

By: Finance Department
Adopted: September 14, 2015
Vote: Buswell, Graham, O'Barr, Wall, in favor
Sullivan-Leonard and Wilson absent

**City of Wasilla
Resolution Serial No. 15-28**

A resolution of the Wasilla City Council accepting a grant from the State of Alaska, Department of Military and Veterans Affairs, State Emergency Operations Center (SEOC), After-hours Answering Point in the amount of \$50,163.

WHEREAS, the City submitted a grant application on April 14, 2015 to the State of Alaska, Dept. of Military & VA for SEOC After-hours Answering Point assistance in the amount of \$50,163; and

NOW, THEREFORE, BE IT RESOLVED, that the Wasilla City Council accepts the State of Alaska, Dept. of Military & VA grant in the amount of \$50,163.

ADOPTED by the Wasilla City Council on September 14, 2015.


BERT L. COTTLE, Mayor

ATTEST:


KRISTIE SMITHERS, MMC, City Clerk

[SEAL]

WASILLA

• ALASKA •

CITY COUNCIL LEGISLATION STAFF REPORT

Resolution Serial No. 15-28: A resolution of the Wasilla City Council accepting a grant from the State of Alaska, Department of Military and Veterans Affairs, State Emergency Operations Center (SEOC), After-hours Answering Point in the amount of \$50,163.

Originator: Finance Department

Date: 8/31/2015

Agenda of: 9/14/2015

Route to:	Department Head	Signature	Date
X	Chief of Police		9/2/15
	Public Works Director		
	Recreation & Cultural Services Director		
X	Finance Director		9-2-15
X	Deputy Administrator		9.2.15
X	City Clerk		9.2.15

Reviewed by Mayor Bert L. Cottle:  09:03:2015

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number:

SEOC After-Hours Dispatch 001-4200-331.12-23 \$50,163

Attachments: Resolution Serial No. 15-28 (1 page)
Grant award document (2)

Summary Statement: This resolution accepts a State of Alaska, Department of Military and Veterans Affairs, State Emergency Operations Center (SEOC), After-hours Answering Point grant in the amount of \$50,163. The funds received partially fund one MatCom call-takers position.

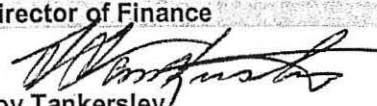
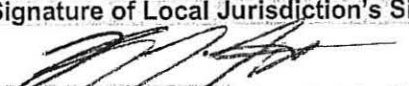
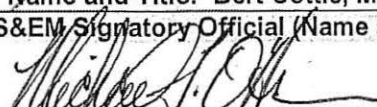
The Council adopted \$48,906 in projected revenues to be received from the State of Alaska, Department of Military and Veterans Affairs for FY2016. If Resolution Serial No. 15-28 is approved, finance will adjust the revenue budget to equal \$50,163. Expenditures have been approved through the normal budgeting process and adopted through Ordinance Serial No. 15-15(AM) within the dispatch division of the Wasilla police department.

Recommended Action: Adopt Resolution Serial No. 15-28.



**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
DIVISION OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT**

**Obligating Award Document for
State Emergency Operations Center (SEOC)
After-Hours Answering Point**

1. Agreement No. GF2016001		2. Recipient City of Wasilla		3. Award <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Amendment#		4. Employer Tax ID # 92-6010143	
5. Jurisdiction Address City of Wasilla 290 East Herning Avenue Wasilla, AK 99654				6. Issuing Office and Address Department of Military and Veterans Affairs Division of Homeland Security and Emergency Management PO Box 5750 JBER, Alaska 99505-5750 www.ready.alaska.gov			
7. Jurisdiction Project Manager: Gene Belden		Phone: 352-5402 Fax: 357-7877 Email: gbelden@ci.wasilla.ak.us		8. DHS&EM Project Manager: Mark Roberts		Phone: 428-7016 Fax: 428-7009 Email: mark.roberts@alaska.gov	
9. Effective Date of This Action July 1, 2015				10. Method of Payment: Electronic			
11. Grant Award and Deliverables (continued on reverse side of Agreement) Total Awarded Amount: \$50,163.00 (State General Funds) Performance Period – July 1, 2015 to June 30, 2016 The City of Wasilla will provide a 24 hour capable after-hours answering point through their MatCom Dispatch facility. MatCom call takers will be provided training (as needed) and a Standard Operating Procedure (SOP) (previously provided) that outlines their duties by the Division of Homeland Security and Emergency Management (DHS&EM). MatCom call takers will provide a summary report of calls taken upon transfer of the answering point back to the State Emergency Operations Center (SEOC), daily and following weekends/holidays. The City of Wasilla will participate in meetings as needed and requested by either party, to discuss operational issues. By April 15, 2016, the City of Wasilla will provide a proposed budget for operational costs for MatCom services for State Fiscal Year 2017 (July 1, 2016 – June 30, 2017). DHS&EM will provide the City of Wasilla an acknowledgement of intent to award by May 15, 2016, with an award by July 31, 2016.							
State Information:							
12. Special Conditions: Grant funds will not be reimbursed until these conditions have been met. <i>See Attachment 1 if Applicable</i> None							
13. Grant Requirements, Assurances and Agreements: (continued on reverse side of Agreement) <i>The acceptance of this award from the State of Alaska creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the conditions of the award.</i>							
14. Recipient is required to sign and return an original copy of this document to the Issuing Address in block 6, within 30 days from the date the State signs in block 17.							
15. Signature of Director of Finance  Printed Name: Troy Tankersley				Date: _____ Phone: 907-373-9080 Fax: 907-373-9085 Email: ttankerley@ci.wasilla.ak.us			
16. Signature of Local Jurisdiction's Signatory Official  Printed Name and Title: Bert Cottle, Mayor				Date: _____ Phone: 907-373-9055 Fax: 907-373-9096 Email: mayor@ci.wasilla.ak.us			
17. DHS&EM Signatory Official (Name and Title)  Michael F. O'Hare, Director				Date 6/26/2015			

11. Grant Award and Deliverables (continued from front of award)

A. Reporting Requirements: The City of Wasilla shall submit timely quarterly Financial Reports to DHS&EM. The most current forms are available online at <http://ready.alaska.gov/grants.htm> and may be reproduced. Quarterly reports are due:


Q1	July 1 – September 30	Report due October 20
Q2	October 1 – December 31	Report due January 20
Q3	January 1 – March 31	Report due April 20
Q4/Final	April 1 – June 30	Report due July 20

Financial Progress reports shall show expenditures for services. Quarterly Performance Progress reports are **not required** for this grant. The performance progress will be provided daily through the shift turnover report Tuesday through Friday. Monday's report will cover work performed over the weekend.

- B. Reimbursements: Submitted quarterly on the Financial Progress Report form. Reimbursement shall be based upon operational costs for providing service outlined and are limited to personal services costs. Reimbursement of expenditures may be requested at any time in addition to the required quarterly reporting periods. Expenditures must be supported with source documentation (e.g. copies of timesheets with name/wage/hours, cost allocation, warrants, etc.). Payroll reports that capture this information are also acceptable but must be signed and certified by the Director of Finance. Staff may not self-certify their own time and wages.
- C. Equipment needs should be requested directly to DHS&EM. If needed, equipment will be purchased and installed by DHS&EM without cost to the City of Wasilla.
- D. Penalty for Non-Compliance: For the reasons listed below, reimbursements may be partially or wholly withheld, or the award may be wholly or partly suspended, or terminated. DHS&EM shall notify the City of Wasilla of its decision in writing. The City of Wasilla must respond within 5 days of receipt of notification.
- a. Unwillingness or inability to provide service outlined in Grant Award
 - b. Inability to submit reliable and/or timely reports
- E. Sub-recipient Monitoring Policy: DHS&EM reserves the right to periodically monitor the City of Wasilla's financial policies and procedures, records, systems, means of allocating and tracking costs, maintenance of current financial data, procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), program operations, and other concerns relative to this award. This may include desk and field audits. Technical assistance is available from DHS&EM staff. DHS&EM's Monitoring Policy is available at <http://ready.alaska.gov/grants.htm>.
- F. Changes to Award: All change requests must be submitted in writing or electronically to the Project Manager, accompanied by a narrative justification and budget plan.
- G. Emergency Alert System (EAS): MatCom will conduct periodic tests of the EAS weekly throughout the period of performance. This test will utilize the Required Weekly Test (RWT) event code and will be transmitted to KFQD radio station. Additionally MatCom will conduct a quarterly on-air test of the EAS system. This test will utilize the Required Monthly Test (RMT) event code, and will be transmitted to KFQD radio station. DHS&EM will provide a schedule for these periodic tests. These tests must be performed within 15 minutes of the scheduled time. DHS&EM requires 2 days notice in the event MatCom cannot fulfill this requirement.
- H. Tsunami Warning Center Training: Call-takers and dispatchers providing after-hours answering services will attend mandatory tsunami hazard and warning training conducted at the West Coast and Alaska Tsunami Warning Center, 910 S. Felton Street, Palmer, AK. Training will be conducted by WC&ATWC and will take approximately one hour and 30 minutes to complete. The training may occur anytime during the period of performance of this grant.
- I. Non-reimbursable Expenses: No other items are reimbursable except personal services costs.

13. We, the Signatory Officials, do hereby assure and certify:

- A. The performance period for this grant award is **July 1, 2015 through June 30, 2016**. Monies may not be obligated outside of this time period.
- B. Financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project.
- C. Records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required.
- D. The signature of the Signatory Official on this Award attests to the City of Wasilla's understanding, acceptance, and compliance with Lobbying; Debarment, Suspension, and other responsibility matters; Drug-free Workplace; and Non-Supplanting requirements.
- E. Our accounting system ensures these grant funds are not commingled with other funds and accounted for individually.
- F. We have an Affirmative Action Plan/Equal Employment Opportunity Plan.
- G. Our employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.


Initials of Signatory Officials