



	Approved	Denied
Date Action Taken:	1/14/08	
Other:		
Verified by:	[Signature]	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 08-06

TITLE: AUTHORIZING THE PURCHASING OFFICER TO ISSUE AN ENGINEERING REQUEST FOR PROPOSALS FOR KNIK-GOOSE BAY ROAD TRAFFIC IMPROVEMENTS AT FERN STREET.

Agenda of: January 14, 2007
 Originator: Public Works Director

Date: January 3, 2008

Route to:	Department	Signature/Date
	Police Chief Youth Court, Dispatch, Code Compliance	
	Culture and Recreation Services Director Library, Museum, Sports Complex	
X	Public Works & Recreation Facility Maintenance Director	[Signature] 1/3/08
X	Finance, Risk Management & MIS Director Purchasing	[Signature] 1-4-08
X	Deputy Administrator Planning, Economic Development, Human Resources	[Signature] 01-04-08
X	City Clerk	[Signature]

REVIEWED BY MAYOR DIANNE M. KELLER: [Signature] 1/7/08

FISCAL IMPACT: yes \$300,000 or no Funds Available yes no
 Account name/number: Traffic Signal 08-DC-391/160-4320-432.45-36
 Attachments: FY08 Legislative Grant-Traffic Signal

SUMMARY STATEMENT: City, Borough, and State traffic planners recently met regarding the connection of Fern Street to Edlund Road. The Borough's extension of Fern Street is nearly complete. State DOT engineers are requesting traffic improvements up to and including a traffic signal at Knik-Goose Bay Road and Fern Street before the Fern Street/Edlund Road connection can be permitted. Last year, the City lobbied for funding for a future traffic signal in Wasilla. The administration has identified Fern Street as the number one priority for this funding. This action memorandum designates the FY-08 legislative grant for Knik-Goose Bay Road Traffic improvements at Fern Street.

ACTION: Authorize the purchasing officer to issue an engineering request for proposals for Knik-Goose Bay Road Traffic Improvements at Fern Street.



CITY OF WASILLA

Public Works Department
290 East Herning Avenue, Wasilla, Alaska 99654-7091
Telephone (907) 373-9010 Fax (907) 373-9011

July 31, 2007

Gail Napiha'a
Department of Commerce, Community and
Economic Development
Division of Community Advocacy
PO Box 110809
Juneau, Alaska 99811-0809

RE: FY08 Designated Legislative Grant (Municipality)
Traffic Signals

Dear Gail:

In accordance with your letter dated July 2, 2007 the following information is provided.

1. **Brief project description:** The grant funds will be utilized to design and construct traffic signal improvements in Wasilla. The location of the traffic signal improvements will be coordinated with the Alaska Department of Transportation.
2. **Contact Information:** I will be administering the grant and I can be contacted at:

Archie Giddings
Public Works Director
City of Wasilla
290 E. Herning Ave
Wasilla, Alaska 99654
Phone: 907-373-9018
Fax: 907-373-9011
Email: agiddings@ci.wasilla.ak.us

Thank you for your assistance on this project. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

Archie Giddings
Public Works Director



DEPARTMENT OF
COMMERCE
COMMUNITY AND
ECONOMIC DEVELOPMENT

Division of Community Advocacy
Grants Section

Sarah Palin, Governor
Emil Notti, Commissioner
Tara Jollie, Director

August 27, 2007

Grantee: City of Wasilla
ATTN: Dianne Keller, Mayor
Grant #: 08-DC-391
Traffic Signals

Enclosed for your file is a fully executed **Grant Agreement Cover Page** for the above referenced project, please include this with the full grant agreement that has already been sent to you. This completes your Grant Agreement. Eligible project expenditures incurred on or after the grant term start date can now be reimbursed. If you haven't done so already, please review the grant agreement carefully and make certain that you understand the requirements for administration and reporting of the project (Attachment A, #4).

Also enclosed is a blank **Financial/Progress Report** with detailed instructions. Please email me if you would like an electronic version of the Financial/Progress Report in Word and/or Excel. Financial/Progress Reports must be submitted via mail, as **we cannot accept faxed signatures** in the Grantee Certification block.

Please contact me if you have any questions.

Gail Dabaluz

Gail Dabaluz
Grants Administrator

Enclosures



RECEIVED
AUG 27 2007

Designated Legislative Grant Program Grant Agreement

Grant Agreement Number 08-DC-391		Amount of State Funds \$300,000.00	
Collocation Code(s) 8180895	Encumbrance Number/AR/Lapse Date / 6745 / 6/30/2012	Project Title Traffic Signals	
Grantee		Department Contact Person	
Name City of Wasilla		Name Gail Napiha'a	
Street/PO Box 290 East Herning Avenue		Title Grants Administrator	
City/State/Zip Wasilla, AK 99654		Street/PO Box PO Box 110809	
Contact Person Archie Giddings, Public Works Director		City/State/Zip Juneau, AK 99811-0809	
Phone 907-373-9010	Fax 907-373-9011	Phone 465-4814	Fax 465-5867

AGREEMENT

The Alaska Department of Commerce, Community and Economic Development, Division of Community Advocacy (hereinafter 'Department') and **City of Wasilla** (hereinafter 'Grantee') agree as set forth herein.

Section I. The Department shall pay the Grantee for the performance of the project work under the terms outlined in this agreement. The amount of the payment is based upon project expenses incurred, which are authorized under this Agreement. In no event shall the payment exceed **\$300,000.00**.

Section II. The Grantee shall perform all of the work required by this Agreement.

Section III. The work to be performed under this agreement begins **June 30, 2007** and shall be completed no later than **June 30, 2012**.

Section IV. The agreement consists of this page and the following:

ATTACHMENTS

- Attachment A: Scope of Work
1. Project Description
 2. Project Budget
 3. Project Narrative
 4. Project Management/Reporting
 5. Forms Packet

- Attachment B: Payment Method
Attachment C: Standard Provisions

APPENDICES

- Appendix A: Audit Regulations
Appendix B: Audit Compliance Supplement
Appendix B2: Indemnity and Insurance
Appendix C: State Laws and Regulations
Appendix D: Special Requirements and Assurances for Federally Funded Projects (if applicable)
Appendix E: Site Control
Appendix F: State Fire Marshal Review

AMENDMENTS: Any fully executed amendments to this Agreement

Grantee	Department
Signature <i>Dianne M. Keller</i>	Signature <i>Melanie Greer</i>
Printed Name and Title Dianne Keller, Mayor	Printed Name and Title Melanie Greer, Grants Administrator III
Date August 24, 2007	Date 8/21/07



DEPARTMENT OF
COMMERCE
COMMUNITY AND
ECONOMIC DEVELOPMENT

Division of Community Advocacy
Grants Section

Sarah Palin, Governor
Emil Notti, Commissioner
Tara Jollie, Director

August 14, 2007

Dianne Keller, Mayor
City of Wasilla
290 East Herning Avenue
Wasilla, Alaska 99654

RE: FY 2008 Designated Legislative Grant # 08-DC-391
Traffic Signals

Dear Ms. Keller:

In regards to the above referenced grant, I have enclosed one complete copy of the **Grant Agreement** and three copies of the agreement cover page. Once you have reviewed the agreement and approved its contents, please follow the instructions below:

1. Obtain signatures on the **four agreement cover pages** by an Authorized Signer.
2. **Mail three signed agreement cover pages** to my attention.
3. **Retain** the complete copy of the grant agreement for your files.

A fully executed agreement cover page will be mailed to you when available. Please contact me if you have any questions.

Sincerely,

Gail Nāpiha'a
Grants Administrator

Attachment A

Scope of Work

1. Project Description

The purpose of this FY 2008 Designated Legislative Grant in the amount of \$300,000.00 [pursuant to the provisions of AS 37.05.315, SLA 2007, Chapter 30, Section 1, Page 75, and Line 6] is to provide funding to City of Wasilla for use towards Traffic Signals. This project may include, but is not limited to, design and construct traffic signal improvements for the community of Wasilla. The location of the traffic signal improvements will be coordinated with the State of Alaska, Department of Transportation.

No more than five percent (5%) of the total grant award may be reimbursed for Administrative expenses for projects involving equipment purchase or repairs and no more than ten percent (10%) of the total grant award may be reimbursed for Administrative expenses for all other projects. To be reimbursed for eligible administrative costs, expenses must be reported on the Designated Legislative Grant Financial/Progress Report form.

2. Project Budget

Cost Category	Grant Funds	Total Project Cost
Program Funds	\$300,000.00	\$300,000.00

3. Budget Narrative

The Grant Funds identified above will be used to complete the project described in the above Project Description.

4. Project Management/Reporting

This project will be managed by the Grantee.

If the Grantee is a City, signatory authority for execution of the Grant Agreement and subsequent amendments is granted to the Mayor. The Mayor may delegate signatory authority for executing the Grant Agreement and amendments to others within the City government via the Signatory Authority Form. The Mayor may also designate financial and progress reporting authority via the Signatory Authority Form. Such delegation is limited to others within the City government, unless otherwise approved by the Department.

If the Grantee is not a City, signatory authority for execution of the Grant Agreement and subsequent amendments is granted to the Chief Executive Officer (CEO). The CEO may delegate authority for executing the Grant Agreement and amendments to others within the Grantee's organization via the Signatory Authority Form. The CEO may also designate financial and performance progress reporting authority via the Signatory Authority Form. Such delegation is limited to others within the Grantee's organization unless otherwise approved by the Department.

The Grantee must establish and maintain separate accounting for the use of this Grant. The use of Grant funds in any manner contrary to the terms and conditions of this Grant Agreement may result in the subsequent revocation of the grant and any balance of funds under the grant. It may also result in the Grantee being required to return such amounts to the State.

The Grantee shall submit a **Designated Legislative Grant Financial/Progress Report Form** (see attached) each month, or quarterly, with the concurrence of the Department, during the life of the Grant Agreement. Grant Financial/Progress Report Forms are **due fifteen (15) days** after the end of the month or quarter being reported. The report period is the first of the month through the last day of the month. If quarterly reporting is approved, the report period is the first day of the first month through the last day of the third month of the quarter. The final Financial/Progress Reports must be submitted within thirty (30) days following completion of the project. Under no circumstances will the Department release funds to the Grantee unless all required reporting is current.

5. Grant Forms Packet

The following page, which includes the Designated Legislative Grant Financial/Progress Report Form, is to be used by the Grantee for monthly/quarterly reporting. Additional copies of this form are available from the Department, electronically or in hard copy.