these funds will help significantly with supplementing our departments with much needed equipment that we would otherwise struggle to find in these tight budget cycles.

Thank you very much.

Chief Steve Dutra

Memo

To: Mayor Welch and City Council
From: Chad Heineken, Deputy Chief
Cc: Geoffrey Coon, Fire Chief
Date: 10/9/2020
Re: AFG Grant for fire hose



Honorable Mayor Welch and City Council members,

North Pole Fire Department has accepted a FEMA Assistance to Firefighters Grant (AFG) to purchase new fire hose. A request for quotes has been sent out and we have received quotes from four vendors. After evaluation of the four quotes and consideration for accuracy, details provided within the quote and most importantly the type and quality of fire hose quoted we ask for approval to award this purchase to Sea Western Fire Fighting Equipment.

Total Cost \$46,996.00

City Match funds \$2,258.57

AFG Funds \$45,171.43



City of North Pole

Office of the City Clerk

125 Snowman Lane

North Pole, AK 99705

(907)488-8583

Fax (907) 488-3002

City of North Pole

Tuition Reimbursement Request and Agreement Form

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.

B. Upon completion of the course, the employee shall submit evidence of successful completion and a brief written summary of the outcome of the course to their respective department head who will verify and issue the reimbursement. A copy of the transcript must be attached to the tuition reimbursement request. The employee shall sign an agreement that the tuition will be returned to the City if the employee leaves City employment within twelve months from date of completion of the course. (Ord. 16-22 § 2, 2016; Ord. 16-07 § 2, 2016; Ord. 02-01 § 2, 2002; Ord. 00-04 § 2, 2000)

Requesting Department: Police
Employee Name: Alison Trubacz
Date of Request: 8-31-20
Course Work Desired: AIS F310, BAF343, MSLE111X
Education Institution: University of Alaska Fairbanks
Course Dates: August 24, 2020 - December 6, 2020
Estimated Cost of Course: \$ 2628.00

The City of North Pole appreciates the complexity that comes when registering for classes. Do your best and if problems arise please speak to your Director and notify the City Clerk at 488-8583.



City of North Pole

Office of the City Clerk

125 Snowman Lane

North Pole, AK 99705

(907)488-8583
Fax (907) 488-3002

Department Head Approval

This course is deemed beneficial to the City of North Pole and the employees and funds are available in the department's budget.

Department Head Signature: [Signature]

Date: 9/24/20

City Council Approval

This agreement was approved by the City Council on the _____ day of _____,
_____.

City Clerk Attest: _____

City Seal

The employee agrees that the tuition will be re-paid to the City if they leave City employment within twelve months from date of completion of course.

Upon completion of the course, the employee shall furnish evidence of successful completion and a brief written summary of the outcome of the course to their respective department head who will verify and issue the reimbursement. A copy of the transcript must be attached to the Tuition Reimbursement Request.

Employee Signature: [Signature] Date 9/24/20

Department Head Signature: _____ Date _____

City Of North Pole, Alaska

Per Ordinance 16-07 - Form Updated 9/23/2020

Page 2 of 2

*Please remember this form must be filled out and approved before signing up for class/coursework. We look forward to supporting you as you strive to accomplish your educational goals.



North Pole Police Department



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

August 31, 2020

To: Alison Trubacz

Re: Tuition Reimbursement


Ms. Trubacz:

The North Pole Police Department has always supported employees who wish to further improve their knowledge to become a more productive employee. After reviewing your tuition reimbursement, I believe the AIF F310 Management of Information Systems, BA F343 Principles of Marketing and MSL F111 The Oceans, a core requirement, will all further your knowledge base and help the department immensely.

I am giving you tentative approval that we will petition the council to reimburse you for \$2628.00 to cover the cost of tuition for these courses. As the NPMC 2.36.231(A) states the final decision for the reimbursement is up to the council. They may grant some or all of your costs.

Once you have completed the courses, we will submit your summary and paperwork for reimbursement. We do have sufficient funding in our budget to cover these costs.

Thank you for taking on the extra workload and we wish you the best in your endeavor.



Chief Steve Dutra



Memo



To: Chief Dutra
From: Police – Alison Trubacz
Date: August 31, 2020
Re: Fall Semester Tuition

Chief Dutra:


I am writing this memo regarding reimbursement for courses that I am registering for for this fall semester.

These courses are:

- AIF F310 Management of Information Systems
- BA F343 Principles of Marketing
- MSL F111 The Oceans

These classes are all required courses for me to complete my degree in Business Administration. I believe that taking these courses, and earning my degree, can help me better perform my duties as the Administrative Assistant. All courses are being taken online and will not affect my hours that I work at NPPD. The total cost of all courses is \$2628.00

Thanks,


Alison Trubacz

PAY NOW

202003 Fall Semester 2020 Term Detail

Detail Code	Description	Charge	Payment	Balance
6ATU	SOM/eC Upper Tuition	\$1,692.00		
6CFF	eC Facilities Fee	\$60.00		
6FTL	CFOS/eC Lower Tuition	\$936.00		
6NC	eC Ntwrk Chg	\$102.00		
6SMU	SOM/eC Upper Surchg	\$336.00		
FFCF	Fairbanks Consolidated Fee	\$500.00		
WCHK	Web check payments		-\$2,468.50	
	Net Term Balance			\$1,157.50
	Net Balance for Other Terms:			\$2,468.50
	Account Balance:			\$3,626.00
	Current Amount Due:			\$3,626.00



The **Current Amount Due** balance may include charges for a prior term(s) which may have different payment deadlines. Please query the prior term.



No Authorized Financial Aid exists on your record for the selected term.

Authorized Financial Aid as of Aug 27, 2020

Account Balance net of Authorized Financial Aid: \$3,626.00

Current Due net of Authorized Financial Aid: \$3,626.00

RELEASE: 8.7.1

The University of Alaska is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual. Learn more about UA's notice of nondiscrimination.

© 2020 Ellucian Company L.P. and its affiliates.

[RETURN TO MENU](#) [SITE MAP](#) | [HELP](#)[LOG OUT](#) to Help Protect Your Personal Information

30993863 Alison C. Trubacz

Fall Semester 2020

Aug 27, 2020 04:26 pm

Change Class Options:



If you have selected a class that you wish to audit or if you are registered for a course that has variable credit, you may make the appropriate changes here. (A student who audits a class attends, participates and pays regular fees without receiving a grade or credit.)

Press Submit Changes when you have completed your changes. Then choose Register/Add/Drop to calculate your fees.

Principles of Marketing

Course: 75113 BA F343 UX1

Credit 3.000

Hours:

Grade Mode: Letter Grades with
Plus/Minus

Course Undergraduate - UAF
Level:

Management of Information Systems

Course: 75076 AIS F310 UX1

Credit 3.000

Hours:

Grade Mode: Letter Grades with
Plus/Minus

Course Undergraduate - UAF
Level:

The Oceans

Course: 75320 MSL F111X UX1

Credit 4.000

Hours:

Grade Mode: Letter Grades with
Plus/Minus

Course Undergraduate - UAF

1WA reach



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**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
ready.alaska.gov

October 1, 2020

The Honorable Michael Welch, Mayor
City of North Pole
125 Snowman Lane
North Pole, AK 99705

RE: 2020 State Homeland Security Program, EMW-2020-SS-00012-S01
State Grant No.: 20SHSP-GY20

Mayor Welch:

We received funds from the U.S. Department of Homeland Security under the 2020 State Homeland Security Program. We are pleased to award the City of North Pole the amount of \$74,983.91 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. Program Terms and Conditions will be discussed at the 2020 electronic Grant Kick-Off Meeting to be held in fall 2020.

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, we require a Procurement Method Report with every expense (with the exception of local advertising, legal notices, and travel arrangements) submitted for reimbursement under this grant and pre-approvals may be required at multiple steps in the procurement process. Please see the Procurement Method Report for additional details.

The 2020 State Homeland Security Program requires completion of the Nationwide Cybersecurity Review (NCSR) by all subrecipients by December 31, 2020. More information on this online, self-assessment is will be provided at the 2020 electronic Kick-Off Meeting.

Attached is a pre-signed Obligating Award Document (OAD). Please review the information for accuracy and review any Special Conditions. Please print the document, sign the OAD, and send a scanned copy to mva.grants@alaska.gov within 30 days of subrecipient receipt. Keep the hard copy for your records.

Mayor Welch
October 1, 2020
Page 2 of 2

If the OAD cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form must be submitted. The form and instructions are available for download on our Grants website, <http://ready.alaska.gov/grants>.

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 our 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, Tiffany Peltier, at (907) 428-7026 or by email at mva.grants@alaska.gov.

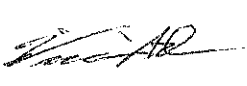

Sincerely,



William A. Dennis
Administrative Operations Manager

Attached: Obligating Award Document
 Project Budget Details Report
 Quarterly Activities Plan

cc: Steve Dutra, 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 8 FEDERAL AWARD DATE September 25, 2020 FEDERAL GRANT PROGRAM 2020 State Homeland Security Program	
OBLIGATING AWARD DOCUMENT						FEDERAL GRANT NUMBER EMW-2020-SS-00012-S01	
RECIPIENT NAME AND ADDRESS City of North Pole 125 Snowman Lane North Pole, AK 99705		PERFORMANCE PERIOD FROM: October 01, 2020 TO: September 30, 2022		AMENDMENT AMENDMENT #: EFFECTIVE DATE:		CFDA: 97.067 AWARD AMOUNT \$74,983.91	
DUNS NUMBER EIN		082506569 92-6001585		FUNDING ALLOCATION PLANNING TRAINING		EXERCISE EQUIPMENT \$74,983.91	
METHOD OF PAYMENT Electronic		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)	
ADDRESS Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750		AGENCY INFORMATION WEBSITE EMAIL PHONE FAX		http://ready.alaska.gov mva.grants@alaska.gov 907-428-7000 907-428-7009		STATE PROJECT MANAGER PHONE FAX EMAIL Tiffany Peltier (907) 428-7026 (907) 428-7009 tiffany.peltier@alaska.gov	
AGENCY APPROVAL NAME AND TITLE OF APPROVING AGENCY OFFICIAL William A. Dennis, Administrative Operations Manager		RECIPIENT ACCEPTANCE NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL Michael Welch, Mayor		SIGNATURE OF APPROVING AGENCY OFFICIAL  DATE 9-29-20		SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL  DATE	
FOR STATE USE ONLY							
Division File Number:		Date Returned		Fund 1004		Unit 2001	
AR Unit 099180010		Object 7001		Activity 2012		Function 20 SHSP NP	
Program 2SHSP2020		PPC GYSHSP					

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 25.110, to maintain and keep jurisdiction information current within the System of Award Management (SAM). Also the jurisdiction has the requirement to be non-delinquent to the Federal government as required in OMB Circular A-129. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments
- (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. The jurisdiction is required to comply with any applicable provisions of the Buy American Act (41 U.S.C. Sections 8301 – 8305). *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, and the Fly America Act of 1974. Subrecipients who collect Personally Identifiable Information (PII) are required to have a publicly available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate. All recipients must comply with statutory requirement for whistleblower protections (if applicable) at 10 U.S.C 2409, 41 U.S.C 4712, and 10 U.S.C 2324, 41 U.S.S 4304 and 4310. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R Part 19 and other applicable statutes, regulations, and guidance governing the participants of faith-based organizations in individual DHS programs.
- (G) The jurisdiction certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.
- (H) It is the responsibility of the jurisdiction as the 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 fully comply with the Single Audit requirements as specified by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator.
 - 3) Subrecipients will provide compliance evidence to DHS&EM from the state audit coordinator before any payment will be processed.
 - 4) DHS&EM may process On-Behalf-Of (OBO) payments to vendors for costs directly associated to the scope of work on approved awards.
 - 5) Performance periods will not be extended due to a 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.
 - 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 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. 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.
6. 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.
7. Technology Requirements
28 CFR Part 23, Criminal Intelligence System Operating Policies
8. Research and Development (R&D) Requirements
Grants awarded to DHS&EM are not R&D
9. Duplication of Benefits
2 CFR Part 200, Subpart E, Cost Principles
10. 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.
11. Reducing Text Messaging while Driving
All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 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.
12. Reporting of Matters Related to Recipient Integrity and Performance
If the total value recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R Part 200, Appendix XII.
13. Reporting Subawards and Executive Compensation
All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R Part 170, Appendix A.

14. SAFECOM

All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

15. All recipients must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

16. State Requirements

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

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

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

SHSP Program Terms and Conditions

The total allocation of the 2020 State Homeland Security Program awarded to the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) is \$4,287,500.00 under *Federal Grant EMW-2020-SS-00012-S01, CFDA# 97.067*. The City of North Pole has been awarded \$74,983.91, 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. All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO and State program guidance. The performance period of this grant award is October 1, 2020 through September 30, 2022. 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	10/01/2020–12/31/2020	01/20/2021
2	01/01/2021–03/31/2021	04/20/2021
3	04/01/2021–06/30/2021	07/20/2021
4	07/01/2021–09/30/2021	10/20/2021
5	10/01/2021–12/31/2021	01/20/2022
6	01/01/2022–03/31/2022	04/20/2022
7	04/01/2022–06/30/2022	07/20/2022
8	07/01/2022–09/30/2022	10/20/2022
9	Final Report	11/15/2022

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

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

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

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

- **Personnel Costs:** Payroll reports signed and certified by the Chief Financial Officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable. Staff may not self-certify their own time and wages. The City of North Pole shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants as per the recordkeeping requirements in Section N. Limited to 50 percent for employees assigned to program management functions, not operational duties. The limit does not apply to contractors.
- **Contracts:** All sole-source procurements, single vendor response to a competitive bid and service contracts of any value 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. Please review the *Procurement Method Report* for specific requirements.

- **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:

- 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 2 CFR Subpart D (200.210-200.316). 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: 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. Pre-approvals may be required at multiple steps in the procurement process. Please see the *Procurement Method Report* for additional details.

(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 authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate, the U.S. Department of Homeland Security or the State of Alaska.***

(K) Acknowledgement of Federal Funding: All 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 2020 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) 2020 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO), Guidance, Federal Emergency Management Agency (FEMA) Preparedness Grants Manual, State Overview and Guidelines, State Preparedness Report/Stakeholder Preparedness Review, Threat and Hazard Identification and Risk Assessment (THIRA) 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 the 2020 Grant Kick-Off Meeting to be held electronically in fall 2020.

(W) The City of North Pole must complete a Quarterly Activities Plan by November 15, 2020. Information on this requirement will be emailed and provided at 2020 Grant Kick-off meeting.

(X) The City of North Pole must complete/update the Whole Community Input Form (WCIF)/Alaska Assessment annually by July 31st.

(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 2020, the Alaska Assessment will be the required means to report NIMS compliance for future preparedness award eligibility.

(AA) The City of North Pole must complete the Nationwide Cybersecurity Review (NCSR) by December 31, 2020. More information on this online, self-assessment is will be provided at the 2020 electronic Kick-Off Meeting and can be found in the 2020 HSGP NOFO and DHS Information Bulletin #439, located here, <https://www.fema.gov/grants/preparedness/about/informational-bulletins>.

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



Project Budget Details **2020 State Homeland Security Program** **North Pole, City of** **Reported Revision 0 of 0**

PBD #	Expense Category	Solution Area	Discipline		Budgeted Cost	PBD Amount Spent	PBD Balance
1	Equipment	Interop.Communications	Public Safety Communications	State:	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> EHP		<input type="checkbox"/> Canceled		Federal:	\$26,820.54	\$0.00	\$26,820.54
Item: Mobile Radios Description: Purchase and deployment of P25 compliant mobile radios and accessories for Police and Fire Department.							
2	Equipment	Detect.Equip	Fire Service	State:	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> EHP		<input type="checkbox"/> Canceled		Federal:	\$6,904.00	\$0.00	\$6,904.00
Item: Gas Monitoring Equipment Description: Purchase and deployment of Altair 5x gas monitor, docking unit, and calibration. Note: additional gas monitors in application not approved for purchase.							
3	Equipment	Interop.Communications	Law Enforcement	State:	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> EHP		<input type="checkbox"/> Canceled		Federal:	\$41,259.37	\$0.00	\$41,259.37
Item: Portable Radios Description: Purchase and deployment of P25 compliant portable radios and accessories for Police and Fire Department.							
				Adjusted Grant Total	Total PBD Allocations	Total Expenses	Summary Balance
				State:	\$0.00	\$0.00	\$0.00
				Federal:	\$74,983.91	\$0.00	\$74,983.91
				Grand Total:	\$74,983.91	\$0.00	\$74,983.91

2020 SHSP Quarterly Activities Plan

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

PBD#1— Police Mobile Radios	
FFY	Milestone Bullets
21-Q1	
21-Q2	
21-Q3	
21-Q4	
22-Q1	
22-Q2	
22-Q3	
22-Q4	

PBD#2— Gas Monitoring Equipment	
FFY	Milestone Bullets
21-Q1	
21-Q2	
21-Q3	
21-Q4	
22-Q1	
22-Q2	
22-Q3	
22-Q4	

PBD#3— Portable Radios	
FFY	Milestone Bullets
21-Q1	
21-Q2	
21-Q3	
21-Q4	
22-Q1	
22-Q2	
22-Q3	
22-Q4	

Quarters	Dates
FFY21-Q1	10/01/20 – 12/31/20
FFY21-Q2	01/01/21 – 03/31/21
FFY21-Q3	04/01/21 – 06/30/21
FFY21-Q4	07/01/21 – 09/30/21

Quarters	Dates
FFY22-Q1	10/01/21 – 12/31/21
FFY22-Q2	01/01/22 – 03/31/22
FFY22-Q3	04/01/22 – 06/30/22
FFY22-Q4	07/01/22 – 09/30/22

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

City of North Pole
Director of City Services

Memo

To: North Pole City Council
From: William Butler
Date: October 16, 2020
Subject: Recommendation to accept Hubbard Excavation's bid to be the 2020-21 snow removal contractor

RECOMMENDATION

Accept Hubbard Excavation's bid for the 2020-21 snow removal contract. Should Hubbard Excavation not be able to satisfy the requirements to fulfill and contract, award the 2020-21 snow removal contract to Blackhawk Works.

BACKGROUND

The City received two bids for the 2020-21 snow removal contract that are summarized below. The bids are attached.

Bidder name	Citywide snow removal	Citywide hardpack removal	Hourly call-out rate: 2-hour notice	Hourly call-out rate: 4-hour notice
Hubbard Excavation	\$8,500	\$13,500	\$250	\$200
Hawks Enterprises	\$9,000	\$10,000	\$275	\$225

The snowplowing budget is based upon a projected 10 city-wide snow removal events and one hardpack removal. Hubbard's bid for 10 snow removal events and one hardpack removal would cost \$98,500 compared to Blackhawk Works costing \$10,000. Hubbard's budget allows for additional callouts for limited snow removal work.

CITY OF NORTH POLE 2020-2021 SNOW REMOVAL BID FORM

BASE BID

Snow removal areas	Amount in word	Amount in figures
(1) Snow removal from all City streets and facilities	nine thousand dollars	9000 ⁰⁰
(2) Hardpack removal from all City streets and facilities	ten thousand dollars	10000 ⁰⁰
(3) Hourly call-out rate with 2 (two) hour advanced notice	two hundred seventy-five	275 ⁰⁰ /hr
(4) Hourly call-out rate with 4 (four) hours advance notice	two hundred twenty-five per hour	225 ⁰⁰ /hr

List equipment to be used (Specify size and brand; please type or print)

CAT Grader 130M
 CAT Loader 930
 CAT Loader 938

Bidder Information

Name of Company Blackhawk works
 Address 2368 Dawson Road
 City, State & ZIP North Pole, AK 99705
 Telephone number (907) 347-1936 Email blackhawkworks@yahoo.com
 Authorized individual (type or print) Derek Brodenick
 Authorized signature Derek Brodenick

Acknowledgement of Addenda

The undersigned acknowledges receipt of the following Addenda. If no Addenda were received, write the word "None" on the first line.

Addendum number

na

Received by¹

Derek Brodenick

1. Signature for "Received by" should be same as "Authorized Individual".

CITY OF NORTH POLE 2020-2021 SNOW REMOVAL BID FORM

BASE BID

Snow removal areas	Amount in word	Amount in figures
(1) Snow removal from all City streets and facilities	Eight thousand Five hundred	8,500.00
(2) Hardpack removal from all City streets and facilities	Thirteen thousand Five hundred	13,500.00
(3) Hourly call-out rate with 2 (two) hour advanced notice	Two hundred Fifty	250.00
(4) Hourly call-out rate with 4 (four) hours advance notice	Two hundred	200.00

List equipment to be used (Specify size and brand; please type or print)

- 1 Volvo 960 Grader with Snow Gate
- 2 Case 721C loader With '12 Snow Pusher
- 3 Case 580N Backhoe with 10.5" Snow Pusher
- 4 Ford F 350 Sign Truck with 8' Plow

Bidder Information

Name of Company Hubbard Excavation LLC
 Address 2561 Old Richardson Hwy
 City, State & ZIP North Pole AK 99705
 Telephone number 907 322-7000 Email hubbard-excavation@yahoo.com
 Authorized individual (type or print) Lloyd P Hubbard
 Authorized signature Lloyd P. Hubbard

Acknowledgement of Addenda

The undersigned acknowledges receipt of the following Addenda. If no Addenda were received, write the word "None" on the first line.

Addendum number

Received by¹

None

1. Signature for "Received by" should be same as "Authorized Individual".