



CITY OF NORTH POLE  
Regular Meeting  
December 13, 2021  
North Pole Council Chambers  
125 Snowman Lane, North Pole, Alaska  
[www.northpolealaska.com](http://www.northpolealaska.com)

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Monday, December 13, 2021  
Committee of the Whole: 6:30 PM  
Regular City Council Meeting: 7:00 PM

**MAYOR**

Michael Welch  
907-488-8584

**CITY CLERK**

Melissa Dionne  
907-488-8583

**COUNCIL MEMBERS**

Santa Claus – Mayor Pro Tem	907-388-3836
DeJohn Cromer – Deputy Mayor Pro Tem	907-347-2808
Aino Welch – Alt. Deputy Mayor Pro Tem	907-488-5834
Thomas McGhee	907-347-8019
David Skipps	907-750-5106
Anton Keller	907-987-2548

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Invocation
4. Approval of Agenda
5. Approval of the Minutes from 12/6/21 (Pgs. 3-10)
6. Communications from the Mayor (Pgs. 11-12)
  - a. Student of the Month – Montana Bloodworth
7. Council Members Questions of the Mayor
8. Communications from Department Heads, Borough Representative and the City Clerk
9. Ongoing Projects Report
  - a. Bed Tax Committee Awards (Pg. 13)
  - b. Disbursement of Remaining CARES Act Fund (Pgs. 14-24)
  - c. 2022 Committee Sign Up's (Pgs. 25-26)
  - d. 2022 Calendar (Pg. 27)

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

### 11. Old Business:

- a. Ordinance 21-21, An Ordinance of the City of North Pole, Alaska, to Amend the Sales Tax and Uniform Alaska Remote Seller Sales Tax Exemptions (Pgs. 28-30)
- b. Ordinance 21-22, An Ordinance of the City of North Pole, Alaska, to Amend Title 10 Vehicles and Traffic (Pgs. 31-32)
- c. Ordinance 21-23, An Ordinance of the City of North Pole. Alaska, to Amend the Leave Policy and Pay Scale for City of North Pole Employees (Pgs. 33-41)

### 12. New Business:

- a. JAG Grant Approval (Pgs. 42-84)

## 13. Council Comments

## 14. Adjournment

### How to Offer Public Testimony at Council Meetings

**Written testimony** is encouraged. You may submit your comments by calling the Clerk's Office at 907-488-8583 or by sending an email to [MDionne@northpolealaska.org](mailto:MDionne@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 [MDionne@northpolealaska.org](mailto:MDionne@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.



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

A regular meeting of the North Pole City Council was held on Monday, December 6, 2021 via Zoom.

**CALL TO ORDER/ROLL CALL**

Mayor Pro tem Claus called the regular City Council meeting of Monday, December 6, 2021 to order at 7:00 p.m.

**Present:**

Santa Claus - Mayor Pro Tem  
DeJohn Cromer - Deputy Mayor Pro Tem  
Aino Welch – Alternate Deputy Mayor Pro Tem  
Thomas McGhee  
Anton Keller  
David Skippis

**Absent/Excused:**

Michael Welch – Mayor

**PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**

Led by Mr. Skippis

**INVOCATION**

Given by Mr. McGhee

**APPROVAL OF AGENDA**

Mr. McGhee *moved to* approve the agenda of December 6, 2021

Seconded *by* Ms. Welch

Mr. McGhee *moved to* amend the agenda of December 6, 2021 to consent the following items:

Old Business:

- b. Ordinance 21-19, An Ordinance of the City of North Pole, Alaska to Amend the 2021 General Fund Budget
- c. Ordinance 21-20, An Ordinance of the City of North Pole, Alaska to Amend the Tax Levy & Bed Tax Grant Distribution

New Business:

- a. Ordinance 2-21, An Ordinance of the City of North Pole, Alaska to Amend the Sales Tax and Uniform Alaska Remote Seller Sales Tax Exemptions
- d. MOU for Stevie's Place for Participation in the SART Investigations

- e. Approval to Purchase Fire Dept. PPE's from Curtis
- f. MOA for the Maintenance of the FAST Area Surface Upgrades btw. DOT & PF and the City of North Pole
- g. MOA for the Local Match Contribution for the FAST Area Surface Upgrades btw. DOT & PF and the City of North Pole

Seconded *by* Mr. Cromer

## On the amendments

### DISCUSSION

None

### PASSED

Yes: 7 – A.Welch, Claus, Keller, Cromer, McGhee, Skipps

No: 0

Absent: Mayor Welch

## On the agenda as amended

### DISCUSSION

None

### PASSED

Yes: 7 – A.Welch, Claus, Keller, Cromer, McGhee, Skipps

No: 0

Absent: Mayor Welch

## APPROVAL OF MINUTES

Mr. McGhee *moved* to approve the minutes from the 11/1/21 meeting

Seconded *by* Ms. Welch

### DISCUSSION

None

### PASSED

Yes: 7 – A.Welch, Claus, Keller, Cromer, McGhee, Skipps

No: 0

Absent: Mayor Welch

- A few clerical corrections were noted

## COMMUNICATIONS FROM THE MAYOR

- The Mayor was not present at the meeting. Ms. Welch noted that the Mayor was traveling last week and met with the Governor's staff regarding economic development and laying groundwork for new housing in the NP area to accommodate the military changes that would be happening.

## COUNCIL MEMBER QUESTIONS OF THE MAYOR

- Mr. McGhee asked Ms. Welch to request that the Mayor email everyone regarding an update to the improvements to the Chambers and when we can have in person meetings again.

## COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

### Police Dept., Chief Dutra

- Has nothing formal for the meeting tonight.

### Fire Dept., Chief Heineken

- The fire department has started decorating the Christmas Caroling truck to continue our long tradition of traveling the streets of North Pole each evening between December 15th and Christmas night. The caroling truck leaves the fire station at 6pm each night and drives along every residential street within the city.
- Was out of State the holiday week of Thanksgiving, Captain McGilvary was in place as the acting fire chief in his absence. The holiday week was very busy for the interior fire service. Our neighboring fire departments had several structure fires, North Pole fire department provided mutual aid support for some of those fire calls.
- The fire department is averaging 3.93 emergency calls per day, this average has slowly increased all year. The month of November the fire department had 13 concurrent calls. Concurrent calls usually take all the on-duty staff, leaving no immediate response for additional emergencies. General recalls for staffing during these events are made to bring volunteer and full-time staff in on overtime to cover any additional calls.
- Mr. Skippy asked for an update regarding the Forestry vehicle that the state might be selling. Chief said that he would follow up on that.
- Ms. Welch said that there was an issue with the sound last year from the caroling fire truck and asked that they watch the volume this year. She said that she really enjoys it and looks forward to it.

### Director of City Services, Bill Butler

#### Building Department

- No new building permits issued since November 15, 2021.

#### Public Works

- Before Council tonight is a request to approve a Match Agreement and Maintenance Agreement for FAST Planning Driveway Apron Project. Total match cost is \$56,907.
- \$213,000 is available in the Capital Budget to fund the project (remaining balance would be \$143,030).
- Project will install approximately 140 driveway aprons across the City.
- FAST Streetlight Standardization Project

- On Thursday, DOT came in with a new cost match estimate required to fund the entire streetlight project: \$683,969. I cannot recommend Council fund the project at this new cost estimate.
- DOT provided a cost estimate to fund replacement of streetlights in the core of the City at \$175,040.
- Because this scaled down project will consolidate individual unmetered streetlights into a single metered circuit, I recommend that the Council support this project.
- There are sufficient funds in the Capital Budget to fund this project in 2022.
- If Council is supportive of this project, I will ask DOT to generate the Match and Maintenance Agreements which would then come to Council at a later date for formal approval.

#### Utility Department

##### Utility

- Budget modification to the 2022 Sewer Budget, Sludge Disposal project is requested.
- Requesting \$150,000 be transfer in from Sewer Reserves to Sludge Disposal.

##### Moose Creek

- Utility is poised to issue Substantial Completion for the Moose Creek Project with the completion of majority of work at the water treatment plant and commissioning of the two new well pumps and controls.
- Remaining work in 2022
- Spring 2022 a maximum of 18 additional service line installations and 18 wells to be decommissioned.
- Road resurfacing work to be completed in spring 2022.
- Remedial Action Close Out Report: Final report for project addressing project requirements.
- Project termination to occur no later than August 31, 2022.
- Mr. McGhee said that he feels like the street light project should not happen.
- Ms. Welch feels the same. That the price is no longer affordable and doesn't feel like it is a good idea.

#### Finance, Tricia Fogarty

- Sent out financials last week to everyone. This last week and the next 2 weeks she will be working with Tyler Monday thru Thursday about 6 hours a day on the conversion. Last week the general ledger was loaded, and everything matches through the end of November. Payroll in both systems will be done till the end of the year. Tyler recommends leaving Caselle for payables for now. She will be getting with everyone in the next week or so to talk about signing checks and other things remotely. Everyday they are getting closer to the end goal.

#### Borough Representative

- None. There has not been a borough meeting since the last NPC Council meeting.

City Clerk's Office, Melissa Dionne

- Nothing formal for the meeting tonight.

ON GOING PROJECTS

Committee Sign Ups

- Mr. McGhee said that the approval of committee's should be presented to the Council as a resolution, not as an ongoing project and asked that it be resubmitted appropriately.

CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen)

- None

OLD BUSINESS

- Ordinance 21-17, An Ordinance of the City of North Pole, Alaska, Establishing the 2022 Operating and Capital Budget and Levying the Mill Rate

Mr. Skipps *moved* to approve and adopt 21-17

Seconded *by* Ms. Welch

Mr. McGhee *moved* to amend 21-17 to move \$150,000 from fund 52 to fund 42 for the sludge removal project

Seconded *by* Ms. Welch

**On the amendment to the amendment**

**DISCUSSION**

None

**PASSED**

Yes: 7 – A. Welch, Claus, Keller, Cromer, McGhee, Skipps

No: 0

Absent: Mayor Welch

**On the amendment**

**DISCUSSION**

None

**PASSED**

Yes: 7 – A. Welch, Claus, Keller, Cromer, McGhee, Skipps

No: 0

Absent: Mayor Welch

NEW BUSINESS

- Ordinance 21-22, An Ordinance of the City of North Pole to Amend Title 10 Vehicles and Traffic

Mr. McGhee *moved* to Introduce Ordinance 21-22

Seconded *by* Ms. Welch

#### DISCUSSION

Mr. McGhee is against this ordinance being approved tonight. He does not feel like everyone has properly researched this ordinance and the definition of all-purpose vehicles properly. He feels like we should allow 4 wheelers on the streets allowing them access to the trails and businesses in the area, but that we should NOT allow snow machines. Chief Dutra does not think that snow machines are included in the state statute and agrees with his officers that if we did allow the ATV's on the roads they would be better regulated and be required to be street legal and that only licensed drivers should be driving, giving police reasons to give tickets and enforce this law. He said that he feels that the Council should change this law around however they feel it to make it a good fit for our city. Ms. Welch feels like amount of ATV on the road that this law is going to allow is going to be too much for our officers to handle and that it is going to cause problems and fatalities. Officer Lindhag says that he can see both sides of this discussion and feels like it would be helpful from some of the local ATV groups to have a little input into the discussion on this ordinance.

#### On the amendment

Mr. McGhee *moved* to suspend Ordinance 21-22 until the next Council meeting on December 13, 2021

Seconded *by* Mr. Skipps

#### Council took a 3-minute break and came back into session at 7:48pm

- c. Ordinance 21-23, An Ordinance of the City of North Pole, Alaska to Amend the Leave Policy and Pay Scale for the City of North Pole Employees

#### Citizens Comments

Mr. Butler agreed that the pay scale was on track for where it needed to be, but that he did notice a discrepancy in the Utility Operator pay and that it needed to go up. The Utility Operator can be a stand in for the Utility Supervisor so he feels like that pay scale should be higher based on the training and skill set required for that position. Paul Trissel also spoke about the Utility Operator pay scale and feels like it should start at \$31.00 dollars an hour instead of \$28.00. He was also concerned with the new pay scales and where that puts the current employees and what the incentive is for people to continue to work for the City if they have been here long enough that they are no longer on the pay scale due to their step increases. Mr. McGhee asked if this correction is an easy one and Chief Dutra responded that it was and that it would be corrected. He also addressed a few of Mr. Trissel's concerns regarding current employees.

Mr. McGhee *moved* to Introduce Ordinance 21-23

Seconded *by* Mr. Skipps

#### DISCUSSION

Mr. McGhee wanted to say that we had finally resolved some serious issues with the overall pay scale and feels



like separating out the individual departments on the pay scale will make making changes to pay scales in the future easier and will not have to involve all the departments. He feels that it addresses longevity in employees as well. He did ask why the leave hours earned was changed on the new scale. Chief Dutra responded that the leave hours earned was very behind the current average and felt that taking away the 4.96 hours per 2 weeks for employees in their first two (2) years of employment was a great change. The new scale gives employees in their first 4 years 7.98 hours per two (2) weeks and makes the city a more competitive employer. Mr. McGhee went on to add that he was pleased with the change of taking out the Council from having to decide if a department can start a new hire further into the pay scale based on their employment history and that it now goes to the Mayor and department head instead. He also said that instead of this pay sale being reviewed periodically, it will now be reviewed every 3 years.

Mr. McGhee *moved* to Amend 21-23 to change the Utility Operator pay starting Step 1 from \$28.00 to \$31.00 an hour and changing that line all the way across the scale

Seconded by Mr. Skipps

### **On the amendment to the amendment**

#### **DISCUSSION**

Ms. Welch asked if this would affect the new budget at all. Mr. McGhee responded that the current pay for the Utility Supervisor will not be affected by this new pay scale. Mr. Butler said that he based his budget on the previous pay scale and Ms. Fogarty responded that they could do a fiscal note and move money around should it be necessary later, since the 2022 budget is already approved.

#### **PASSED**

Yes: 7 – A. Welch, Claus, Keller, Cromer, McGhee, Skipps

No: 0

Absent: Mayor Welch

### **On the amendment**

#### **DISCUSSION**

Mr. McGhee reminded everyone that even though this change would not effect anyone right now, it would give the city more hiring power if they were going to ever need to rehire for this position.

#### **PASSED**

Yes: 7 – A. Welch, Claus, Keller, Cromer, McGhee, Skipps

No: 0

Absent: Mayor Welch

21-23 will advance to the 12/13/21 meeting

### **COUNCIL COMMENTS**

Mr. Claus passed along best wishes to Ms. Welch for the Mayor, who is out sick tonight.

Mr. McGhee *moved* to adjourn

Seconded *by* Mr. Skipps

The regular meeting of Monday, December 6, 2021 adjourned at 8:28 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Monday, December 6, 2021.

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Michael Welch, Mayor

ATTEST:

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Melissa Dionne, City Clerk

Office of the Mayor  
City of North Pole

# Proclamation

*WHEREAS Montana Bloodworth is a senior at North Pole High School and is the daughter of Jessica Bloodworth*

*WHEREAS Montana is a contributing member of North Pole High School*

*WHEREAS Montana also volunteers her time to the Halloween Trick or Treat Town at Pioneer Park each year*

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

*NOW, THEREFORE, I, Michael W. Welch, Mayor of the City of North Pole, do hereby proclaim Montana Bloodworth the:*

*North Pole City Council  
High School Student of the Month  
For December 2021*

ATTEST:

*Michael W. Welch*  
Mayor, City of North Pole, Alaska

*Melissa Dionne*  
Melissa Dionne  
North Pole City Clerk

**LOCKHEED MARTIN AERONAUTICS**  
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# 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

### Bed Tax Committee

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The committee met on Tuesday, November 30<sup>th</sup>, 2021 at 7:00 pm via Zoom.

**Committee Members:**

Mayor Welch

Council Member Welch

Council Member Claus

Council Member Keller

Benjamin Williams

Jeff Jacobson

Wanda Adlesperger

\*All of the committee members were present at the meeting.

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**Presentations and amount requested:**

The Literacy Council of Alaska	\$1250
Santa's Letters	\$10,652
North Pole Community Chamber of Commerce	\$28,460
Explore Fairbanks	\$30,380

The committee was tasked with distributing \$46,787.61 in Bed Tax Revenue.

After hearing the presentations and asking questions of the presenters, the committee unanimously agreed to the following:

<b>Literacy Council</b>	<b>\$1500</b>
<b>Santa's Letters</b>	<b>\$10,652</b>
<b>NPCCC</b>	<b>\$4255.61</b>
<b>Explore Fairbanks</b>	<b>\$30,380</b>

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\$46,787.61



AM 1170 KHZ 50,000 WATTS  
FM 100.3 MHZ 25,000 WATTS  
TV CHANNEL 4 18,000 WATTS

**"GOSPEL STATION AT THE TOP OF THE NATION"**

**P.O. BOX 56359 • NORTH POLE • ALASKA 99705-1359**

December 8, 2021

KJNP Radio/Calvary Northern Lights Mission is requesting "Cares Act" funds granted from the City of North Pole to mitigate the financial affect caused by Covid-19 pandemic to nonprofit organizations. Calvary's Northern Lights Mission is a 501c3 organization, EIN 23-7617112, FRN 1005658. We operate with donations being the primary financial income, our staff is volunteer with no payroll. The grant of financial assistance would be used to replenish the funds that we use for assistance to volunteers that keep the station operating and maintenance on the property and buildings.

KJNP has been a part of the North Pole community since 1966. We are a christian broadcasting station that received the property that we are located on from David Ainley, one of the historic citizens of the North Pole area. The relationship with David Ainley continued till his death and we still have a relationship with his estate. We serve the spiritual, emotional, and physical needs needs of people in North Pole, and extend to the local area, Fairbanks and Alaska. These issues are served by our daily programming, special programming around holidays and events, and live programs. Examples of these are Coffee Cup, a Saturday morning, talking about local events and providing a place for the North Pole mayor and local representatives to come to provide information to the community; and Village Voice, a Saturday night program orientated to Native Alaskans. As a further reference we have attached an 'Issues and Program report that we file with the FCC quarterly. We also assist in providing housing of volunteers that work at the station, and provide limited housing for various ministers that are visiting the area, or those who are a part of a community event that we are working with (Like the KJNP Annual Native Rally) With some of these visiting ministers we will help with travel expenses as well.

Each summer we have work crews that volunteer to come and do maintenance projects on the station grounds. The summer of 2020, some of these groups had to cancel because of the travel restrictions and the other health advisories implemented for public safety. This resulted in these projects being delayed till 2021. During this delay the cost of building materials and other supplies increased 13% so this added a significant cost to getting this maintenance done. There were also additional expenses in this time period. We purchased two UV air purifies to use during the 'Coffee Cup' Program. Part of the time we had to modify the format, limit people in the building, or cancel the program. For the Village Voice program we also took actions that limited the attendance, and sometimes canceled the program. That would mean that there were no donations received on the day Village Voice was canceled but we still had the



**Translators in Alaska: Barrow, Ft. Yukon, Circle, Dot Lake, Tok  
KJHA Houston, Alaska**

**CALVARY'S NORTHERN LIGHTS MISSION**

**Web Page: [www.mosquitonet.com/~kjnp](http://www.mosquitonet.com/~kjnp) E-Mail: [kjnp@mosquitonet.com](mailto:kjnp@mosquitonet.com)**

**ALASKA: (907) 488-2216**

**MINNESOTA: (218) 256-5227**

**FAX: (907) 488-5246**

**FAX: (218) 328-5112**

**Bibles  
For  
Others**

building and broadcast expenses. Because of Covid-19 we did not have an 'Annual Native Rally' event in 2020, so did not have donations from that either. For our staff to travel to remote transmitter sites we had medical appointments and Covid tests to pay for before the testing sites were offered for free.

The long term financial picture of Calvary's Northern Lights Mission shows a variable amount of profit and loss. 2019 had a profit of \$19,080. In 2020 we operated at a loss \$27,354 and in 2021 at a loss of \$29,533. Variation between 2019 and 2021 exceeds \$48,000. It will be very difficult to remain in operation with these losses. Thank you for your genuine consideration for the needs of KJNP.

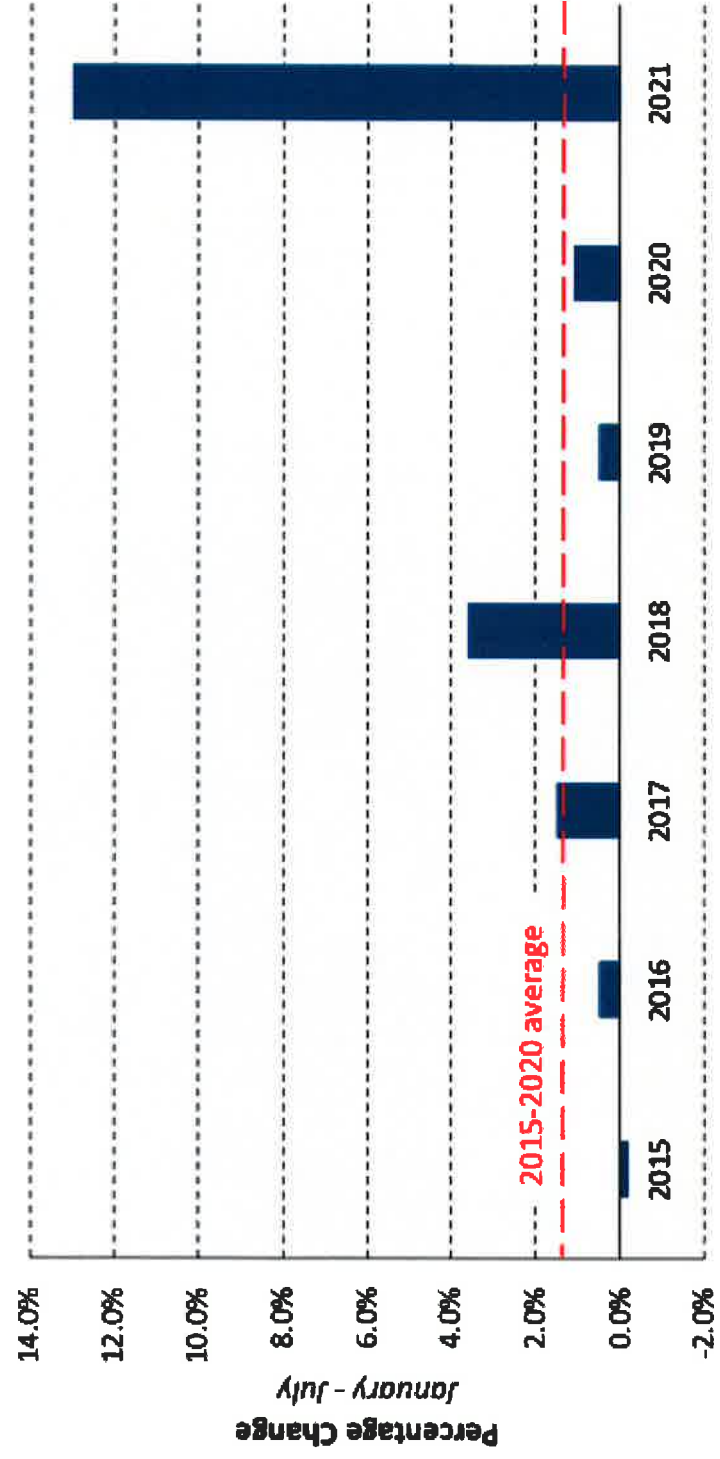
Richard Olson

A handwritten signature in cursive script, reading "Richard Olson". The signature is written in dark ink and is positioned below the printed name.

President Calvary's Northern Lights Mission



**Producer Price Index: Inputs to Residential Construction,  
Goods Less Food and Energy**





## Quarterly Issues/Programs Report for:

<b>Station</b>	<b>Location</b>	<b>Quarter</b>	<b>Year</b>	<b>Date</b>
KJNP	North Pole, Alaska	3 <sup>rd</sup>	2021	September 30, 2021

The following is a list of some of the more significant community issues addressed by this/these station(s) for the quarter specified.  
This listing is by no means complete, nor is the order in which these issues appear, intended to imply any degree of priority or significance of the issues.

	Issue Description	Program Segment	Date	Duration	Description of Segment
1	Fourth of July Safety	Local News	7/2/21 6:00 pm & 10:00 pm	2 minutes	Informed the public on some of the regulations of fireworks and burn bans that are in place to maintain fire safety.
2	Recall Notice	Local News	7/8/21 7:00 am & noon	3 minutes	The US Food and Drug Administration has issued a first class recall notice for some blood lead level products from Megellan Diagnostics due to falsely underestimated results. Information about Iron exposure was given. Also a phone number was given for those with questions.
3	Genetically Modified Salmon	Local News	7/12/21 7:00 am & noon	5 minutes	A company is not sending genetically modified salmon to stores in the US for the first time. The pros and cons for the fish were given. The salmon should be clearly labeled in stores so people know what they are buying.
4	COVID	Local News	7/14/21 7:00 am & noon	4 minutes	Alaska is mirroring national trends when it comes to an uptick in COVID. The Delta variant is more transmissible, and there is still a sizable portion of the population that is not vaccinated. Stated the importance of getting vaccinated.
5	COVID and Canada	Local News	7/19/21 6:00 pm & 10:00 pm	3 minutes	Canada will begin letting fully vaccinated US Citizens into the country on August 9 <sup>th</sup> , and the rest of the world on September 7 <sup>th</sup> . The 14 day quarantine will be waved for vaccinated travelers.
6	Outdoor safety	Local News	7/21/21 7:00 am & noon	2 minutes	There have been a large uptick of search and rescues this year, already past the number of last year. Alaska Department of Public Safety is asking people to file a trip or flight plan with a friend, and letting them know when they will be back.

<b>7</b>	Face Masks	Local News	8/2/21 7:00 am & noon	2 minutes	The University of Alaska and Alaska Pacific University will require all people, regardless of vaccination status, to wear a face covering while inside all university buildings.
<b>8</b>	Road Maintenance	Local News	8/9/21 6:00 pm & 10:00 pm	2 minutes	The Alaska Department of Transportation Maintenance crew works year round on road maintenance. Winter is for plowing, and summer is for repainting and maintaining. Reminding listeners to look at 511.Alaska.gov to find out where they will be working each day, so they can know if there may be any traffic delays.
<b>9</b>	Blood Shortage	Local News	8/10/21 6:00 pm & 10:00 pm	3 minutes	The Blood Bank of Alaska is seeking donations of certain blood types due to a shortage. O- and O+ are needed due to increased traumas throughout the state in the last few weeks. Donors are encouraged to hydrate and eat a good meal before coming.
<b>10</b>	School Buses	Local News	8/17/21 6:00 pm & 10:00 pm	2 minutes	The Fairbanks school district is asking all parents and guardians to register students who will be riding the school bus. Masks will be required on the bus.
<b>11</b>	Denali Park Road Closure	Local News	8/27/21 7:00 am & noon	2 minutes	A landslide has closed the the last half of the Denali Park Road at Pretty Rocks. Transit and tour buses will remain running to mile 42 through September 16 <sup>th</sup> . The 2021 Denali Road Lottery and Military Appreciation Day are cancelled due to the road closure. Refunds for the Lottery will be put back on credit cards.
<b>12</b>	State Sales Tax	Local News	9/1/21 6:00 pm & 10:00 pm	3 minutes	There is a proposed bill for Alaska to implement a 2% sales tax next year. Information about how it would work if it were to take place was in the article.
<b>13</b>	Post Office	Local News	9/2/21 6:00 pm & 10:00 pm	1 minutes	A new package sorting machine has come to Alaska with the goal of sorting packages quicker. This is creating 16 new jobs in Anchorage. A website was given for those interested.

<b>14</b>	SOS feature on Cell Phone	Local News	9/6/21 6:00 pm & 10:00 pm	3 minutes	Alaska State Troopers are informing people of the SOS feature on cell phones, and what to do if there is an accidental use. Children should be taught how to use the feature correctly.
<b>15</b>	Two Rivers Arson Fires	Local News	9/10/21 6:00 pm & 10:00 pm	5 minutes	Two Rivers Community is in need to help the victims of the arson fires that were in their area. They are also in need of dumpsters, volunteers, and other resources. A website was given for those that want to reach out.
<b>16</b>	Cybersecurity Breach	Local News	9/17/21 7:00 am & noon	6 minutes	A major cybersecurity breach of Alaska's private health and personal information was disclosed. Information of the accessed information was given. DHSS is encouraging Alaskans to take action to protect themselves from identity theft through a credit monitoring service the state is providing. A phone number and e-mail was given for those with questions.
<b>17</b>	School Vandalism	Local News	9/22/21 7:00 am & noon	5 minutes	The school districts are asking parents to speak to their children about a wave of school vandalism. The trend is inspired by videos on Tik Tok. Parents are asked to help stop the behavior, and that students can also report vandalism anonymously.
<b>18</b>	Snow Tires	Local News	9/24/21 6:00 pm & 10:00 pm	3 minutes	The dates for when studded tires are allowed in Alaska were explained. Tips about buying and storing tires were also given.
<b>19</b>	Area Code for Phone Calling	Local News	9/28/21 6:00 pm & 10:00 pm	4 minutes	On October 24 <sup>th</sup> , Alaskans will need to start dialing the area code on all phone calls, even if it is a local call. This is due to the new suicide hotline code, 988, which will be starting in 2022. Alaskans are encouraged to check all devices to make sure they are programmed correctly for 10 digit dialing.

# LOVE INC

Love In the Name of Christ of the Tanana Valley

December 9, 2021

Mr. Mayor and the Honorable City Council  
125 Snowman Lane  
North Pole, Alaska 99705

Ladies and Gentlemen:

For 38 years, Love INC of the Tanana Valley has been providing relief to the citizens in our communities that need it most. Whether through rental assistance, utility assistance, emergency food distributions, heating fuel assistance, and even rides to and from necessary appointments, we have answered the call.

Our dedicated staff and well-trained volunteers assess the situation of the citizens we encounter and strive to find real solutions to positively impact their short-term and long-term objectives. We aim to stabilize first then discover solutions that can impact the citizens' lives long into the future.

The COVID-19 pandemic has greatly impacted our ability to fundraise through traditional means, accordingly, we have dug deep and found new partnerships which have enabled us to provide the same level of relief, even amidst funding shortfalls.

From the inception of COVID-19 related restrictions in the latter half of 2020, fiscally our organization has recognized a decrease of almost 25%. Fortunately, through tight fiscal controls, our agency did not have to reduce our funding levels to the citizens of the Tanana Valley, including citizens in your jurisdiction. Through expert management, we partnered with the Alaska Housing Association and were appointed to manage a part of their Rental Relief Fund. Administration of these funds afforded us the opportunity to continue offering the same level of relief to citizens of our community, but as that grant project approaches completion, our funding sources again become unclear.

By partnering with our agency, we can offer relief to hundreds of North Pole citizens when they need it most. Your generosity will impact the lives of many. We have demonstrated our trust for 38 years through conscious assessments of needs and conservative funding approaches. Should you choose to partner with us, the City can rest assured that we will be good stewards of your financial contributions.

I thank you personally for the invitation to be among the trusted agencies that have applied for the available funding. I sincerely hope that you will find our impact in your community valuable and afford us the opportunity to continue to provide relief to your citizens.

Cordially Yours,

A handwritten signature in black ink, appearing to read 'D. McDaniel', written in a cursive style.

Dean McDaniel  
Interim Executive Director  
Love INC of the Tanana Valley / Helping Alaska  
609 Third Street  
Fairbanks, Alaska 99701

12:13 PM

12/09/21

Accrual Basis

# Love in The Name of Christ

## Profit & Loss

January through November 2021

	Jan - Nov 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · General Operating U/R	
4010 · Agency/Organization/Foundation	4,717.36
4030 · Business	71,834.39
4040 · Church	19,532.75
4070 · Individual	
4074 · Recurring	23,091.50
4070 · Individual - Other	123,786.93
<b>Total 4070 · Individual</b>	<b>146,878.43</b>
<b>Total 4000 · General Operating U/R</b>	<b>242,962.93</b>
4080 · Interest/Investment	121.39
4120 · Grants	
4121 · Murdock	1,050.00
4123 · FNSB	29,187.00
4134 · Alaska Housing Relief	17,945,486.83
4135 · EFSP Grant	12,025.00
4120 · Grants - Other	20,900.00
<b>Total 4120 · Grants</b>	<b>18,008,648.83</b>
4500 · Other Income	
4570 · Furniture Bank	16,807.15
<b>Total 4500 · Other Income</b>	<b>16,807.15</b>
4600 · Rent	35,000.00
<b>Total Income</b>	<b>18,303,540.30</b>
<b>Gross Profit</b>	<b>18,303,540.30</b>
<b>Expense</b>	
6100 · Payroll	
6110 · Employee Salaries and Wages	530,822.72
6120 · FICA Social Security/Medicare	33,322.58
6130 · AK UI Taxes	4,927.23
6140 · Employee benefits (or contribs)	4,501.82
6160 · Employee	18,977.50
6100 · Payroll - Other	-1,022.40
<b>Total 6100 · Payroll</b>	<b>591,529.45</b>
6200 · Insurance Expenses	
6210 · Auto	3,991.00
6225 · Commercial Property	13,810.00
6230 · Workers Compensation	3,267.00
<b>Total 6200 · Insurance Expenses</b>	<b>21,068.00</b>
6300 · Facilities	
6320 · Maintenance/Repair	
6321 · Snow Removal-Bourne Brothers	2,015.00
6320 · Maintenance/Repair - Other	18,278.73
<b>Total 6320 · Maintenance/Repair</b>	<b>20,293.73</b>
6325 · Janitorial	639.05
6327 · Rental of Vehicle Storage	5,100.00
6340 · Renovations	57,700.00
6360 · Utilities	
6362 · Electric	
6362A · Records Fee	10.00
6362 · Electric - Other	16,074.81
<b>Total 6362 · Electric</b>	<b>16,084.81</b>

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12/09/21

Accrual Basis

# Love in The Name of Christ

## Profit & Loss

### January through November 2021

	Jan - Nov 21
6364 · Heat	10,342.63
6368 · Water/Sewer	4,369.89
6369 · Trash Removal	1,850.53
<b>Total 6360 · Utilities</b>	<b>32,647.86</b>
6370 · Communications	
6375 · Internet	1,232.60
6376 · Telephone	9,354.63
<b>Total 6370 · Communications</b>	<b>10,587.23</b>
<b>Total 6300 · Facilities</b>	<b>126,967.87</b>
6400 · Office Expenses	
6405 · Bank Fees	
6406 · Credit Card Donations Fee	2,289.79
6407 · Finance Charges	291.82
6408 · Late Fees	48.00
<b>Total 6405 · Bank Fees</b>	<b>2,629.61</b>
6420 · Advertising	21,294.45
6430 · Dues/Memberships/Licenses	9,988.00
6440 · Postage/Freight	5,377.21
6450 · Printing	9,444.18
6460 · Office Supplies	650.70
6465 · Food/Beverage-Office	540.07
6470 · Copy Machine	5,683.62
6490 · Office Expenses - Other	364.00
<b>Total 6400 · Office Expenses</b>	<b>55,971.84</b>
6500 · Equipment/Systems	
6510 · Computers	
6512 · Hardware	6,710.12
6516 · Software	7,051.12
<b>Total 6510 · Computers</b>	<b>13,761.24</b>
<b>Total 6500 · Equipment/Systems</b>	<b>13,761.24</b>
6700 · Ministry Program Expenses	
6710 · Clearinghouse	3,859.47
6715 · Box Truck/Shuttle Bus-Gas	1,140.45
6716 · Box Truck/Shuttle Bus-Other	47.25
6717 · Box Truck/Shuttle Bus-Equipment	24.49
6742 · Program Materials & Supplies	1,945.22
6743 · Loving Families Supplies	48.93
6750 · Volunteer Recruiting	1,138.50
6760 · Development	998.15
<b>Total 6700 · Ministry Program Expenses</b>	<b>9,202.46</b>
6800 · Other Operating Expenses	
6805 · Fund Raising Expenses	
6814 · Dinner Auction	787.66
6817 · Night at the Manor	2,449.00
6805 · Fund Raising Expenses - Other	554.90
<b>Total 6805 · Fund Raising Expenses</b>	<b>3,791.56</b>
6815 · Annual Meeting	67.84
6830 · Recognition	820.58
<b>Total 6800 · Other Operating Expenses</b>	<b>4,679.98</b>
6900 · Loan Interest	36,944.24

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12/09/21

Accrual Basis

**Love in The Name of Christ**  
**Profit & Loss**  
**January through November 2021**

---

	Jan - Nov 21
6910 - Income Tax	741.00
Total Expense	860,866.08
Net Ordinary Income	17,442,674.22
Other Income/Expense	
Other Expense	
4565 - Deposit	1,200.00
Total Other Expense	1,200.00
Net Other Income	-1,200.00
Net Income	17,441,474.22





## City of North Pole 2022 Committee's

### Festival

Mayor Welch	125 Snowman Lane, North Pole	mwelch@northpolealaska.org	907-488-8584	
Jennifer Hughes				
Larnetia Skipps	2729 Perimeter Dr., North Pole	larnetiaskipps@gmail.com	907-378-6635	
Aino Welch	934 Les Rogers Turnaround, North Pole	awelch@northpolealaska.org	907-488-5834	
Benjamin Williams	1028 Hertha Turnaround, North Pole	bbc1williams@gmail.com	907-388-5911	

### Bed Tax

Mayor Welch	125 Snowman Lane, North Pole	mwelch@northpolealaska.org	907-488-8584	
Larnetia Skipps	2729 Perimeter Dr., North Pole	larnetiaskipps@gmail.com	907-378-6635	
Jeff Jacobson	PO Box 57033, North Pole	jjacobson57@gmail.com	907-460-7733	
Wanda Adlesperger	449 North Santa Claus Lane, North Pole	info@hotelnorthpole.com	907-488-4800	
David Skipps	2729 Perimeter Dr, North Pole	dskipps@northpolealaska.org	907-750-5106	
Aino Welch	934 Les Rogers Turnaround, North Pole	awelch@northpolealaska.org	907-488-5834	
Anton Keller	508 W. 4th Ave, North Pole	akeller@northpolealaska.org	907-3987-2548	

### Ethics

Doug Issacson			907-322-3133	1/1/21-12/31/24
Denise Taylor	1124 Lake Drive, North Pole		907-488-2422	1/1/20-12/31/23
David Wilson	905 Rogers Turnaround, North Pole	dvdwlsn32@gmail.com	907-347-1660	1/1/20-12/31/22
Benjamin Williams	1028 Hertha Turnaround, North Pole	bbc1williams@gmail.com	907-388-5911	1/1/20-12/31/22
Jeff Jacobson	PO Box 57033, North Pole	jjacobson57@gmail.com	907-460-7733	1/1/21-12/31/24

\* Committee terms are 1/1/22 to 12/31/22 unless otherwise noted

2022 Committee's Master List

## Memorial Park

Mayor Welch	125 Snowman Lane, North Pole	mwelch@northpolealaska.org	907-488-8584	
Chief Dutra	125 Snowman Lane, North Pole	sdutra@northpolepolice.org	907-488-8456	
Chief Heineken	110 Lewis St, North Pole	cheineken@northpolefire.org	907-488-0444	

## Code Violations

Mayor Welch	125 Snowman Lane, North Pole	mwelch@northpolealaska.org	907-488-8584	
Thomas McGhee	152 North Star Dr., North Pole	tmcghee@northpolealaska.org	907-347-8019	
David Skipps	2729 Perimeter Dr, North Pole	dskipps@northpolealaska.org	907-750-5106	

## Economic Development

Mayor Welch	125 Snowman Lane, North Pole	mwelch@northpolealaska.org	907-488-8584	

## Borough Rep.

Aino Welch	125 Snowman Lane, North Pole	awelch@northpolealaska.org	907-488-5834	

\* Committee terms are 1/1/22 to 12/31/22 unless otherwise noted

2022 Committee's Master List

# 2022 Council Calendar

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
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27	28					

March						
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27	28	29	30	31		

April						
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24	25	26	27	28	29	30

May						
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22	23	24	25	26	27	28
29	30	31				

June						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
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August						
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28	29	30	31			

September						
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October						
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30	31					

November						
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27	28	29	30			

December						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1	12-19-21 to 01-01-22
2	01-02-22 to 01-15-22
3	01-16-22 to 01-29-22
4	01-30-22 to 02-12-22
5	02-13-22 to 02-26-22
6	02-27-22 to 03-12-22
7	03-13-22 to 03-26-22
8	03-27-22 to 04-09-22
9	04-10-22 to 04-23-22
10	04-24-22 to 05-09-22
11	05-08-22 to 05-21-22
12	05-22-22 to 06-04-22
13	06-05-22 to 06-18-22
14	06-19-22 to 07-02-22
15	07-03-22 to 07-16-22
16	07-17-22 to 07-30-22
17	07-31-22 to 08-13-22
18	08-14-22 to 08-27-22
19	08-28-22 to 09-10-22
20	09-11-22 to 09-24-22
21	09-25-22 to 10-08-22
22	10-09-22 to 10-22-22
23	10-23-22 to 11-05-22
24	11-06-22 to 11-19-22
25	11-20-22 to 12-03-22
26	12-04-22 to 12-17-22

**Holiday's - Red**  
**Council Meetings - Green**  
**Pay Period Endings - Blue**  
**Pay Day - Orange**

**Holidays:** New Years Day - January 1  
 Martin Luther King Day - January 17  
 Presidents Day - February 21  
 Memorial Day - May 30  
 Independence Day - July 4  
 Labor Day - September 5  
 Veterans Day - November 11  
 Thanksgiving Day - November 24  
 Christmas Day - December 25  
 Personal Holiday \*

**CITY OF NORTH POLE  
ORDINANCE 21-21**

**AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING THE  
SALES TAX AND UNIFORM ALASKA REMOTE SELLER SALES TAX  
EXEMPTIONS**

**WHEREAS**, changes to the North Pole Municipal Code are 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 of North Pole wishes to promote and encourage economic growth from other government agencies, as well as local restaurants, and

**WHEREAS**, the City of North Pole wishes to exempt government agencies from sales tax for services provided, and

**WHEREAS**, the City of North Pole wishes to exempt from sales tax the sale of wholesale goods to restaurants.

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

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

**Section 2.** Title 4 Chapter 8 Sections .050 Exemptions is hereby amended in the North Pole Code of Ordinances as followed: [new text in red, text to delete in red ~~strikethrough~~]

**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,

b. Sales to Federally chartered credit unions,

- 29 c. Sales of goods made with food coupons, food stamps, or other type of certificate issued  
30 under 7 USC 2011 through 2025 (Food Stamp Act), or made with food coupons, food vouchers,  
31 or other type of certificate issued under 42 USC 1786 (Special Supplemental Food Program for  
32 Women, Infants, and Children);
- 33 3. Sales, rentals, or services provided by/or to the United States, to the State of Alaska, and  
34 any public corporation or political subdivision thereof;
- 35 4. Sales, rentals, or services provided to any volunteer ambulance, fire, or law enforcement  
36 organization providing service to the public and to public international organizations designated  
37 by the President of the United States;
- 38 5. Sales of professional medical services performed by a person, clinic, or hospital licensed  
39 and certified under the State of Alaska:
- 40 a. The preparation of controlled substances prescribed and supplied by a State licensed and  
41 certified medical professional,
- 42 b. Counseling services provided by State licensed and certified psychologists or psychological  
43 associates, clinical social workers, alcohol and drug counselors, or marital and family therapists,
- 44 c. Assisted living services provided in accordance with State regulations, and licensed by  
45 such,
- 46 d. Sales and rentals of hearing aids, crutches, wheelchairs, and other personal property  
47 specifically manufactured for a patient;
- 48 6. Sales of newspapers or other periodicals by carrier made directly to consumers where the  
49 carrier is responsible for the collection of sales revenue;
- 50 7. Membership dues, fees, or assessments paid to clubs, labor unions, fraternal organizations,  
51 and other nonprofit organizations that have obtained Exemption Certificate 501(c) from the  
52 Internal Revenue Service;
- 53 8. Sales, services, and rentals to a buyer, or made by a seller, for functions organized and  
54 administered solely by an organization holding a current 501(c)(3) or 501(c)(4) exemption ruling  
55 or equivalent from the Internal Revenue Service which has a physical or mailing address within  
56 City limits and a resolution or letter from the board, naming up to a maximum of six individuals,  
57 authorized to make purchases on behalf of the organization. This exemption does not apply to  
58 the sale of pull-tab games;
- 59 9. Sales of school admission tickets, goods, services, and rentals for school entertainment,  
60 athletic activities, and all other activities conducted by school-sanctioned groups;
- 61 10. Sales of food and beverages in public or private school and college cafeterias or  
62 lunchrooms which are not operated for profit;

- 63 11. Rentals of real property where the term of tenancy is monthly or longer;  
64 12. Sales, rentals, or leases/purchase agreements of automobiles by a dealer made outside  
65 City limits;  
66 13. Sales for resale (wholesale) of tangible personal or real property, other than tobacco, to a  
67 buyer for reselling ~~in its original form~~;

68 **4.08.010 Definitions.**

69 For the purpose of this article, the following words and phrases shall have the meanings  
70 respectfully ascribed to them by this section:

71 "Sale for resale (wholesale)" means the act of selling tangible personal or real property to a  
72 buyer for reselling ~~in its original form for consideration~~.

73 **Section 3. Effective date.** This ordinance shall become effective immediately upon passage.

74 **PASSED AND ADVANCED** by a duly constituted quorum of the North Pole City Council this  
75 \_\_\_\_ day of December 2021.

76  
77  
78  
79 \_\_\_\_\_  
80 Michael W. Welch, Mayor

81  
82 ATTEST:

83  
84  
85 \_\_\_\_\_  
86 Melissa Dionne, City Clerk

PASSED/FAILED Yes: No: Absent:
---

Sponsored by: Mayor Welch & Chief Dutra  
Introduced: December 13, 2021

**CITY OF NORTH POLE  
ORDINANCE NO. 2021-22**

**AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING TITLE 10 VEHICLES  
AND TRAFFIC**

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

**WHEREAS**, the City of North Pole wishes for its streets to remain as safe a possible for its constituents; and

**WHEREAS**, the City of North Pole wishes to retain the status quo within the city of North Pole whereby all-purpose vehicles are prohibited from traveling on public roadways and to opt-out of regulations recently adopted by the State of Alaska Department of Public Safety (DPS) which permit all-purpose vehicle use on public roadways. Authority for the DPS adopting these newly enacted regulations is found under AS 28.05.011.

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

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

**Section 2.** North Pole Municipal Code Title 10, entitled "Vehicles and Traffic", be amended by adding a new Section 10.04, entitled "Exception- Prohibition of all-purpose vehicles traveling on public roadways", to read as follows [new text in red]:

**Title 10  
VEHICLES AND TRAFFIC  
Chapters:**

10.01 State Regulations Adopted

10.02 Motor Vehicle Impoundment and State Forfeiture

10.03 Restrictions on Certain Vehicles

**10.04 Exception- Prohibition of all-purpose vehicles traveling on public roadways**

**10.04.010 Exception- Prohibition of all-purpose vehicles traveling on public roadways.  
No driver of an all-purpose vehicle may travel on a public roadway within the city of North Pole. The city of North Pole adopts all state traffic regulations that otherwise reference or**

39 define "all-purpose vehicle" as they presently exist and as they may be revised in the  
40 future as part of the traffic code for the city of North Pole.  
41

42 **Section 3. Effective Date.** This ordinance shall become effective the day after the date  
43 of its passage.  
44

45  
46  
47 ADOPTED THE \_\_\_\_\_ DAY OF December 2021.  
48  
49

50  
51 \_\_\_\_\_  
52 Mayor: Michael W. Welch

53 ATTEST:  
54

55 \_\_\_\_\_  
56 Melissa Dionne  
57 City Clerk  
58



**CITY OF NORTH POLE  
ORDINANCE NO. 2021-23**

**AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING THE LEAVE POLICY  
AND PAY SCALE FOR CITY OF NORTH POLE EMPLOYEES**

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

**WHEREAS**, the City of North Pole wishes to remain competitive with its compensation for it's employees; and

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

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

Section 2. Title 2 Chapter 36 sections 410 Leave and 470 Pay are hereby amended in the North Pole Code of Ordinances as follows: [new text in red, deleted text in ~~strikethrough-red~~] see attached

Section 3. Effective Date. This ordinance shall become effective on the first day of January 2022.

ADOPTED THE \_\_\_\_ DAY OF JANUARY 2022.

\_\_\_\_\_  
Mayor: Michael W. Welch

ATTEST:

\_\_\_\_\_  
Melissa Dionne  
City Clerk

## 2.36.410 Leave.

A. All full-time employees shall be granted leave time in hours per month, as per the following table:

Employees Hired After January 1, 1990

Employee	<del>2 years or less</del>	<del>02 – 4 years</del>	<del>5 years or more</del>
40 hrs/week	<del>10.75</del>	17.3	21.8
19-day cycle	<del>14.25</del>	23	28.75

~~Employees Hired Prior to December 31, 1989~~

Employee	<del>1 year or less</del>	<del>1 – 3 years</del>	<del>4 years or more</del>
<del>40 hrs/week</del>	<del>12</del>	<del>18</del>	<del>24</del>
<del>19-day cycle</del>	<del>17.25</del>	<del>26.25</del>	<del>34.5</del>

~~B. New employees shall not maybe be eligible for leave during their first ninety days of employment, if approved by their supervisor, although leave shall accrue from the beginning of employment.~~

**GB.** Monetary compensation (leave buy-out) can be authorized up to a maximum of eighty hours (one hundred twenty hours for personnel on the nineteen-day cycle shift) per calendar year with the approval of the department head. An employee must have sixteen hours remaining for forty-hour-per-week employees and twenty-four hours remaining for nineteen-day cycle employees after compensation in order to be eligible.

**DC.** Department heads or designees are the sole approving authority on leave. Approval considerations shall be based upon department operation requirements and the desire of the employee. Leave may be canceled or amended to allow the department to meet emergency situations. However, leave may not be canceled or amended to avoid paying overtime.

**ED.** An employee who is unable to report to work for any reason without prior approval shall report the reason for his absence to his department head as soon as possible after the time he/she is expected to report for work. Leave with pay shall be allowed on a case-by-case basis. The department head shall determine whether or not an employee's reason for

absence warrants leave with pay. It is the responsibility of the employee to provide substantiation of their reason for not appearing for work.

#### **2.36.460 Service awards.**

The Chief Executive shall provide for recognition of the faithful, effective service rendered by employees. Special recognition shall be given to those employees who have completed five, ten, fifteen and twenty years of service. (Ord. 98-12 § 2, 1998)

#### **2.36.470 Pay.**

A. All City employees in the City service excluding the Mayor, contractual employees, casual employees and temporary employees shall be paid the monthly/hourly wage in accordance with the position classification title and date of hire or range, except that employees being promoted to positions of higher pay shall receive a start date adjustment that places them at the increased salary closest to their subsequent pay scale salary. Such adjustment shall be recorded in the employee's personnel file and shall be used throughout the employee's tenure of that position. ~~Salaries of employees whose tenure exceeds the twenty-step pay plan shall receive a three annual salary increase.~~

B. Employees (excluding Fire Department personnel) working a regularly scheduled evening shift shall earn a pay differential hourly rate of \$1 (one dollar) an hour for hours worked from 3:00 p.m. to 10:00 p.m.

C. Employees (excluding Fire Department personnel) working a regularly scheduled night shift shall earn a pay differential hourly rate of \$2 (two dollars) an hour for hours worked from 10:00 p.m. to 8:00 a.m.

D. The City Council shall ~~every three years~~ review, ~~periodically~~ the pay scale to recommend cost of living increase adjustments as warranted and shall communicate back to the employees the outcome of the review. ~~Department heads will report market surveys to the City Council annually in advance of the normal budget cycle. All market surveys will use the same data source.~~

E. Employees will advance to the next pay step on the first full pay period of each year, except for those new employees hired within the last quarter of the year. Employees hired within the last quarter of the year will not be eligible for their annual step salary increases until the first full pay period in January following their one-year anniversary.

F. Professional Development Step Salary Increases. Employees may earn horizontal step increases for professional development as follows:

**Accounts Receivable/Receptionist Clerk:**

Clerk I	2 Steps
Clerk II	2 Steps
Clerk III	2 Steps
Clerk IV	2 Steps

~~City Accountant:~~

<del>Certified Public Accountant (CPA)</del>	<del>2 Steps</del>
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**Deputy Accountant:**

<b>Deputy Accountant I</b>	2 Steps
<b>Deputy Accountant II</b>	2 Steps
<b>Deputy Accountant III</b>	2 Steps
<b>Deputy Accountant IV</b>	2 Steps

**City Clerk:**

Certified Municipal Clerk (CMC)	2 Steps
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<del>Certificate in Human Resource Management</del>	<del>2 Steps</del>
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Master Municipal Clerk (MMC)	2 Steps
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~~Dispatch Admin/Exec. Assistant/Evidence Technician:~~

<del>Dispatch Admin/Exec. Assistant/Evidence Technician I</del>	2 Steps
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<del>Dispatch Admin/Exec. Assistant/Evidence Technician II</del>	2 Steps
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<del>Dispatch Admin/Exec. Assistant/Evidence Custodian III</del>	2 Steps
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Admin/Exec. Assistant/Evidence IV	2 Steps
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**Firefighter Personnel:**

~~(Engineer, Lieutenant, Captain, Deputy Fire Chief)~~

Firefighter II/EMT III	2 Steps
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Fire Apparatus Driver/Operator	2 Steps
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Fire Officer I	2 Steps
Firefighter II/MICP	2 Steps
<b>Police Officer:</b>	
Police Officer I	2 Steps
Police Officer II	2 Steps
Police Officer III	2 Steps
Police Officer IV	2 Steps
<b>Public Works Assistant:</b>	
Public Works Assistant I	2 Steps
Public Works Assistant II	2 Steps
<b>Utility Assistant:</b>	
Utility Assistant I	2 Steps
Utility Operator I	2 Steps
Utility Operator II	2 Steps
Water Treatment Level III	1 Step

Criteria for professional development will be developed by department heads coordinated with the Mayor and approved by the City Council. Current employees who meet the professional development criteria for advancement at the time of adoption of Ordinance 04-05 will be grandfathered in for longevity requirements. Initial placement in professional development track will not be cumulative and will result in two step advancements only. Police Sergeants are eligible for professional development advancement.

G. Newly hired employees shall be employed at the starting rate of the appropriate salary range. ~~However, in the case where unusual difficulty has been experienced in filling a vacancy, or when the applicant is exceptionally qualified, on approval of Council the Mayor and department head may direct the starting salary above the minimum. Credit for prior years of similar service may be granted at the rate of two prior years of experience for one horizontal step increment.~~

H. Promotions. An employee who has received a promotion shall move ~~up the pay scale but may not vertically to the position classification slot designated in the step code~~

~~promotion title. No vertical promotion shall exceed \$500 (five hundred dollars) a month increase. An employee shall be moved to the next highest slot under the promotion limit.~~

## Police Department

Position		Year/Step																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Chief	Hourly	39.53	40.72	41.94	43.20	44.49	45.83	47.20	48.62	50.08	51.58	52.35	53.14	53.93	54.74	55.56	56.40	57.24	58.10	58.97	59.86
	Monthly	6852	7,057	7,269	7,487	7,712	7,943	8,181	8,427	8,680	8,940	9,074	9,210	9,349	9,489	9,631	9,776	9,922	10,071	10,222	10,375
	Yearly	82,222	84,689	87,230	89,847	92,542	95,318	98,178	101,123	104,157	107,282	108,891	110,524	112,182	113,865	115,573	117,306	119,066	120,852	122,665	124,505
Lieutenant		36.01	37.09	38.20	39.35	40.53	41.75	43.00	44.29	45.62	46.98	47.69	48.41	49.13	49.87	50.62	51.38	52.15	52.93	53.72	54.53
		6242	6429	6622	6821	7025	7236	7453	7677	7907	8025	8146	8268	8392	8518	8646	8775	8907	9041	9176	9314
		74,901	77,148	79,462	81,846	84,302	86,831	89,435	92,119	94,882	97,729	99,194	100,682	102,193	103,726	105,281	106,861	108,464	110,090	111,742	113,418
Sergeant		33.00	33.99	35.01	36.06	37.14	38.26	39.40	40.59	41.80	43.06	43.70	44.36	45.02	45.70	46.39	47.08	47.79	48.50	49.23	49.97
		5720	5,892	6,068	6,250	6,438	6,631	6,830	7,035	7,246	7,463	7,575	7,689	7,804	7,921	8,040	8,161	8,283	8,407	8,533	8,661
		68,640	70,699	72,820	75,005	77,255	79,573	81,960	84,419	86,951	89,560	90,903	92,267	93,651	95,055	96,481	97,928	99,397	100,888	102,402	103,938
Detective Corporal		31.00	31.93	32.89	33.87	34.89	35.94	37.02	38.13	39.27	40.45	41.05	41.67	42.29	42.93	43.57	44.22	44.89	45.56	46.24	46.94
		31.00	31.93	32.89	33.87	34.89	35.94	37.02	38.13	39.27	40.45	41.05	41.67	42.29	42.93	43.57	44.22	44.89	45.56	46.24	46.94
		5373	5,534	5,700	5,871	6,047	6,229	6,416	6,608	6,806	7,011	7,116	7,222	7,331	7,441	7,552	7,666	7,781	7,897	8,016	8,136
Officer		28.00	28.84	29.71	30.60	31.51	32.46	33.43	34.44	35.47	36.53	37.08	37.64	38.20	38.78	39.36	39.95	40.55	41.15	41.77	42.40
		4853	4,999	5,149	5,303	5,462	5,626	5,795	5,969	6,148	6,332	6,427	6,524	6,622	6,721	6,822	6,924	7,028	7,134	7,241	7,349
		58,240	59,987	61,787	63,640	65,550	67,516	69,542	71,628	73,777	75,990	77,130	78,287	79,461	80,653	81,863	83,091	84,337	85,602	86,886	88,189
Recruit Officer		26.00	26.78																		
		4,507	4,642																		
Evidence Custodian		24.00	24.72	25.46	26.23	27.01	27.82	28.66	29.52	30.40	31.31	31.78	32.26	32.74	33.24	33.73	34.24	34.75	35.28	35.80	36.34
		4,160	4,285	4,413	4,546	4,682	4,823	4,967	5,116	5,270	5,428	5,509	5,592	5,676	5,761	5,847	5,935	6,024	6,114	6,206	6,299
		49,920	51,418	52,960	54,549	56,185	57,871	59,607	61,395	63,237	65,134	66,111	67,103	68,110	69,131	70,168	71,221	72,289	73,373	74,474	75,591
Executive Assistant		22.60	23.28	23.98	24.70	25.44	26.20	26.99	27.80	28.63	29.49	30.37	31.28	32.22	33.19	34.18	35.21	36.27	37.35	38.47	39.63
		3,917	4,035	4,156	4,281	4,409	4,541	4,678	4,818	4,962	5,111	5,188	5,266	5,345	5,425	5,506	5,589	5,673	5,758	5,844	5,932
		47,008	48,418	49,871	51,367	52,908	54,495	56,130	57,814	59,548	61,335	62,255	63,189	64,136	65,098	66,075	67,066	68,072	69,093	70,130	71,182
Administrative Assistant		19.00	19.57	20.16	20.76	21.38	22.02	22.68	23.37	24.07	24.79	25.16	25.54	25.92	26.31	26.70	27.10	27.51	27.92	28.34	28.77
		3,293	3,392	3,494	3,598	3,706	3,817	3,932	4,050	4,171	4,297	4,361	4,426	4,493	4,560	4,629	4,698	4,769	4,840	4,913	4,986
		39,516	40,701	41,923	43,180	44,476	45,810	47,184	48,600	50,058	51,559	52,333	53,118	53,915	54,723	55,544	56,377	57,223	58,081	58,953	59,837

## Fire Department

Position		Year/Step																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Fire Chief	Yearly	82,223	84,690	87,230	89,847	92,543	95,319	98,179	101,124	102,641	104,180	105,743	107,329	108,939	110,573	112,232	113,915	115,624	117,358	119,119	120,906
	Monthly	6,852	7,057	7,269	7,487	7,712	7,943	8,182	8,427	8,553	8,682	8,812	8,944	9,078	9,214	9,353	9,493	9,635	9,780	9,927	10,075
	Hourly	39.53	40.72	41.94	43.20	44.49	45.83	47.20	48.62	49.35	50.09	50.84	51.60	52.37	53.16	53.96	54.77	55.59	56.42	57.27	58.13
Deputy Chief		74,906	77,153	79,468	81,852	84,307	86,837	89,442	92,125	93,507	94,909	96,333	97,778	99,245	100,733	102,244	103,778	105,335	106,915	108,518	110,146
		6,242	6,429	6,622	6,821	7,026	7,236	7,453	7,677	7,792	7,909	8,028	8,148	8,270	8,394	8,520	8,648	8,778	8,910	9,043	9,179
		36.01	37.09	38.21	39.35	40.53	41.75	43.00	44.29	44.96	45.63	46.31	47.01	47.71	48.43	49.16	49.89	50.64	51.40	52.17	52.95
Admin Asst.		38,713	39,874	41,071	42,303	43,572	44,879	46,225	47,612	48,326	49,051	49,787	50,534	51,292	52,061	52,842	53,635	54,439	55,256	56,085	56,926
		3,226	3,323	3,423	3,525	3,631	3,740	3,852	3,968	4,027	4,088	4,149	4,211	4,274	4,338	4,404	4,470	4,537	4,605	4,674	4,744
		18.61	19.17	19.75	20.34	20.95	21.58	22.22	22.89	23.23	23.58	23.94	24.30	24.66	25.03	25.40	25.79	26.17	26.57	26.96	27.37
Reccept admin		35,427	36,490	37,585	38,712	39,873	41,070	42,302	43,571	44,224	44,888	45,561	46,244	46,938	47,642	48,357	49,082	49,818	50,566	51,324	52,094
		2,952	3,041	3,132	3,226	3,323	3,422	3,525	3,631	3,685	3,741	3,797	3,854	3,912	3,970	4,030	4,090	4,152	4,214	4,277	4,341
		17.03	17.54	18.07	18.61	19.17	19.75	20.34	20.95	21.26	21.58	21.90	22.23	22.57	22.90	23.25	23.60	23.95	24.31	24.68	25.05
Captain-BC		70,556	72,673	74,853	77,098	79,411	81,794	84,248	86,775	88,077	89,398	90,739	92,100	93,481	94,884	96,307	97,751	99,218	100,706	102,216	103,750
		5,880	6,056	6,238	6,425	6,618	6,816	7,021	7,231	7,340	7,450	7,562	7,675	7,790	7,907	8,026	8,146	8,268	8,392	8,518	8,646
		25.52	26.29	27.07	27.89	28.72	29.58	30.47	31.39	31.86	32.33	32.82	33.31	33.81	34.32	34.83	35.36	35.89	36.42	36.97	37.53
Lieutenant		63,510	65,415	67,378	69,399	71,481	73,625	75,834	78,109	79,281	80,470	81,677	82,902	84,146	85,408	86,689	87,990	89,309	90,649	92,009	93,389
		5,293	5,451	5,615	5,783	5,957	6,135	6,320	6,509	6,607	6,706	6,806	6,909	7,012	7,117	7,224	7,332	7,442	7,554	7,667	7,782
		22.97	23.66	24.37	25.10	25.85	26.63	27.43	28.25	28.68	29.11	29.54	29.99	30.44	30.89	31.36	31.83	32.30	32.79	33.28	33.78
Engineer		58,611	60,369	62,180	64,046	65,967	67,946	69,985	72,084	73,165	74,263	75,377	76,507	77,655	78,820	80,002	81,202	82,420	83,657	84,911	86,185
		4,884	5,081	5,182	5,337	5,497	5,662	5,832	6,007	6,087	6,189	6,281	6,376	6,471	6,568	6,667	6,767	6,868	6,971	7,076	7,182
		21.20	21.84	22.49	23.17	23.86	24.58	25.31	26.07	26.46	26.86	27.26	27.67	28.09	28.51	28.94	29.37	29.81	30.26	30.71	31.17
Firefighter		55,599	57,267	58,985	60,755	62,577	64,455	66,388	68,380	69,406	70,447	71,503	72,576	73,665	74,770	75,891	77,029	78,185	79,358	80,548	81,756
		4,633	4,772	4,915	5,063	5,215	5,371	5,532	5,698	5,784	5,871	5,959	6,048	6,139	6,231	6,324	6,419	6,515	6,613	6,712	6,813
		20.11	20.71	21.33	21.97	22.63	23.31	24.01	24.73	25.10	25.48	25.86	26.25	26.64	27.04	27.45	27.86	28.28	28.70	29.13	29.57
Recruit FF		41,070	42,302																		
		3,423	3,525																		
Overhire		14.85	15.30																		
		17.52																			



## Public Works / Utilities

Position	Pay period	Year/Step																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Director of City Services	Hourly	\$41.75	\$42.00	\$44.79	\$45.62	\$46.95	\$48.40	\$49.87	\$51.35	\$52.89	\$54.47	\$55.29	\$56.17	\$56.96	\$57.92	\$58.68	\$59.54	\$60.40	\$61.30	\$62.28	\$63.23
	Bi-monthly	\$8,340.00	\$8,410.20	\$8,957.41	\$9,124.97	\$9,390.20	\$9,680.20	\$9,983.13	\$10,297.78	\$10,614.16	\$10,942.21	\$11,281.84	\$11,623.16	\$11,975.91	\$12,340.74	\$12,697.44	\$13,065.44	\$13,435.10	\$13,806.27	\$14,178.94	\$14,553.17
	Monthly	\$7,216.65	\$7,357.73	\$7,677.70	\$7,907.70	\$8,164.03	\$8,400.19	\$8,649.96	\$8,890.19	\$9,125.14	\$9,354.84	\$9,579.84	\$9,800.14	\$10,016.59	\$10,229.92	\$10,440.37	\$10,648.66	\$10,854.92	\$11,059.41	\$11,262.47	\$11,464.20
	Annual	\$86,840.00	\$89,415.20	\$92,128.56	\$94,892.41	\$97,739.19	\$100,670.56	\$103,691.50	\$106,802.29	\$110,006.31	\$113,306.50	\$116,701.16	\$120,187.06	\$123,764.96	\$127,434.96	\$131,187.28	\$135,024.48	\$138,947.68	\$142,957.92	\$147,056.40	\$151,244.80
Public Works Supervisor	Hourly	\$36.75	\$37.85	\$38.99	\$40.10	\$41.30	\$42.60	\$43.88	\$45.20	\$46.50	\$47.90	\$48.67	\$49.40	\$50.18	\$50.99	\$51.66	\$52.47	\$53.23	\$54.02	\$54.83	\$55.63
	Bi-monthly	\$7,080.00	\$7,628.20	\$7,799.05	\$8,012.61	\$8,209.05	\$8,400.27	\$8,591.51	\$8,783.03	\$8,974.30	\$9,165.93	\$9,357.37	\$9,548.90	\$9,740.10	\$9,931.26	\$10,122.40	\$10,313.50	\$10,504.54	\$10,695.54	\$10,886.50	\$11,077.43
	Monthly	\$6,370.00	\$6,561.10	\$6,757.92	\$6,900.65	\$7,107.49	\$7,344.76	\$7,566.11	\$7,834.30	\$8,069.17	\$8,311.41	\$8,496.08	\$8,682.62	\$8,870.41	\$9,059.73	\$9,249.68	\$9,440.24	\$9,631.41	\$9,823.19	\$10,015.48	\$10,208.27
	Annual	\$76,440.00	\$78,733.20	\$81,095.20	\$83,529.05	\$86,033.49	\$88,618.91	\$91,273.36	\$94,011.36	\$96,831.36	\$99,736.86	\$102,732.25	\$105,818.40	\$108,995.87	\$112,264.96	\$115,625.28	\$119,077.60	\$122,621.92	\$126,259.24	\$129,990.56	\$133,815.84
Public Works Assistant	Hourly	\$29.40	\$30.49	\$31.50	\$32.24	\$33.20	\$34.20	\$35.21	\$36.20	\$37.30	\$38.40	\$39.07	\$39.60	\$40.21	\$40.85	\$41.43	\$42.00	\$42.70	\$43.38	\$44.00	\$44.69
	Bi-monthly	\$5,880.00	\$6,080.80	\$6,303.72	\$6,378.84	\$6,656.20	\$6,935.80	\$7,217.96	\$7,502.50	\$7,789.58	\$8,079.20	\$8,125.45	\$8,172.24	\$8,219.09	\$8,266.29	\$8,313.24	\$8,360.00	\$8,417.51	\$8,464.78	\$8,521.80	\$8,578.61
	Monthly	\$5,113.43	\$5,266.73	\$5,424.74	\$5,587.40	\$5,755.10	\$5,927.73	\$6,105.58	\$6,288.76	\$6,477.47	\$6,671.73	\$6,771.83	\$6,873.30	\$6,976.45	\$7,081.14	\$7,187.36	\$7,293.17	\$7,404.66	\$7,515.69	\$7,628.48	\$7,742.53
	Annual	\$61,360.00	\$63,200.80	\$65,096.85	\$67,049.75	\$69,061.23	\$71,133.00	\$73,267.04	\$75,465.06	\$77,729.08	\$80,060.48	\$81,361.80	\$82,740.77	\$84,201.77	\$85,747.30	\$87,278.14	\$88,893.36	\$90,593.66	\$92,379.99	\$94,148.81	\$95,993.95
Utility Supervisor	Hourly	\$41.75	\$42.00	\$44.79	\$45.62	\$46.95	\$48.40	\$49.87	\$51.35	\$52.89	\$54.47	\$55.29	\$56.17	\$56.96	\$57.92	\$58.68	\$59.54	\$60.40	\$61.30	\$62.28	\$63.23
	Bi-monthly	\$8,340.00	\$8,410.20	\$8,957.41	\$9,124.97	\$9,390.20	\$9,680.20	\$9,983.13	\$10,297.78	\$10,614.16	\$10,942.21	\$11,281.84	\$11,623.16	\$11,975.91	\$12,340.74	\$12,697.44	\$13,065.44	\$13,435.10	\$13,806.27	\$14,178.94	\$14,553.17
	Monthly	\$7,216.65	\$7,357.73	\$7,677.70	\$7,907.70	\$8,164.03	\$8,400.19	\$8,649.96	\$8,890.19	\$9,125.14	\$9,354.84	\$9,579.84	\$9,800.14	\$10,016.59	\$10,229.92	\$10,440.37	\$10,648.66	\$10,854.92	\$11,059.41	\$11,262.47	\$11,464.20
	Annual	\$86,840.00	\$89,415.20	\$92,128.56	\$94,892.41	\$97,739.19	\$100,670.56	\$103,691.50	\$106,802.29	\$110,006.31	\$113,306.50	\$116,701.16	\$120,187.06	\$123,764.96	\$127,434.96	\$131,187.28	\$135,024.48	\$138,947.68	\$142,957.92	\$147,056.40	\$151,244.80
Utility Operator	Hourly	\$31.00	\$32.00	\$33.00	\$33.85	\$34.80	\$35.90	\$37.00	\$38.15	\$39.25	\$40.45	\$41.05	\$41.65	\$42.30	\$42.90	\$43.55	\$44.20	\$44.85	\$45.50	\$46.25	\$47.00
	Bi-monthly	\$6,200.00	\$6,554.40	\$6,600.00	\$6,770.00	\$6,990.00	\$7,260.00	\$7,580.00	\$7,950.00	\$8,340.00	\$8,750.00	\$8,980.00	\$9,230.00	\$9,500.00	\$9,790.00	\$10,100.00	\$10,430.00	\$10,780.00	\$11,150.00	\$11,540.00	\$11,950.00
	Monthly	\$5,175.00	\$5,454.00	\$5,500.00	\$5,641.67	\$5,825.00	\$6,041.67	\$6,316.67	\$6,616.67	\$6,950.00	\$7,300.00	\$7,566.67	\$7,850.00	\$8,160.00	\$8,490.00	\$8,840.00	\$9,210.00	\$9,600.00	\$10,010.00	\$10,440.00	\$10,890.00
	Annual	\$61,440.00	\$66,414.40	\$66,000.00	\$67,699.99	\$70,459.99	\$72,577.77	\$74,749.99	\$76,992.49	\$79,302.22	\$81,681.33	\$84,131.77	\$86,659.75	\$89,274.70	\$91,974.40	\$94,764.40	\$97,644.40	\$100,614.40	\$103,674.40	\$106,824.40	\$109,974.40
Utility Assistant	Hourly	\$26.00	\$26.78	\$27.58	\$28.41	\$29.26	\$30.14	\$31.00	\$31.90	\$32.80	\$33.75	\$34.65	\$35.60	\$36.45	\$37.40	\$38.30	\$39.20	\$40.10	\$41.00	\$41.90	\$42.80
	Bi-monthly	\$5,200.00	\$5,342.40	\$5,500.00	\$5,677.80	\$5,840.00	\$6,014.00	\$6,188.00	\$6,364.00	\$6,540.00	\$6,718.00	\$6,898.00	\$7,078.00	\$7,258.00	\$7,438.00	\$7,618.00	\$7,798.00	\$7,978.00	\$8,158.00	\$8,338.00	\$8,518.00
	Monthly	\$4,500.00	\$4,451.67	\$4,583.33	\$4,728.17	\$4,920.00	\$5,120.00	\$5,316.67	\$5,518.33	\$5,725.00	\$5,936.67	\$6,153.33	\$6,375.00	\$6,601.67	\$6,833.33	\$7,070.00	\$7,311.67	\$7,558.33	\$7,810.00	\$8,061.67	\$8,313.33
	Annual	\$54,000.00	\$55,700.80	\$57,377.77	\$59,094.00	\$60,867.52	\$62,693.34	\$64,574.35	\$66,511.35	\$68,506.50	\$70,562.15	\$72,680.57	\$74,862.87	\$77,109.15	\$79,420.40	\$81,796.60	\$84,237.75	\$86,744.85	\$89,317.90	\$91,956.90	\$94,661.90
Utility & Building Clerk	Hourly	\$26.00	\$26.78	\$27.58	\$28.41	\$29.26	\$30.14	\$31.00	\$31.90	\$32.80	\$33.75	\$34.65	\$35.60	\$36.45	\$37.40	\$38.30	\$39.20	\$40.10	\$41.00	\$41.90	\$42.80
	Bi-monthly	\$5,200.00	\$5,342.40	\$5,500.00	\$5,677.80	\$5,840.00	\$6,014.00	\$6,188.00	\$6,364.00	\$6,540.00	\$6,718.00	\$6,898.00	\$7,078.00	\$7,258.00	\$7,438.00	\$7,618.00	\$7,798.00	\$7,978.00	\$8,158.00	\$8,338.00	\$8,518.00
	Monthly	\$4,500.00	\$4,451.67	\$4,583.33	\$4,728.17	\$4,920.00	\$5,120.00	\$5,316.67	\$5,518.33	\$5,725.00	\$5,936.67	\$6,153.33	\$6,375.00	\$6,601.67	\$6,833.33	\$7,070.00	\$7,311.67	\$7,558.33	\$7,810.00	\$8,061.67	\$8,313.33
	Annual	\$54,000.00	\$55,700.80	\$57,377.77	\$59,094.00	\$60,867.52	\$62,693.34	\$64,574.35	\$66,511.35	\$68,506.50	\$70,562.15	\$72,680.57	\$74,862.87	\$77,109.15	\$79,420.40	\$81,796.60	\$84,237.75	\$86,744.85	\$89,317.90	\$91,956.90	\$94,661.90

## Administration:

Position		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Mayor	Hourly	33.17	33.83	34.51	35.20	35.90	36.62	37.35	38.10	38.86	39.64	40.43	41.24	42.07	42.91	43.77	44.64	45.54	46.45	47.37	48.32
	Monthly	5750	5,865	5,982	6,102	6,224	6,348	6,475	6,605	6,737	6,872	6,975	7,079	7,186	7,293	7,403	7,514	7,627	7,741	7,857	7,975
	Yearly	69,000	70,380	71,788	73,223	74,688	76,182	77,705	79,259	80,844	82,461	83,698	84,954	86,228	87,522	88,834	90,167	91,519	92,892	94,286	95,700
City Clerk		32.48	33.45	34.46	35.49	36.56	37.65	38.78	39.95	41.14	42.38	42.39	43.02	43.67	44.32	44.99	45.66	46.35	47.04	47.75	48.47
		5630	5,799	5,973	6,152	6,336	6,527	6,722	6,924	7,132	7,239	7,347	7,458	7,569	7,683	7,798	7,915	8,034	8,154	8,277	8,401
		67,558	69,585	71,673	73,823	76,038	78,319	80,668	83,088	85,581	86,865	88,168	89,490	90,833	92,195	93,578	94,982	96,406	97,852	99,320	100,810
City Manager		42.96	44.25	45.58	46.94	48.35	49.80	51.30	52.84	54.42	56.05	56.89	57.75	58.61	59.49	60.39	61.29	62.21	63.14	64.09	65.05
		7446	7,670	7,900	8,137	8,381	8,632	8,891	9,158	9,433	9,716	9,862	10,010	10,160	10,312	10,467	10,624	10,783	10,945	11,109	11,276
		89,357	92,038	94,799	97,643	100,572	103,589	106,697	109,898	113,195	116,590	118,339	120,114	121,916	123,745	125,601	127,485	129,397	131,338	133,308	135,308
Chief Financial Officer		36.64	37.74	38.87	40.04	41.24	42.48	43.75	45.06	46.41	47.81	48.53	49.26	50.00	50.75	51.51	52.28	53.07	53.86	54.67	55.49
		6352	6,543	6,739	6,941	7,149	7,364	7,585	7,812	8,047	8,288	8,412	8,538	8,666	8,796	8,928	9,062	9,198	9,336	9,476	9,618
		76,224	78,511	80,866	83,292	85,791	88,365	91,015	93,746	96,558	99,455	100,947	102,461	103,998	105,558	107,141	108,748	110,380	112,035	113,716	115,422
HR Manager		32.06	33.02	34.01	35.03	36.08	37.17	38.28	39.43	40.61	41.83	42.46	43.10	43.74	44.40	45.06	45.74	46.43	47.12	47.83	48.55
		5557	5,724	5,895	6,072	6,255	6,442	6,635	6,834	7,040	7,251	7,359	7,470	7,582	7,696	7,811	7,928	8,047	8,168	8,290	8,415
		66,685	68,685	70,746	72,868	75,054	77,306	79,625	82,014	84,474	87,009	88,314	89,638	90,983	92,348	93,733	95,139	96,566	98,014	99,485	100,977
Deputy Accountant		29.97	30.87	31.80	32.75	33.73	34.74	35.79	36.86	37.97	39.10	39.69	40.29	40.89	41.50	42.13	42.76	43.40	44.05	44.71	45.38
		5,195	5,351	5,511	5,676	5,847	6,022	6,203	6,389	6,581	6,778	6,880	6,983	7,088	7,194	7,302	7,411	7,523	7,635	7,750	7,866
		62,338	64,208	66,134	68,118	70,162	72,266	74,434	76,667	78,967	81,336	82,556	83,795	85,052	86,328	87,622	88,937	90,271	91,625	92,999	94,394
AP/Sales Tax Clerk		22.60	23.28	23.98	24.70	25.44	26.20	26.99	27.80	28.63	29.49	29.93	30.38	30.83	31.30	31.77	32.24	32.73	33.22	33.72	34.22
		3,917	4,035	4,156	4,281	4,409	4,541	4,678	4,818	4,962	5,115	5,188	5,266	5,345	5,425	5,506	5,589	5,673	5,758	5,844	5,932
		47,008	48,418	49,871	51,367	52,908	54,495	56,130	57,814	59,548	61,335	62,255	63,189	64,136	65,098	66,076	67,066	68,072	69,093	70,130	71,182

Position	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	Range 8	Range 9	Range 10	Range 11	Range 12	Range 13	Range 14	Range 15	Range 16	Range 17	Range 18	Range 19	Range 20
Mayor	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750
Police-Chief	4558	4695	4836	4981	5130	5284	5442	5606	5774	5947	6126	6309	6499	6694	6894	7101	7314	7534	7760	7992
Fire-Chief	4558	4695	4836	4981	5130	5284	5442	5606	5774	5947	6126	6309	6499	6694	6894	7101	7314	7534	7760	7992
City Accountant	4558	4695	4836	4981	5130	5284	5442	5606	5774	5947	6126	6309	6499	6694	6894	7101	7314	7534	7760	7992
Director of City Svcs	4558	4695	4836	4981	5130	5284	5442	5606	5774	5947	6126	6309	6499	6694	6894	7101	7314	7534	7760	7992
	26.30	27.09	27.90	28.74	29.60	30.49	31.40	32.35	33.32	34.32	35.35	36.41	37.50	38.62	39.78	40.97	42.20	43.47	44.77	46.12
Position	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	Range 8	Range 9	Range 10	Range 11	Range 12	Range 13	Range 14	Range 15	Range 16	Range 17	Range 18	Range 19	Range 20
Police-Lt.	4199	4325	4455	4588	4726	4868	5014	5164	5319	5479	5643	5812	5987	6166	6351	6542	6738	6940	7149	7363
Dep Fire Chief	4199	4325	4455	4588	4726	4868	5014	5164	5319	5479	5643	5812	5987	6166	6351	6542	6738	6940	7149	7363
City Clerk	4199	4325	4455	4588	4726	4868	5014	5164	5319	5479	5643	5812	5987	6166	6351	6542	6738	6940	7149	7363
Deputy Accountant	4199	4325	4455	4588	4726	4868	5014	5164	5319	5479	5643	5812	5987	6166	6351	6542	6738	6940	7149	7363
HR	4199	4325	4455	4588	4726	4868	5014	5164	5319	5479	5643	5812	5987	6166	6351	6542	6738	6940	7149	7363
	24.23	24.96	25.71	26.48	27.27	28.09	28.93	29.80	30.69	31.61	32.56	33.54	34.55	35.58	36.65	37.75	38.88	40.05	41.25	42.49
Position	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	Range 8	Range 9	Range 10	Range 11	Range 12	Range 13	Range 14	Range 15	Range 16	Range 17	Range 18	Range 19	Range 20
Records Mgr/Archivist	3124	3218	3314	3414	3516	3622	3730	3842	3957	4076	4198	4324	4454	4588	4725	4867	5013	5163	5318	5478
AR, AP, Utility Billing Clerk	3124	3218	3314	3414	3516	3622	3730	3842	3957	4076	4198	4324	4454	4588	4725	4867	5013	5163	5318	5478
Admin Asst	3124	3218	3314	3414	3516	3622	3730	3842	3957	4076	4198	4324	4454	4588	4725	4867	5013	5163	5318	5478
Evidence Cust/Dispr	3124	3218	3314	3414	3516	3622	3730	3842	3957	4076	4198	4324	4454	4588	4725	4867	5013	5163	5318	5478
	18.02	18.56	19.12	19.69	20.28	20.89	21.52	22.16	22.83	23.51	24.22	24.94	25.69	26.46	27.26	28.07	28.92	29.78	30.68	31.60
Position	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	Range 8	Range 9	Range 10	Range 11	Range 12	Range 13	Range 14	Range 15	Range 16	Range 17	Range 18	Range 19	Range 20
Public Works Supervisor	4100	4223	4350	4480	4615	4753	4896	5042	5194	5350	5510	5675	5846	6021	6202	6388	6579	6777	6980	7189
	23.65	24.36	25.09	25.84	26.62	27.42	28.24	29.09	29.96	30.86	31.78	32.74	33.72	34.73	35.77	36.85	37.95	39.09	40.26	41.47
Public Works Assistant	3515	3620	3729	3841	3956	4075	4197	4323	4453	4586	4724	4866	5012	5162	5317	5476	5641	5810	5984	6164
	20.27	20.88	21.50	22.15	22.81	23.50	24.20	24.93	25.68	26.45	27.24	28.06	28.90	29.77	30.66	31.58	32.53	33.50	34.51	35.54
Utility Supervisor	4100	4223	4350	4480	4615	4753	4896	5042	5194	5350	5510	5675	5846	6021	6202	6388	6579	6777	6980	7189
	23.65	24.36	25.09	25.84	26.62	27.42	28.24	29.09	29.96	30.86	31.78	32.74	33.72	34.73	35.77	36.85	37.95	39.09	40.26	41.47
Utility Operator	3708	3819	3934	4052	4173	4299	4428	4560	4697	4838	4983	5133	5287	5445	5609	5777	5950	6129	6313	6502
	21.39	22.03	22.69	23.37	24.07	24.80	25.54	26.31	27.10	27.91	28.75	29.61	30.50	31.41	32.35	33.32	34.32	35.35	36.42	37.51
Utility Assistant	3515	3620	3729	3841	3956	4075	4197	4323	4453	4586	4724	4866	5012	5162	5317	5476	5641	5810	5984	6164
	20.27	20.88	21.50	22.15	22.81	23.50	24.20	24.93	25.68	26.45	27.24	28.06	28.90	29.77	30.66	31.58	32.53	33.50	34.51	35.54
Position	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	Range 8	Range 9	Range 10	Range 11	Range 12	Range 13	Range 14	Range 15	Range 16	Range 17	Range 18	Range 19	Range 20
Police Sergeant	4077	4199	4325	4455	4589	4726	4868	5014	5165	5320	5479	5644	5813	5987	6167	6352	6542	6739	6941	7149
	23.52	24.23	24.95	25.70	26.47	27.27	28.08	28.93	29.79	30.69	31.61	32.56	33.53	34.54	35.58	36.64	37.74	38.87	40.04	41.24
Police Detective	3945	4063	4185	4311	4440	4573	4711	4852	4997	5147	5302	5461	5625	5793	5967	6146	6331	6520	6716	6918
	22.75	23.43	24.14	24.86	25.61	26.37	27.16	27.98	28.82	29.68	30.57	31.49	32.44	33.41	34.41	35.44	36.51	37.60	38.73	39.89
Police Officer	3838	3953	4072	4194	4320	4449	4583	4720	4862	5008	5158	5313	5472	5636	5805	5979	6159	6344	6534	6730
	22.14	22.80	23.49	24.19	24.92	25.67	26.44	27.23	28.05	28.89	29.75	30.65	31.57	32.51	33.49	34.49	35.53	36.59	37.69	38.82
Position	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	Range 8	Range 9	Range 10	Range 11	Range 12	Range 13	Range 14	Range 15	Range 16	Range 17	Range 18	Range 19	Range 20
Fire Captain	4077	4199	4325	4455	4589	4726	4868	5014	5165	5320	5479	5644	5813	5987	6167	6352	6542	6739	6941	7149
19 day cycle	17.70	18.23	18.78	19.34	19.92	20.52	21.13	21.77	22.42	23.09	23.79	24.50	25.24	25.99	26.77	27.58	28.40	29.26	30.13	31.04
Fire Lieutenant	3932	4050	4171	4297	4426	4558	4695	4836	4981	5130	5284	5443	5606	5774	5948	6126	6310	6499	6694	6895
	17.07	17.58	18.11	18.65	19.21	19.79	20.38	20.99	21.62	22.27	22.94	23.63	24.34	25.07	25.82	26.59	27.39	28.21	29.06	29.93
Fire Engineer	3838	3953	4072	4194	4320	4449	4583	4720	4862	5008	5158	5313	5472	5636	5805	5979	6159	6344	6534	6730
	16.66	17.16	17.67	18.20	18.75	19.31	19.89	20.49	21.10	21.74	22.39	23.06	23.75	24.47	25.20	25.96	26.73	27.54	28.36	29.21
Firefighter	3347	3447	3551	3657	3767	3880	3996	4116	4240	4367	4498	4633	4772	4915	5063	5215	5371	5532	5698	5869
	14.53	14.97	15.41	15.88	16.35	16.84	17.35	17.87	18.41	18.96	19.53	20.11	20.72	21.34	21.98	22.64	23.32	24.02	24.74	25.48

(Ord. 19-07 § 2, 2019; Ord. 17-17 § 2, 2017; Ord. 17-09 § 2, 2017; Ord. 16-18 § 2, 2016; Ord. 16-17 § 2, 2016; Ord. 15-18 § 2, 2015; Ord. 15-17 § 2, 2015; Ord. 15-03 § 2, 2015; Ord. 14-23 § 2, 2014; Ord. 14-22 § 2, 2014; Ord. 10-09



§ 2, 2010; Ord. 10-02 § 2, 2010; Ord. 08-13 § 2, 2008; Ord. 04-05 § 2, 2004; Ord. 01-12 § 2, 2001; Ord. 01-09 § 2, 2001; Ord. 00-03 § 2, 2000; Ord. 99-1 § 2, 1999; Ord. 98-12 § 2, 1998)

- I. Merit increases: Merit increase may be granted, by Mayor and Department Head, or just Mayor if it is a Department Head, when an employee performs above and beyond their job description. Merit increases may be given for exceptional performance, saving the city money, acts of exemplary service, special achievement award, and or similar action deemed worthy by the Department Head and the Mayor. These merit increase can be permanent or for a set period of time as determined by the Mayor and the Department Head.
- J. Acting Pay: Acting pay will be granted to ANY employee who covers the essential job duties of a vacated position for more than 30 days or other special circumstances as determined by the Mayor and Department Head. Acting Pay will be set at a 2 Step increase.



# North Pole Police Department

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



December 8, 2021

To: Honorable Mayor Welch  
North Pole Council Members

Re: Council approval to accept 2020 Edward Byrne Memorial Justice Assistance Grant Funds in the amount of \$99,522.00.

I would like the council to approve the 2020 Edward Byrne Memorial Justice Assistance Grant Funds in the amount of \$99,522.00 for the 2020-2021 grant cycle and authorize the Mayor to sign this grant. This amount covers the period between October 1, 2021 and September 30, 2022.

These funds will cover most of the costs associated with the Detective assigned to the Statewide Drug Enforcement Unit for this period. Our drug enforcement efforts in this unit are vital to the ongoing effort to combat illicit drug and alcohol importation into our communities.

We have been thankful for the council and the state of Alaska's support as we continue our efforts. We have been in this unit since 2008 and we have seen tremendous results over this 13 year period.

Thank you for your time.

Chief Steve Dutra

**STATE OF ALASKA**  
**Department of Public Safety**  
**Office of the Commissioner**  
**Grants Administration**

**GRANT AWARD**

GRANTEE	DEPARTMENT		
NAME: City of North Pole ADDRESS: 125 Snowman Lane CITY: North Pole, AK 99705	NAME: Department of Public Safety ADDRESS: 5700 E. Tudor Road CITY: Anchorage, AK 99502		
CONTACT: Jeremy Lindhag TITLE: Lieutenant	CONTACT: Becca Wilson TITLE: Grant Administrator II		
PHONE: 907-488-6902 EMAIL: <a href="mailto:jlindhag@northpolicepolice.org">jlindhag@northpolicepolice.org</a>	PHONE: (907) 269-5083 EMAIL: <a href="mailto:becca.wilson@alaska.gov">becca.wilson@alaska.gov</a>		
AWARD INFORMATION			
PROJECT NAME: Multi-jurisdictional Task Force PROGRAM NAME: Edward Byrne Memorial Justice Assistance Grant (JAG) FEDERAL AWARD: 2020-DJ-BX-0055 AWARD AMOUNT: <b>\$99,522.00</b> PROJECT START: October 1, 2021	GRANTEE DUNS: 082506569 GRANTEE TAX ID: 92-6001585 GRANT NUMBER: 22-20JAG-02 MATCH REQUIRED: No RISK ASSESSMENT: PROJECT END: September 30, 2022 CFDA: 16.738		
APPROVED BUDGET			
Purpose Area: Law Enforcement			
<b>COST CATEGORY</b>	<b>FEDERAL SHARE</b>	<b>MATCH SHARE</b>	<b>PROJECT TOTAL</b>
Personnel/Salary	63,036.00	-	63,036.00
Fringe Benefits	36,486.00	-	36,486.00
<b>TOTAL \$</b>	<b>99,522.00 \$</b>	<b>-</b>	<b>\$ 99,522.00</b>
AWARD AGREEMENT			
The Alaska Department of Public Safety, hereinafter called the "Department," and the <u>City of North Pole</u> , hereinafter called the "Grantee," agree as set forth herein.			
I. The work to be performed under this agreement shall <u>begin on October 1, 2019 and completed no later than September 30, 2022.</u>			
II. This Grant Award consists of this <b>1) Signature Page</b> ; and attached, <b>2) Grant Agreement</b> ; <b>3) Project Narrative</b> ; <b>4) Budget Detail</b> ; <b>Department of Justice 5) Standard Assurances</b> and <b>6) Certifications</b> .			
III. By signing this award, the grantee accepts all terms and conditions of the grant agreement in accordance with the <b>FFY19 Justice Assistance Grant (JAG) Program</b> .			
GRANTEE AUTHORIZATION	DEPARTMENT AUTHORIZATION		
NAME/TITLE: Michael Welch, Mayor	NAME/TITLE: Colonel Bryan Barlow, Director, AST		
SIGNATURE:	SIGNATURE:		
DATE:	DATE:		

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## GRANT AGREEMENT

### ARTICLE I - GOVERNING LAW

Statutory Authority: The Edward Byrne Memoria Justice Assistance Grant (JAG) Program statute is Subpart I of Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968. Title I of Public Law No. 90-351 (34 U.S.C.10101-10726), including subpart 1 of part E (34 U.S.C. 10151-10158 and 28 U.S.C. 530C(a).

### ARTICLE II - SCOPE OF WORK

- A. The Grantee agrees that it will implement in all respects the Project Description submitted with the application and is considered a part of this Grant Agreement.
- B. The Grantee agrees to make no change in the project described in the attachment and final approved application without first submitting a written request to the Department and obtaining the Department's written approval of the requested change.
- C. The Grantee shall provide all the necessary qualified personnel, material, and facilities to implement the program described herein.

### ARTICLE III – PROJECT PERIOD

- A. The term of this Grant Agreement shall be for the period of time described on the Grant Award page of this agreement and SHALL NOT BECOME EFFECTIVE UNTIL THE AGREEMENT IS FULLY SIGNED BY AN AUTHORIZED SIGNER AND RECEIVED BY THE DEPARTMENT.
- B. In the event that, due to unusual circumstances, it becomes apparent that this Grant Agreement cannot be brought to full completion within the time period set forth in the Grant Award, the Grantee shall so notify the Department in writing at least thirty (30) days prior to the termination date of this Grant Agreement. Such notice shall contain a description of the unusual circumstances causing the project to be incomplete.

### ARTICLE IV - REPORTS

#### A. Reports

In order that the Department may adequately determine the progress of the Grant Project, the Grantee shall make Progress Reports to the Department per the schedule herein. The said Reports shall be on the form provided by the Department and contain the following:

- 1. **Program Report:** A description of the work accomplished to date, the methods and procedures used, and the impact of the project. *Semi-annual* progress reports shall be submitted to the Department no later than fifteen days following the end of each report period.
- 2. **Reimbursement Requests:** The Grantee shall submit a request for reimbursement to the Department at a minimum quarterly. The Grantee will provide the Department approved documentation supporting the expenses with the request for reimbursement. This may be from the Grantee's accounting system.

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3. **Other information** specified by the Department or as may be of assistance to the Department in its evaluation, such as Project Equipment Reports.

B. Other Reports

1. The Grantee shall report any changes to key personnel to the Department within 30 days of the change.

**ARTICLE V - FINANCIAL CONSIDERATION**

- A. The Grantee must establish and maintain separate accounting for the use of grant funds. The use of funds in any manner contrary to allowable grant activities shall result in the subsequent termination of the grant and any balance of funds. It shall also result in the Grantee being required to return to the State any funds determined not allowed.
- B. The Grantee shall submit a request for reimbursement no later than 15 calendar days after the end of a calendar month. A Final Request for Reimbursement must be submitted no later than 30 calendar days following the end of the grant period.

Reimbursement Requests must be:

1. For expenses incurred within the period covered by the grant agreement;
2. For expenses incurred and paid by the Grantee within the request period specified on the Grant Award;
3. Submitted in a format provided or approved by the Department, and must be provided by a responsible signatory of the Grantee;
4. Based upon the Grantee's accounting system, a financial report generated from the accounting system must be attached to the request for reimbursement.
5. Supported by appropriate source documentation including, but not limited to: vendor billings, time sheets, travel authorizations, cancelled checks, tickets, payroll records, or other applicable information necessary to substantiate expenditures. Department staff may request copies of source documentation prior to or after payment for any Reimbursement Requests.
6. The Grantee must use direct charging on timesheets for all time spent on grant related activity or must use a methodology for the allocation of personal services costs approved by the Department. The Grantee must use a cost allocation methodology approved by the Department for any other shared costs charged to the grant and must provide the Department with appropriate documentation supporting the methodology used. The Grantee shall contact the Department for additional guidance or technical assistance.
7. No advance payments are authorized under this Agreement, unless approved by the Department.

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## ARTICLE VI - BUDGET

- A. The Department is not liable for Grantee incurred costs or services that exceed the grant agreement budget. The Department will not honor requests for excessive payments. It is the responsibility of the Grantee to secure a properly executed grant budget revision to this grant agreement when the circumstances require changes to the budget. The Grantee will in no case exceed in expenditure or in commitment the total dollar amount agreed upon in the grant agreement. The Grantee is responsible for any and all over-expenditures and for any disallowed costs that it may incur.
- B. Any change to the terms and conditions of this grant agreement must be made through a written amendment. Amendments do not take effect until signed by the Department.

## ARTICLE VII - FINANCIAL MANAGEMENT SYSTEM

- A. The Grantee and any sub-recipient shall adhere to generally accepted accounting principles. The Grantee's financial management system shall: Provide Accurate, current, and complete accounting of financial activities under this grant;
- B. Adequately identify the source and application of funds for cost reimbursable activities;
- C. Provide effective control over and accountability for all grant funds and real and personal property acquired with grant funds;
- D. Maintain separate financial records for the accounting of funds related to this grant agreement;
- E. Maintain systematic methods to for timely and appropriate resolution of audit findings or recommendations;
- F. Retain source documentation that adequately identifies the nature and use of grant funds; Allow for comparison of actual and budgeted amounts; and,
- G. The Grantee shall comply with all Federal, State, and local laws regarding the collection, deposit, payment and reporting of taxes, including obtaining an employer identification number and providing W-2 forms to employees.

## ARTICLE VIII - AUDIT REQUIREMENTS

- A. An Audit of the Grantee operations may be required by the President's Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, or the *State of Alaska Single Audit Regulations at 2 AAC 45.010 – 45.090*.
- B. A Single Audit is required when an organization is in receipt of State financial assistance that expends a cumulative total equal to or greater than \$500,000 during the entity's fiscal year under the *State of Alaska Single Audit Regulations at 2 AAC 45.010 – 45.090*.

## ARTICLE IX - TERMINATION AND MODIFICATION

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- A. The Department, by written notice to the Grantee, shall have the right to terminate this Grant Agreement if, at any time, in the judgment of the Department the provisions of this Agreement have been violated or the activities described in the Project Description have not progressed satisfactorily. In this regard, the Department may demand refund of all or part of the funds disbursed to the Grantee.
  - B. The Parties may modify any and all terms and conditions of the Grant Agreement by mutual agreement between the Grantee and the Department.

#### **ARTICLE X - CONDITIONS OF AWARD AND ACCEPTANCE**

- A. Acceptance within 45 days. Within 45 days from the issuance date of these documents to the Grantee, if the Grantee does not confirm acceptance that it will utilize the grant by signing and returning the award agreement to the Department, obligation to set aside these federal funds for use by the Grantee shall be terminated without further cause.
- B. Commencement within 60 days. If a project is not operational within 60 days of the original starting date of the grant period, the Grantee must report, by letter, to the Department the steps taken to initiate the project, the reasons for delay, and the expected starting date.
- C. Operational within 90 days. If a project is not operational within 90 days of the original starting date of the grant period, the Grantee must submit a second statement to the Department explaining the implementation delay. Upon receipt of the 90-day letter, the Department may cancel the project and request Grantor Agency approval to distribute the funds to other project areas.

#### **ARTICLE XI - CERTIFICATION**

The Grantee hereby assures and certifies that it will comply with State and Federal regulations, policies, guidelines, and requirements with respect to the acceptance and use of funds for this program. Also, the Grantee hereby assures and certifies with respect to this Grant that:

- A. The Grantee agrees to comply with the financial and administrative requirements set forth in the current edition of the Department of Justice Programs (OJP) Financial Guide, available online at <http://www.ojp.usdoj.gov/FinGuide/>.
- B. Funds made available under this Grant will not be used to supplant state or local funds but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the same purpose.
- C. The Grantee will submit all project-related contracts, subcontracts, agreements, and subsequent amendments to the Department for review and approval prior to execution.
- D. No member, officer, or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his or her tenure or for one year thereafter, will have any interest, direct or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with the program assisted

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under the grant, and the Grantee shall incorporate, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purposes of this certification.

- E. The Grantee certifies that the programs contained in its application and Project Description meet all the requirements of the 1988 Anti-Drug Abuse Act, that all information is correct, that the applicant will comply with all provisions of the Act and all other applicable Federal and State laws, regulations, and guidelines.
- F. The Grantee will complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9).
- G. The Grantee will, if required, formulate an Equal Employment Opportunity Plan (EEO) in accordance with 28 CFR 42.301, et. seq., and submit their EEO or EEO Short Form directly to the Office for Civil Rights within 60 days of the date of this agreement. If the Grantee is claiming a full or partial exemption from the EEO requirement, the Grantee must submit an EEO Certification Form to the Office for Civil Rights.
- H. The Grantee agrees to the following: to forward to the Alaska Department of Public Safety for submission to the Department for Civil Rights, Office of Justice Programs, U.S. Department of Justice any finding of discrimination against the Grantee by a federal or state court or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex and to provide meaningful access to their programs and activities to individuals who are Limited English Proficient.
- I. The Grantee assures that it will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d(c)(1)); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132); the Education Amendments of 1972 (20 U.S.C. § 1681); the Age Discrimination Act of 1975 (42 U.S.C. § 6102); and the Department of Justice regulations on the Equal Treatment for Faith-Based Organizations (28 CFR part 38).
- J. The Grantee assures that in accordance with federal civil rights laws, the Grantee shall not retaliate against individuals for taking action or participating in action to secure rights protected by the laws referenced in Article XI – O. above.

## ARTICLE XII - PROPERTY AND EQUIPMENT

### A. Management

The Grantee's procedures for managing equipment (including replacement), whether acquired in whole or in part with funds made available through this Grant, will, at a minimum, meet the following requirements:

1. Property records must be maintained which include:

- i. Description of the property;



- ii. Serial number or other identification number;
  - iii. Source of the property;
  - iv. Identification of title holder;
  - v. Acquisition date;
  - vi. Cost of property;
  - vii. Percentage of Federal participation in the cost of the property;
  - viii. Location of the property;
  - ix. Use and condition of the property; and
  - x. Disposition data, including the date of disposal and sale price.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must exist to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated by the Grantee and the Department, as appropriate.
4. Adequate maintenance procedures must exist to keep the property in good condition.
5. If authorized or required by the Department to sell the property, proper sales procedures must be established to ensure the highest possible return.

**B. Disposition**

The Grantee shall dispose of equipment when original or replacement acquired with grant funds is no longer needed for the original project or program, or for other activities currently or previously supported by a Federal agency. Disposition of equipment will be made as follows:

1. Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the Department.
2. Items with a current per unit fair market value in excess of \$5,000 may be retained or sold, and the Department shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the Department's share of the equipment. Seller is also eligible for sale costs.
3. In cases where the Grantee fails to take appropriate disposition actions, the Department may direct the Grantee to take other disposition actions.

**ARTICLE XIII - PROJECT RECORD MAINTENANCE, RETENTION, AND ACCESS**

- A. The Grantee shall maintain Grant records that disclose the amount and disposition of the total funds from all sources budgeted for the Grant Agreement period, the purpose of undertaking for which such funds were used, the amount and nature of all contributions from other sources, and such other records as the Department shall prescribe. Such records shall be preserved for a period of not less than three (3) years following completion of the project.
- B. The following shall have access to any books, documents, ledgers, papers and records of the Grantee determined to be pertinent to the purpose of making audit, examination, excerpts, and transcripts:

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1. The U. S. Department of Justice;
  2. The Comptroller General of the United States;
  3. The Department, its agents, or assigns or successors in function; and
  4. Duly authorized representatives of any of the above.

#### **ARTICLE XIV - MONITORING AND EVALUATION**

Monitoring shall be accomplished by the Department at times deemed reasonable and proper by the Department. The Department shall make every effort not to disturb or disrupt any program or activity beyond that necessary to secure relevant data and make a reasonable assessment of the Grantee's performance.

- A. Monitoring by the Department may be performed on a continuing basis throughout the grant period and may involve telephone contact, written communication, analysis of submitted reports, and on-site visits.
- B. It shall be the purpose of monitoring by the Department to reinforce, improve, and augment the Grantee's capacity to administer this grant by identifying potential problem areas and recommending corrective action to prevent deficiencies.
- C. The Department shall provide a Monitoring Report in writing to the Grantee which outlines review findings, specifies recommendations which reflect corrective action required, if any, and a due date for the corrective action to be in place.
- D. When the Department has confirmed that the appropriate corrective action has been taken, a letter shall be sent to the Grantee stating that the finding(s) has been closed.

#### **ARTICLE XV - PUBLICATION OF PROJECT ACTIVITIES AND RESULTS**

When publicizing project activities and results, the Grantee shall include the following statements:

- A. "The opinions, findings and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Public Safety or the Department of Justice."
- B. "This project was supported by a grant awarded by the Alaska Department of Public Safety, through funding from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics"

#### **ARTICLE XVI - WRITTEN DESCRIPTIONS OF PROGRAMS**

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or part with Federal funds, the Grantee shall clearly state the following:

- A. The percentage of the total cost of the program or project which is or will be financed with Federal money; and

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B. The dollar amount of Federal funds for the project or program.

However, if disclosing this information would in any way imperil the project, the Grantee is exempt from this requirement.

**ARTICLE XVII - SPECIAL TERMS, CONDITIONS, AND WAIVERS**

- A. Any funds not properly obligated by the end of the Grant Award will lapse and revert to the Department. The obligation deadline is the last day of the Grant Award period as specified in Section II of the Grant Award page of this agreement.
- B. If the Grantee is a Native Village, Native tribe or another Native tribal entity, the Grantee hereby irrevocably waives any sovereign immunity that it may possess, and consents to suit against itself and its officers, employees and agents, in the courts of the State of Alaska or any other state or federal court of competent jurisdiction, as to all claims or causes of action by the State of Alaska, or the United States or any other person arising out of or in connection with this grant award.

## **Project Narrative**

The North Pole Police Department (NPPD) is continually evaluating its efforts and successes to better achieve a proactive approach to law enforcement and meet the demands of the surrounding community and citizens of the City of North Pole. The population of the City of North Pole is 2202<sup>1</sup> which doubles daily due to 5 public schools and numerous shopping centers, restaurants, and businesses. The number of City and area residents is projected to substantially increase of the next two years due to expansion of area military bases. Serious crimes are becoming more common in the City of North Pole. There is a noticeable increase in the complexity of the criminal activity. The criminal element has been emboldened to take advantage of oft-changing State laws and substantially reduced penalties for many criminal behaviors; this has taxed law enforcement's ability to proactively root out criminal behavior and has wearied the area residents.

In 2012, a random study of 375 NPPD cases revealed 88 percent of NPPD arrests are made on perpetrators residing outside the City of North Pole; this trend continues, with a burgeoning population within and immediately surrounding the City.

Numerous high-profile drug cases have spotlighted the City of North Pole through the years. Following is a sampling of those cases. NPPD responded to a burglary of multiple apartments. Investigation revealed the suspects were targeting a drug dealer in the complex, who was using that apartment as a stash house. NPPD and the Statewide Drug Enforcement Unit (SDEU) seized a substantial quantity of a substance suspected to be crack cocaine. The City of North Pole had the first marijuana butane extraction explosion in the State of Alaska. A planned drug exchange took a bad turn and resulted in a strong-armed robbery and a shooting, which left one suspect in the hospital with gunshot wounds.

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<sup>1</sup> 2009 U.S. Census Bureau

## **Project Narrative**

A high volume of traffic passes through the City on the Richardson Highway, with AADT exceeding 17,000 vehicles in 2018, and a substantial upward trend with thousands of new personnel arriving for support operations at Eielson Air Force Base (EAFB). Housing and business construction, in and around the City, substantially leads the Interior in growth. Property crimes which tend to be fueled by the drug trade increased substantially in 2019 over previous years: burglaries in the City increased by an alarming 600% and larcenies by 20%.

Drug possession and distribution cases in North Pole schools were reduced by 30% City-wide in 2018 due to aggressive drug enforcement activities on school properties. Unfortunately, statistics for drugs violations in North Pole schools are nonexistent in 2020 due to the COVID-19 crisis, which shuttered area schools for much of the year. However, the proliferation, trafficking, and abuse of dangerous synthetic drugs, and the chronic scourge of methamphetamine, cocaine, and heroin nationwide make it critically important to keep an aggressive enforcement stance against drugs. The State saw a radical increase in the proliferation of illicit drugs just between the years 2018 and 2019, with the Statewide Drug Enforcement Unit (SDEU) reporting over a 400% increase in heroin seizures (22,943 grams), over a 250% increase in cocaine seizures (1,256 grams), and over a 20% increase in methamphetamine seizures (35,481 grams).<sup>2</sup>

NPPD, through service requests made by the Fairbanks Police Department (FPD) and the Alaska State Troopers (AST), serves not only the City proper but an area surrounding North Pole with a population in excess of 27,000 persons within a 10-mile radius. These service requests are a significant drain on patrol resources and have a significant impact on the quality of investigations and apprehension of suspects.

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<sup>2</sup> <https://dps.alaska.gov/getmedia/da3ade74-8c67-4f00-810f-89ecb460d2c0/2019-Annual-Drug-Report.pdf>

## **Project Narrative**

The North Pole area, to include the City of North Pole, has already begun to see a population explosion due to the assignment of an F-35 fighter jet squadron to EAFB with military personnel, support staff, and families flooding into the area. Thousands of further personnel arrivals are expected over the next two years as EAFB and its support staff expands. A substantial portion of this population is expected to settle in and directly around the City. NPPD expects the drug and crime rates to continue to soar with the influx of people.

To help address the needs of the community at large, the City of North Pole authorized the creation of a full-time position with the multi-jurisdictional drug unit in 2008 and has dedicated a Detective to this assignment every year since then. NPPD intends to continue this position indefinitely. NPPD's participation with SDEU has proven highly successful with every participating year.

In order to help facilitate this additional position, NPPD is requesting support from the State of Alaska Department of Public Safety pass through JAG sub-grant from Edward Byrne Memorial Justice Assistance Grant (JAG) Program to help fund a portion of the salary and benefits for FY 2022. The continuation of this position greatly enhances the City's ability to meet local law enforcement needs that will impact the criminal elements that plague our area and every community in the State of Alaska.

The goal of this position is to facilitate a joint law enforcement and prosecution effort involving multiple criminal justice agencies across several jurisdictions. These agencies share the common goal of addressing drug enforcement and violent crime problems in and around North Pole, Fairbanks and other interior Alaskan communities. NPPD wishes to enhance its abilities by fostering better communications, intelligence sharing, and coordinate activities with all Federal, State, and local law enforcement agencies in the State.

## **Project Narrative**

NPPD has demonstrated the ability to competently manage an annual budget in excess of \$2.2 million and has managed COPS, Homeland Security, Alaska Highway Safety, and JAG grants in the past. NPPD is set up to handle local, state, and federal grants through an internal record keeping system that is filed within the Department and simultaneously in the City Accountant's Office. Negotiations, awards, contracts, program/progress records/reports, procurements, invoicing, payments, time sheets, and other fiduciary aspects of grant management are in this system.

The City implements internal controls to ensure compliance with applicable laws and regulations related to all its grant-funded programs. The City recognizes grant revenues when qualifying expenditures are incurred. All of this helps the City meet the requirements of grant agreements and corresponding federal and state laws. The City's accounting system records all costs associated with each of its grants in separate, self-balancing accounts. The accounting records are used as a basis for completing required grant reports. Before posting any results, grant costs are reviewed for reasonableness, allowability, and allocability to each grant project. Grant project accounts are broken into sub-accounts by program element and cost objective. Appropriate documentation is maintained for personnel costs, fringe benefits, travel, purchases of professional services/consultants, materials, supplies and equipment, and other costs. The accounting records are subjected to annual independent financial statement and single audit.<sup>3</sup>

The City has formal procurement procedures to assure that professional services, consultants, equipment, materials, and supplies are obtained on a competitive basis and has procedures to assure that the types of contracts unacceptable to the federal government are not utilized. Quotations are reviewed to assure that the proposed price is reasonable to the contractor, the recipient, and the party providing the funding.

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<sup>3</sup> 2019 Single Audit = <https://www.northpolealaska.com/finance/page/city-north-pole-2019-audit>

## **Project Narrative**

### **3a. Project Overview**

An NPPD Detective will be assigned to SDEU and will work fulltime with AST and FPD on a joint task force. Their purpose will be to stop the flow of illegal alcohol and drugs into the State of Alaska, specifically targeting areas in and around Fairbanks and North Pole. The Interior Alaska SDEU team primarily focuses on North Pole, Fairbanks, and surrounding communities, but it also serves the surrounding area north to Utqiagvik and east to the Canadian border. The primary mission of the SDEU is to conduct investigations into the illicit importation, manufacture, and sale of drugs and bootleg alcohol. Because drug and alcohol use are invariably linked to most serious crimes, the problem requires the resources that only a multijurisdictional team can address.

To reach the desired service standard, NPPD developed specific goals and objectives, which are similar to the priorities set forth in the Alaska JAG program. This project is designed to:

1) coordinate efforts and resources from local, state, and Federal agencies through a statewide multi-jurisdictional task force; 2) interdict and seize controlled substances and alcohol that are illegally distributed throughout interior Alaska; and 3) investigate and apprehend distributors of controlled substances and illegal alcohol.



## **Project Narrative**

### **3b. Need**

In 2008, the City of North Pole and the surrounding communities understood the need to enhance the present drug enforcement efforts through better utilization of available resources, increasing communications, expanding intelligence sharing, and improving coordination by unifying our direction. The City of North Pole also recognized the correlation between illegal substances abuse and incident of crimes. In 2016, two major changes were presented which affected law enforcement, specifically narcotics enforcement: the legalization of Marijuana in the State of Alaska, and the passing of Senate Bill (SB) 91.

SB91 essentially eliminated the ability to run informants and gather intelligence. It also significantly reduced patrol level narcotics enforcement. The entire enforcement cycle relating to narcotics distribution was disrupted. These factors demonstrated an even greater need for full funding of a dedicated narcotics enforcement detectives and cooperation throughout all levels of law enforcement. These new challenges dictated the need for new techniques, including understanding the nexus between many other felony level criminal offenses (such as property crimes) which have a significant historical relationship to narcotics abuse. From 2019-2022, the North Pole area is seeing a dynamic that will likely double its population with the arrival of an F-35 squadron at EAFB. This is anticipated to substantially increase the population and further exacerbate the issues related to drug use and abuse.

Based on these understandings, NPPD has applied for funds through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. These funds are to be used for a full time detective to augment the SDEU; they will further provide approximately 50 hours of overtime so the assigned Detective will be available for call outs to routinely assist SDEU with illicit drug and alcohol interdiction. NPPD's need to be represented on this team stems from the statewide problem

## **Project Narrative**

associated with illegal drug and alcohol importation trade, and the reality that the City of North Pole is a central hub for most of the 27,000+ people who live in and around the North Pole area.

The North Pole community is significantly linked to every community in the interior. These links have been proven through the efforts of the SDEU. Low level drug users frequently move through the City of North Pole and use the City as a hub for illegal activity. NPPD's SDEU Detective has tracked drug users and dealers through the North Pole city limits and is often engaged in surveillance of illicit activity in and around the City.

Since the inception of this grant, NPPD's justification to support funding for a SDEU Detective was based on observed increases in several areas of violent crimes: particularly, robberies, burglaries, and assaults. According to Alaska's criminal justice professionals, alcohol, marijuana, cocaine, methamphetamine, heroin, and pharmaceuticals have been identified as the primary substances of abuse in Alaska and are the focus of most law enforcement efforts. According to the Department of Public Safety (DPS), Alaska has one of the highest per capita abuses of controlled substances. Abusers of controlled substances are known to be linked to violent crimes. Several high-profile cases brought this reality to the forefront in the City of North Pole.

As previously mentioned, an area wide drug dealer was utilizing an apartment in the City of North Pole as a stash house for cocaine. The apartment complex was burglarized when suspects attempted to determine the location of the stash house.

After the discovery of an outdoor marijuana grow operation in 2013, NPPD Officers maintained surveillance of the site into 2014. NPPD Officers caught the suspects replanting the crop in 2014, which resulted in the seizure of 63 juvenile marijuana plants. Further, with the legalization of marijuana in the State of Alaska, North Pole saw the first confirmed Hash Oil explosion in the State.

## Project Narrative

A substantial upward trend has been observed in felony drug possession and distribution cases in and around school properties, with the City of North Pole public schools (North Pole High School, North Pole Middle School, and Star of the North) accounting for over 90 percent of all secondary school discipline issues in the Fairbanks North Star Borough in 2019; these cases were nearly all related to illicit drugs and were discovered through the proactive presence of law enforcement engagements in the schools.

In 2020, NPPD Officers investigated an armed robbery and shooting in the City of North Pole. A planned drug transaction had deteriorated into an armed robbery attempt. A subsequent shooting left one suspect hospitalized.

Opioid drug abuse and deaths are substantially on the rise nationwide, leading President Trump and leaders of his administration to repeatedly declare Public Health Emergencies. On July 6, 2020, U.S. Department of Health and Human Services Director Alex Azar II renewed the Public Health Emergency Declaration, emphasizing that the opioid public health crisis ongoing.<sup>4</sup> A steady increase in opioid deaths in Alaska has brought added urgency to the drug task forces duties.

Since 2017, NPPD and SDEU have identified several areas where statewide drug use has spiked. Afore-mentioned numbers have shown an alarming rise in quantities of illicit drugs seized in recent years. As previously noted, the SDEU saw unprecedented increases of illegal opioid seizures in 2019, with over a 400% increase in heroin seizures over the previous year. Abuse of dangerous synthetic drugs such as fentanyl, hydrocodone, oxycodone, oxymorphone, morphine, and codeine continues to soar.

Changes in the State's laws, notoriously known as SB91, have hindered statewide drug enforcement efforts. The ability to leverage felony drug possession cases to help identify high level

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<sup>4</sup> <https://www.hhs.gov/emergency/news/healthactions/phe/Pages/opioid-6jul2020.aspx>

## **Project Narrative**

dealers has been greatly reduced and have caused agencies in the State to turn to other tools to combat illicit drug trafficking. This Law was somewhat changed in 2019, but its effects are still keenly felt.

NPPD's SDEU Detective has diligently worked with Federal, State, and local law enforcement, together with State prosecutors, to help combat illicit drug use and alcohol importation. The Fairbanks SDEU Supervisor has continually emphasized that NPPD's SEDU Detective is a vital part of the team and his contributions are important to the continued success of the unit. Historical records of NPPD's SDEU Detectives have indicated that they have not been able to work all assigned cases within normally assigned hours. NPPD seeks to address this issue with a request of 50 hours of overtime for the SDEU Detective.

The City of North Pole recognizes that many illegal activities do not complete their criminal cycle within City boundaries. Many of residents are victimized by offenders who leave the City and conclude their business in outlying jurisdictions. NPPD's ability to penetrate and disrupt these cycles is imperative to their success in protecting its residents. Sharing resources and intelligence with other jurisdictions to infiltrate and disrupt these offenders and their illegal activities is critical. NPPD's mandate to reduce the number of violent crimes within its jurisdiction is of such a need that they must combine efforts with other jurisdictions. SDEU fills this need because it creates the necessary multi-jurisdictional focus on the criminal element in our community. Without such a multi-jurisdictional task force, these cross-jurisdictional crimes, as listed above, will continue with little or no knowledge of bordering agencies infected by the same criminal drug elements.

## **Project Narrative**

### **3c. Project Activities**

NPPD's goals and objectives for this project are to continue to participate in the SDEU program by securing funds to augment our budget in FY 2022. NPPD's participation in street level drug enforcement and the multijurisdictional task force program will concentrate on enforcement and prosecution of illegal drug and alcohol crimes, particularly drug and alcohol trafficking. NPPD met this goal in FY 2021 by maintaining its participation efforts in SDEU.

Continued support of the program currently in place has proven highly beneficial, and serves to coordinate NPPD's law enforcement efforts with AST, FPD, University Police, Airport Police, Fort Wainwright Police, EAFB Security Forces, and Federal agencies in a multijurisdictional effort to curb drug, alcohol, and related crimes on a regional and local basis.

The objectives have been met each year. NPPD's current and past SDEU Detectives have enhanced cross-jurisdictional information sharing by supplying NPPD's Officers with vital information related to current North Pole cases. SDEU detectives have been a vital link in closing the gap between agencies that has existed for years.

NPPD's SDEU Detective has been instrumental in facilitating collaboration and increased communication on drug related cases; these cases have also frequently proven to be related to other serious crimes within the City of North Pole.

## **Project Narrative**

### **3d. Performance Measures / Evaluation**

**Goal #1:** Participate in the SDEU program and assist with intelligence gathering, undercover operations, case work and arrests.

**Objective:**

1. Reaffirm the appointment of NPPD's Detective to the SDEU position and allocate necessary budget monies to fund the position remaining costs for the fiscal year.

**Performance Measures:**

1. Reaffirm the appointment of one NPPD Detective to SDEU.
2. Approval of funds in the FY 2022 budget to offset actual costs.

During the past year, NPPD used the Byrne funds to pay personnel and fringe benefit costs for its SDEU Detective. The SDEU Detective assisted with intelligence gathering and undercover operations, resulting in an increased case load and number of violator arrests. In previous years, NPPD's SDEU Detective was instrumental in bolstering ephedrine monitoring, as it is commonly used in the production of methamphetamine.

**Goal #2:** Facilitate and improve information sharing between Federal, State, and local law enforcement agencies.

**Objectives:**

1. Maintain current strategies to increase information sharing abilities between Federal, State and local law enforcement to decrease criminal activity involving drugs and alcohol.
2. Maintain strong, permanent partnerships with Federal, State, and local law enforcement.

**Performance Measures:**

1. Maintain Memorandums of Agreement (MOAs) with various law enforcement agencies.

## **Project Narrative**

2. SDEU Detective facilitates training and education of all NPPD personnel. Training will be focused on increasing the quality of collection and data entry abilities of patrol Officers and Detectives.
3. Data sharing between groups will be evaluated for efficiency.

NPPD has maintained the Memorandums of Agreement with all participating agencies.

Improving information sharing is an ongoing process. NPPD has continued to seek ways to improve this process and allow Patrol Officers access to SDEU drug information. The NPPD SDEU Detective conducted numerous briefings with various shifts of NPPD Patrol personnel, discussing what clues to look for during traffic contacts, who the local drug pushers and users were, and better ways to improve data entry procedures for police contacts.

**Goal #3:** Maintain or increase the number of arrests and successful prosecution of violations of State alcohol and drug laws.

### **Objectives:**

1. Facilitate the exposure of underground, illicit drug, and alcohol culture within the Interior of Alaska.
2. Reduce illegal alcohol and/or drug use within the North Pole and Fairbanks area.

### **Performance Measure:**

1. Increase or maintain the number of arrests of illegal alcohol or drug use, possession, distribution, and or importation.

NPPD's SDEU Detective has had regular exposure to underground illicit drug use through intelligence sharing with other agencies, partnering with agencies to conduct traffic stops on drug buyers trafficking at known drug houses, and targeting known distributors. These activities have resulted in the seizure of guns, drugs, and money.

## **Project Narrative**

### **Deliverables**

- Reaffirm the appointment of NPPD's full time Detective to SDEU.
- Plan routine communications from NPPD SDEU Detective to NPPD Officers.
- Enforce the current policy and procedures for patrol officers to be required to forward all drug related case information to SDEU to help facilitate information sharing, specifically targeting information provided into Alaska Law Enforcement Information Sharing System.

### **Evaluation**

Evaluation for effectiveness is an ongoing process. The NPPD Lieutenant will review shift logs, reports, statistical compilations from the Records Division, and comments from NPPD meetings. His/her regular meetings with the SDEU Detective will contribute to an ongoing evaluation process.

NPPD's evaluation process includes review of statistical information regarding arrests and incidents (RMS and or APSIN) and a review of the reports from the State of Alaska District Attorney's Office regarding successful prosecutions. NPPD will engage in routine review of available statistics to chart progress toward stated objectives.

The Lieutenant will monitor each performance indicator as detailed in the Evaluation and Performance Measures. All activities will be monitored on a regular basis. Evaluation of the project will also occur through the AST SDEU Sergeant's progress reports (reports prepared for the Chief, the SDEU detective, and the City Accountant).

Time sheets, arrests and any problems will be noted and reported to DPS or other designated persons. The City Accountant will ensure all monetary records are correct and all funds and expenses are accounted for.



## **Project Narrative**

### **Project Monitoring**

The analysis components of the evaluation will be represented in required reports prepared and executed for this project. Analysis will include (but is not limited to):

1. Documentation of all hours worked by the SDEU Detective. This will be documented on time sheets, reported to the City bi-monthly, and then reported to the DPS designee as required within the grant contract.
2. Collaboration with and reports received from the SDEU Sergeant.
3. Reports submitted by the SDEU Detective and collected by NPPD. The Chief will include the program and its success and/or problems in his yearly report to the City Council, the Mayor, and the Public. This transparency will enable the City to assess the efficacy of the SDEU program.

## **PROJECT ABSTRACT**

**APPLICANT AGENCY NAME:** City of North Pole / North Pole Police

**AMOUNT REQUESTED:** \$ 132,696.00

**PROGRAM:** FFY20 Edward Byrne Memorial Justice Assistance Grant (JAG) Program

**PROJECT TITLE:** Statewide Multi-Jurisdictional Task Force Program

**PERFORMANCE PERIOD:** October 1, 2021 to September 30, 2022

**PROJECT SUMMARY:** Please provide a brief summary of the project in the box below:

The North Pole Police Department is currently committed to working with the Federal, State, and other local partners to help combat criminal enterprises which are fixated on the importation and trafficking of illicit drugs and alcohol. The primary objective of this project is to decrease the harm illicit drugs and alcohol cause to the residents of Alaska, particularly those residing in the Interior communities.

The North Pole Police Department will assign one fulltime Detective to work in the Statewide Drug Enforcement unit to facilitate a multi-jurisdictional team stationed in the Interior of Alaska. The team will work to interdict illicit drugs and alcohol, help curb organized drug racketeering, and assist in decreasing the overall drug use in the Interior through active drug interdiction. The end state will be a safer community, punctuated by an overall drop in violent and property crimes.

## PROJECT REVIEW

**This form is to be completed only by agencies that were awarded FFY19 JAG grants the previous year from the Alaska Department of Public Safety.**

**APPLICANT AGENCY NAME:**

**PROGRAM:** FFY20 Edward Byrne Memorial Justice Assistance Grant (JAG) Program

**PROJECT TITLE:** Statewide Multi-Jurisdictional Task Force Program

**PROJECT SUMMARY:** Please provide an overview of your accomplishments.

The North Pole Police Department has provided one full time Detective to work in the Statewide Drug Enforcement Unit which was crucial to the multijurisdictional team stationed in the interior of Alaska. That team worked interdicting illicit drugs and alcohol and helped curb organized drug racketeering and assisted in decreasing the overall drug use in the interior through active drug interdiction.

Throughout 2020 and 2021, the North Pole Police Department remained committed to working with our Federal, State and local partners to help combat criminal enterprises which are fixated on the importation and trafficking of illicit drugs and alcohol. The goal of this project was to decrease the harm that illicit drugs and alcohol cause to the residents of Alaska.

Over the past year, the NPPD SDEU Detective had major drug and alcohol seizures, served arrest warrants, and worked investigations that led to prosecution of significant drug dealers and users. He further supported the efforts of every police agency in the Interior, including federal partners, and fostered solid relationships and information sharing amongst all agencies.

## Applicant Agency Description

### **Project Personnel**

The Authorizing Person for this project will be Mayor Michael Welch, who has been in office for approximately three years as the Chief Executive of the City of North Pole.

Steve Dutra is the Chief of Police for the City of North Pole. Chief Dutra has served in his current position since June 2012 and oversees 15 Officers and staff, including a minimum of two major personnel grants per year. Chief Dutra will contribute up to 1 hour per month to the project to include oversight, report reviews, meetings with the North Pole Police Department Lieutenant and Alaska State Trooper SDEU Sergeant, payroll, and budget reviews with the City Accountant.

Lieutenant Jeromey Lindhag directly supervises all personnel in the North Pole Police Department. He has been the Project Director for numerous annual personnel grants. He will serve as the Project Director and will assist the SDEU Detective in coordinating flow of information between the SDEU Detective and other appropriate personnel. Lieutenant Lindhag will contribute approximately 15 hours per quarter to assist with the success of the project.

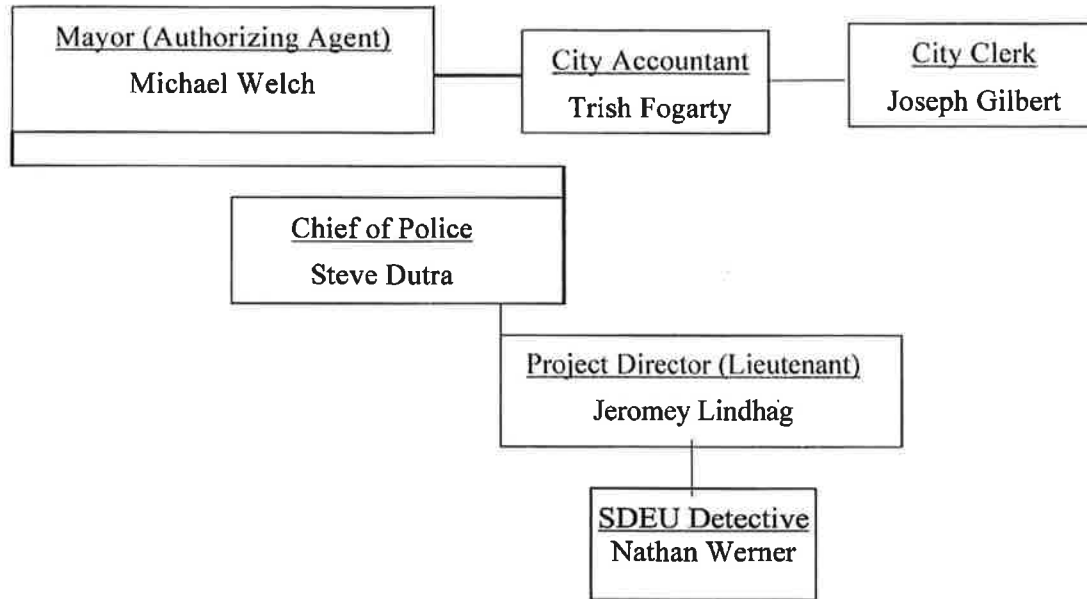
The SDEU Detective will be Nathan Werner, who has served in this role for approximately 2 years. Detective Werner will contribute 100% of his time to the project, as he is the only full-time staff associated with the funding.

The City Accountant is Tricia Fogarty, who will oversee audit and financing for the project; these tasks will include payroll, fringe benefits calculations, and audits.

Joseph Gilbert is the City Clerk; he may contribute some time to the success of the project, but this is limited to Human Resource and other related matters.

## Applicant Agency Description

### Applicant Agency Description



## PERSONNEL BUDGET DETAIL

**PERSONNEL** - List each position by title and name of employee if available. Show the monthly salary amount, number of months, and percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

POSITION TITLE/NAME	MONTHLY AMOUNT	QTY	% TIME	TOTAL
Detective Werner (Regular Wages)	\$ 6,760	12	100%	\$ 81,120
Detective Werner (Overtime Wages)	\$ 244	12	100%	\$ 2,928
				\$ -
				\$ -
				\$ -
				\$ -
SUBTOTAL				\$ 84,048.00

**FRINGE BENEFITS** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed above and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

POSITION TITLE/NAME	MONTHLY AMOUNT	QTY	% TIME	TOTAL
Detective Werner (PERS)	\$ 1,541	12	100%	\$ 18,492
Detective Werner (Medicare)	\$ 434	12	100%	\$ 5,208
Detective Werner (Health Insurance)	\$ 1,733	12	100%	\$ 20,796
Detective Werner (Worker's Comp)	\$ 346	12	100%	\$ 4,152
				\$ -
				\$ -
SUBTOTAL				\$ 48,648.00

**TOTAL**      \$ 132,696.00

## TRAVEL BUDGET DETAIL

**TRAVEL** - Itemize travel expenses of project personnel by Purpose: list type of event and traveler name(s); Dates: list dates of travel; Airfare: list from/to destinations ; Lodging: list type, cost/day x number of days = total; Per Diem: list cost/day x number of days = total ; Transportation: list type, to and from destinations.

<b>Purpose:</b>		<b>AMOUNT</b>	<b>QTY</b>	<b>TOTAL</b>
<b>Dates:</b>				
<b>Airfare:</b>				\$ -
<b>Lodging:</b>				\$ -
<b>Per diem:</b>				\$ -
<b>Transp:</b>				\$ -
<b>Sub Total</b>				\$ -

<b>Purpose:</b>		<b>AMOUNT</b>	<b>QTY</b>	<b>TOTAL</b>
<b>Dates:</b>				
<b>Airfare:</b>				\$ -
<b>Lodging:</b>				\$ -
<b>Per diem:</b>				\$ -
<b>Transp:</b>				\$ -
<b>Sub Total</b>				\$ -

<b>Purpose:</b>		<b>AMOUNT</b>	<b>QTY</b>	<b>TOTAL</b>
<b>Dates:</b>				
<b>Airfare:</b>				\$ -
<b>Lodging:</b>				\$ -
<b>Per diem:</b>				\$ -
<b>Transp:</b>				\$ -
<b>Sub Total</b>				\$ -

<b>Purpose:</b>		<b>AMOUNT</b>	<b>QTY</b>	<b>TOTAL</b>
<b>Dates:</b>				
<b>Airfare:</b>				\$ -
<b>Lodging:</b>				\$ -
<b>Per diem:</b>				\$ -
<b>Transp:</b>				\$ -
<b>Sub Total</b>				\$ -

**TOTAL**    \$    -

## CONTRACTUAL BUDGET DETAIL

**CONTRACTUAL SERVICES** - List itemized costs associated with communication services, car leases, equipment rental and maintenance, utilities, printing, advertising, postage, conference fees, etc. Monthly costs should be shown by amount per month and number of months.

[illegible]

**TOTAL \$**                     -



## SUPPLIES BUDGET DETAIL

**SUPPLIES** - List items by type (office supplies, training materials, copying paper, fuel, and expendable equipment items costing less than \$5,000 such as books, hand held tape recorders, etc.) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

[illegible]

**TOTAL \$**

## EQUIPMENT BUDGET DETAIL

**EQUIPMENT** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than one year. (e.g. vehicles, radios, computers, cameras, etc.)

DESCRIPTION	AMOUNT	QTY	TOTAL
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

**TOTAL \$ -**

## BUDGET SUMMARY

BUDGET CATEGORY	AMOUNT
Personnel	\$ 132,696.00
Travel	\$ -
Contractual	\$ -
Supplies	\$ -
Equipment	\$ -
TOTAL	\$ 132,696.00

## Budget

### Itemized Budget Detail

The following Budget Detail is based on actual cost and overtime estimates for FY2022. All figures are based on full time devotion of one Detective to the SDEU position. Figures are rounded to the nearest whole dollar.

**Personnel-** Lists the projected costs for SDEU Detective Werner's salary range and projected overtime costs for FY 2022.

Regular salary costs are projected to be \$81,120.00. This cost is based on the hourly rate of \$39.00 per hour, or \$6,760 per month multiplied by 12 months, which equals approximately \$81,120.00 per calendar year. These expenses include vacation accrual, which will be billed at the time it is used as a salary expense.

Overtime costs are projected to be \$2,925.00. This cost is based on 50 projected hours of overtime. FY 2022 hourly overtime rate for SDEU Detective Werner is \$58.50. (\$39.00 regular hourly wage x 1.5 = \$58.50 per hour) Total projected overtime cost equals \$2,925.00 (\$58.50 x 50 hours = \$2,925 divided by 12 rounded up to \$244.00 a month or \$2,928.00 annually).

The total cost estimate for salary and overtime is \$84,048.00 as shown on the following table:

Salary Costs:	\$ 81,120.00
<u>Overtime Costs:</u>	<u>\$ 2,928.00</u>
<b>Total</b>	<b>\$ 84,048.00</b>

**Fringe Benefits-** Lists the projected costs for benefits outside of regular salary and overtime. This includes retirement costs, taxes, health insurance, and worker's compensation.

Retirement costs are projected based on the standard Public Employees Retirement System (PERS) rate of 22%. Based on projected annual earnings, the retirement costs are

## Budget

projected to be \$18,489.90. ( $\$84,048.00.00 \times 22\% = \$18,489.90$ , divided by 12, rounded up is \$1,541.00 or \$18,492.00 annual).

Medicare costs are projected based on the standard rate of 6.2% of gross earnings.

Medicare costs are projected to be \$5,210.79 ( $\$84,048.00.00 \times 6.2\% = \$5,210.79$ , divided by 12 rounded down to \$434.00 or \$5,208.00 annually).

Health insurance costs are based on established costs for the City of North Pole employee health insurance plan for an employee and/or family plan. These costs are set at \$800.00 per 2-week pay period. The projected health insurance costs are projected to be \$20,800.00 (26 pay periods  $\times$  \$800.00 = \$20,800.00 divided by 12 rounded down to \$1733 or \$20,796.00 annually).

Worker's Compensation rate is based on the standard rate of 4.94% of gross earnings.

Worker's Compensation costs are projected to be \$4,151.82 ( $\$84,048.00.00 \times 4.94\% = \$4,151.82$ , divided by 12 rounded up to \$346.00 or \$4,152.00).

The total cost of Fringe Benefits is projected to be \$48,653.00, as shown on the following table:

PERS:	\$18,492.00
Medicare:	\$ 5,208.00
Health Insurance:	\$20,796.00
Worker's Compensation:	\$ 4,152.00
<b>Total</b>	<b>\$48,648.00</b>

The total cost of Personnel and Fringe Benefits combined is estimated to be \$132,696.00, as shown on the following table:

Personnel Costs:	\$ 84,048.00
Fringe Benefits Costs:	\$ 48,648.00
<b>Total</b>	<b>\$132,696.00</b>

## **Budget**

### **Budget Summary**

In summary, the increase from FY 2021 to FY 2022 is directly related to Detective Werner being a more experienced Police Officer and earning a higher wage than the prior SDEU Detective. The Personnel cost, including overtime, for SDEU Detective Werner is projected to be \$84,048.00.00. The Fringe Benefits cost is projected to be \$48,652.00. The combined total is \$132,696.00. Therefore, the grant amount requested for FY 2022 is \$132,696.00.

Personnel	\$ 84,045.00
Fringe Benefits	\$ 48,652.00
Total Direct Costs	\$132,696.00
Total Project Costs	\$132,696.00
Federal Request	\$132,696.00
Non-Federal Amount	\$ 0.00



U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

- a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
- b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
- c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by

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the Office on Violence Against Women, also may apply to an award made otherwise;

- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance--

- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C.

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- §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

7-23-21



## U.S. DEPARTMENT OF JUSTICE

### **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

#### **1. LOBBYING**

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

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

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

#### **2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

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violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)), unless such disclosure has already been made.

### 3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

### 4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by—

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and

  
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- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will—
- (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:
- For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;
- For OJP and OWW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.
- Notice shall include the identification number(s) of each affected award;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

##### 5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

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