



ABERDEEN CITY COUNCIL

August 24, 2016

COUNCIL MEETING AGENDA

3rd Floor, City Hall

TRANSPORTATION BENEFIT DISTRICT BOARD MEETING (7:15 P.M.)

1. TBD Resolution 2016-03 adopting a material change policy for the Transportation Benefit District.
2. This is the date set for public hearing for the proposed changes to the TBD Annual Project Plan.
3. TBD Resolution 2016-04 adopting the amended 2016 improvement plan.

COMMITTEE OF THE WHOLE

- A. Guest Speakers
- B. Additions to Agenda
- C. Department Heads
- D. Mayor's Report
- E. Non-Standing Committee Reports

COUNCIL MEETING

- I. ROLL CALL
- II. FLAG SALUTE
- III. APPROVAL OF MINUTES
- IV. ADDITIONS / DELETIONS
- V. PUBLIC COMMENT Re: Agenda Items (Please limit your comments to 3 minutes)
- VI. FINANCE COMMITTEE
 - A. Committee Chair Report
 - B. Approval of expenditures
 1. Recommend approval of expenditures and payroll.
 - C. Reports & Communications
 - D. Ordinances
- VII. PUBLIC WORKS
 - A. Committee Chair Report
 - B. Public Hearings
 1. This is the date set for public hearing on the six month interim zoning controls adopted by Ordinance 6597 annexing the city's Charley Creek acreage zoned as Industrial.

C. Reports & Communication

1. Report from Public Works and Public Works Director recommending that the Mayor be authorized to execute a lease with Tesla to construct a Supercharger Station on the former Chevron property owned by the city.

D. Ordinances

1. Third reading of Bill No. 16-09 adopting Shoreline Master Program Updates and amending the City of Aberdeen's 1974 Shorelines Management Master Program and regulations in Chapter 16.40 of the AMC and directing that the amendments be submitted to the State Department of Ecology for review and approval.

VIII. PUBLIC SAFETY

A. Committee Chair Report

B. Reports & Communications

1. Report from Public Safety and Chief of Police recommending that the 2016 Multi-Jurisdictional Narcotics Task Force Grant be submitted and the funding accepted.

IX. SPECIAL AGENDA ITEMS

A. Reports & Communications

1. Report from Personnel and the Chief of Police recommending that the City Council adopt the revisions to the Police Sergeant job classification effective immediately.
2. Report from Personnel Committee and the Human Resources Director recommending that the City Council authorize a temporary 5% pay increase for the Human Resources Technician for additional duties assumed in the absence of the Human Resources Director.
3. Report from Personnel Committee and the Public Works Director recommending that the City Council authorize a temporary 5% pay increase for the Water Systems Manager for additional duties assumed during the vacancy of the Deputy Public Works Director.

X. CITY COUNCIL COMMENT PERIOD

XI. PUBLIC COMMENT PERIOD (Please limit your comments to 3 minutes)

XII. EXECUTIVE SESSION

The City of Aberdeen does not discriminate against or exclude anyone from participation in public meetings. Requests for assistance should be made by contacting the Finance Department at 360-537-3236, 48 hours in advance of the meeting. Thank you.

**ABERDEEN TRANSPORTATION BENEFIT DISTRICT
RESOLUTION NO. 2016-03**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ABERDEEN, STATE OF WASHINGTON, ACTING IN ITS EX-OFFICIO AND INDEPENDENT CAPACITY AS THE BOARD OF THE ABERDEEN TRANSPORTATION BENEFIT DISTRICT (TBD), ADOPTING MATERIAL CHANGE POLICY

WHEREAS, Aberdeen Transportation Benefit District Board Resolution 2012-02 authorizes amendments to annual transportation improvement plans if the TBD Board has adopted a material change policy pursuant to RCW 36.73.160;

WHEREAS, material change policies adopted under RCW 36.73.160 to address major plan changes that affect project delivery or the ability to finance the plan must at least address material changes to cost, scope, and schedule, the level of change that will require governing body involvement, how the governing body will address those changes, and requires a public hearing before making changes in the event that a transportation improvement cost exceeds its original cost by more than twenty percent; **NOW, THEREFORE**,

BE IT RESOLVED BY THE BOARD OF THE ABERDEEN TRANSPORTATION BENEFIT DISTRICT:

Section 1. Material Change to Cost. In the event an approved transportation improvement project exceeds its original cost by more than twenty percent (20%), the Board shall hold a public hearing to solicit comments from the public regarding how the cost change should be resolved. District staff shall consult with the Board Chair prior to setting the public hearing.

Section 2. Material Change to Scope. In the event the scope of a transportation improvement project materially changes from that originally anticipated at project approval, District staff shall consult with the Board Chair about the scope of such changes. The Board Chair shall determine whether or not to convene a special meeting of the Board for discussion. If the scope change will result in an increase in cost by more than twenty percent (20%) the Board shall hold a public hearing to solicit comments from the public regarding how the change of scope should be resolved.

Section 3. Material Change to Schedule. In the event that the schedule of a transportation improvement project will result in an extension of any specific project schedule by more than ninety (90) days, or, in the event that the schedule change of a transportation improvement project will result in an increase in cost by more than twenty percent (20%), the Board shall hold a public hearing to solicit comments from the public regarding how the schedule change should be resolved.

Section 4. Amendments to annual plans for additional projects – no material change. In the event that projects in the annual plan come in under budget, in lieu of carrying over funds to the following project year, the Board may amend the annual plan to include additional projects in that year if the changes in scope will not increase the cost of the scope of work in the annual plan as originally approved.

PASSED by the Board of the Aberdeen Transportation Benefit District, Aberdeen, Washington, at a special open public meeting thereof held this 24th day of August, 2016.

Erik Larson, Board Chair

ATTESTED:

Mike Folkers, Treasurer

**ABERDEEN TRANSPORTATION BENEFIT DISTRICT
RESOLUTION No. 2016 - 04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ABERDEEN,
STATE OF WASHINGTON, ACTING IN ITS EX-OFFICIO AND INDEPENDENT
CAPACITY AS THE BOARD OF THE ABERDEEN TRANSPORTATION BENEFIT
DISTRICT (TBD), ADOPTING AN AMENDED 2016 ANNUAL PROJECT PLAN.**

WHEREAS, Resolution 2012-02 authorizes substitutions and amendments to an Annual Project Plan in accordance with the material change policy adopted by the Board and the notice, hearing and other procedures described in chapter 36.73 Revised Code of Washington (RCW), including RCW 36.73.050(2)(b);

WHEREAS, the City Council of the City of Aberdeen, having held a public hearing on proposed amendments to the City of Aberdeen's 2016 TBD Annual Project Plan on August 24, 2016 at 7:15 P.M. at the City Hall in Aberdeen, Washington;

WHEREAS, any public comments in regards to the amendments to the TBD Annual Project Plan have been fully considered; **NOW, THEREFORE**,

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ABERDEEN: That the attached "2016 Amended TBD Annual Project Plan (dated August 24, 2016)" is hereby adopted.

PASSED by the Board of the Aberdeen Transportation Benefit District, Aberdeen, Washington, at a special open public meeting thereof held this 24th day of August, 2016.

Erik Larson, Board Chair

ATTESTED:

Mike Folkers, Treasurer

**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

Mayor: Erik Larson

**The Members of Your
Committee on:** Public Works and the Public Works Director

To whom was Referred: **Tesla Supercharger Agreement for former Chevron property**

Reports and Recommends as Follows: The Mayor has re-negotiated the proposed agreement with Tesla Motors Inc. that was tabled on July 13. The provision requiring the city to pay for electricity used by Tesla vehicles has been removed. The proposed lease now requires Tesla to pay for all costs of charging Tesla vehicles. The lease also requires Tesla to install infrastructure that would allow the city to add charging stations for other electric vehicles at some point in the future. The city will reimburse Tesla up to \$30,000 for the costs of installing the new infrastructure for the city. The supercharger station will be incorporated into the design of the parking lot for the Gateway Center and the city will be responsible for policing the common areas of the parking lot.

It is recommended that the Mayor be authorized to execute the attached lease agreement with Tesla Motors Inc.

Rick Sangder
Public Works Director

Council member

Council member

Reported _____, 2016

Council member

Adopted _____, 2016

Council member

16 - 09

ORDINANCE NO. _____

AN ORDINANCE ADOPTING SHORELINE MASTER PROGRAM UPDATES AND AMENDING THE CITY OF ABERDEEN'S 1974 SHORELINES MANAGEMENT MASTER PROGRAM AND REGULATIONS IN CHAPTER 16.40 OF THE ABERDEEN MUNICIPAL CODE AND DIRECTING THAT THE AMENDMENTS BE SUBMITTED TO THE STATE DEPARTMENT OF ECOLOGY FOR REVIEW AND APPROVAL

WHEREAS, the city of Aberdeen adopted a Shoreline Management Master Program and Regulations in 1974 to comply with the state Shoreline Management Act of 1971;

WHEREAS, the cities of Aberdeen, Hoquiam, and Cosmopolis obtained a grant from the state Department of Ecology in 2013 and retained AHBL Inc. and Herrera Environmental Consultants to conduct a comprehensive and coordinated update to their Master Programs;

WHEREAS, the consultants have submitted a final draft "City of Aberdeen Shoreline Master Program Update" dated May 23, 2016, to the city council for consideration;

WHEREAS, a public hearing on the draft amendments was held on July 27, 2016, and the city council has determined that the proposed updates are appropriate and fulfill the city's obligation to protect state shorelines under the Shorelines Management Act; **NOW, THEREFORE,**

BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ABERDEEN:

SECTION 1. The "City of Aberdeen Shoreline Master Program Update" dated May 23, 2016, prepared by AHBL Inc. and Herrera Environmental Consultants, and the "Shoreline Master Program Environmental Designations, Policies, and Regulations" proposed therein, is hereby approved and adopted as the "2016 Shoreline Master Program Update" for the city of Aberdeen and shall be an amendment to the 1974 City of Aberdeen Shoreline Management Master Program and Regulations in Chapter 16.40 AMC.

SECTION 2. The Community Development Director shall forward the 2016 Shoreline Master Program Update to the Washington State Department of Ecology for approval and adoption into the State Shoreline Management Master Program.

SECTION 3. PUBLICATION BY SUMMARY. The Finance Director is authorized and directed to publish the attached summary in lieu of this ordinance.

SECTION 4. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage, signing, and publication.

PASSED and APPROVED this ____ day of _____, 2016.

Erik Larson, Mayor

ATTESTED:

Mike Folkers, Finance Director

**CITY OF ABERDEEN
COMMITTEE REPORT**

MR. MAYOR:

Hon. Erik Larson

**THE MEMBERS OF
YOUR COMMITTEE ON:**

Public Safety and Chief of Police

IN REFERENCE TO:

**FFY 2016 Multi-Jurisdictional
Narcotics Task Force**

Report and recommend as follows:

The Aberdeen Police Department wishes to enter into an agreement with the Washington State Department of Community, Community Service and Housing Division, Office of Crime Victims Advocacy, Multi-Jurisdictional Narcotics Drug-Gang Task Forces to receive the SFY 2016 Multi-Jurisdictional Narcotics Task Force Grant in the amount of \$123,800 starting October 1, 2016 and ending September 30, 2017. The grant will be used to provide salaries and overtime for Grays Harbor's Multi-Jurisdictional Narcotics Task Force.

This Grant is awarded to support Multi-Jurisdictional Narcotics Task Force responses to drug investigation. This grant will continue to partially fund one Investigator from Aberdeen, one Secretary from Aberdeen, one Investigator from Hoquiam, an Investigator from the County, and a County Deputy Prosecutor.

It is our recommendation that the Narcotics Task Force Grant be submitted and the funding is accepted. That the Mayor and City staff be authorized to sign the grant and acceptance of the grant. The grant will be submitted electronically.


Robert H. Torgerson, Chief of Police

Tim Alstrom

Reported: August 10, 2016

James Cook

Pete Schave

Margo Shortt

Adopted: _____



Department of Commerce
Innovation is in our nature.

Justice Assistance Grant

FFY 2016 Multi-Jurisdictional

Drug-Gang Task Force Program

June 2016

Application Package

for

Regional Justice Assistance Grant

Multi-Jurisdictional Drug-Gang Task Forces

(October 1, 2016 through September 30, 2017)

Brian Bonlender
Director

BYRNE JUSTICE ASSISTANCE GRANT FUNDING APPLICATION FOR SFY 2016

INTRODUCTION

The Department of Commerce (COMMERCE) requests project funding applications for the Byrne Justice Assistance Grant (JAG) Multi-jurisdictional Drug-Gang Task Force Program. This program is funded by the U.S. Department of Justice, Bureau of Justice Assistance. **Application packages should be returned to COMMERCE no later than 5 p.m. on August 10, 2016. One electronic copy, with signatures, is all that is required.** If scanning of signatures into an electronic copy is not possible submit both an electronic copy and a signed hardcopy.

PROGRAM PURPOSE

Funding Purpose:

COMMERCE will provide funding support for the state's Criminal Justice System for the grant period of October 1, 2016 through September 30, 2017.

Program Description and Purpose:

To accomplish COMMERCE's JAG funding priorities, the task forces are dedicated to mid-to-upper-level investigation and interdiction efforts of criminal organizations that are focused on and engaged in criminal enterprise around gangs, guns, and drugs. The Drug-Gang Task Force Program is a partnership of federal, state, and local law enforcement and prosecutors working to eliminate criminal organizations that focus on illicit activities around gangs, guns, and drug operations. Its stated purpose is to reduce the availability, use, and trafficking of illegal drugs guns, and the profits of criminal gang and drug organizations. Task forces work across local, state, and federal jurisdictions to dismantle or disrupt mid-to-upper level criminal organizations. Their efforts will make communities safer and healthier by reducing drug availability and organized crime.

FFY 2016 AVAILABLE PROGRAM FUNDING

The total funding available to support this program, including Federal 2016 JAG funds, and de-obligated JAG carryover from prior awards, are initially projected to total \$2,105,091. Firm numbers are not expected to be available until all applications are received. Base allocations for fully compliant task force allocations are:

Program Allocations	JAG Funds	State Funds	Base Allocation
JAG Multijurisdictional Drug-Gang Task - Fully compliant	\$123,800	-0-	\$123,800

Actual funding may vary based upon the difference between actual and projected carryover, and funds withheld from task forces not able to maintain compliance with the minimum task force staffing and participation model.

Note: the allocation of actual awards at the individual contract level will distribute the award between categories of expense proportionate to the distribution the applicant makes on Form 1.

TASK FORCE MODEL COMPLIANCE FUNDING REDUCTIONS

Applicants not able to comply with the program model at the time of application will be offered reduced funding (Base Allocation specified in the previous section multiplied by the percentage in the 2nd column), or be considered ineligible for funding according to the following table:

Compliance Level	% of Base Allocation	Dedicated Personnel		Participating 'Local' Agencies* ^{4,5}
Full Compliance	100%	4.0 Law Enforcement * ¹ 1.0 Prosecutor * ² .5 Support Staff * ³		3 Agencies
Low 'Local' Agency Participation	88%	4.0 Law Enforcement * ¹ 1.0 Prosecutor * ² .5 Support Staff * ³		2 Agencies
Low 'Local' Personnel Dedication	75%	3.0 Law Enforcement * ¹ 1.0 Prosecutor * ² .5 Support Staff * ³		3 Agencies
Low in both 'Local' Agency Participation and 'Local' Personnel Dedication	63%	3.0 Law Enforcement * ¹ 1.0 Prosecutor * ² .5 Support Staff * ³		2 Agencies
Too Low – Not Eligible for Funding	0%	Any level below: 3.0 Law Enforcement * ¹ 1.0 Prosecutor * ² .5 Support Staff * ³	or	1 Agency

- *¹ Staffing standard for commissioned law enforcement personnel is four 100% dedicated officers
- *² Staffing standard for Prosecutors/Deputy Prosecutors is one 100% dedicated prosecutor, or demonstration that no task force generated case is declined due to staffing – any staffing below this level is considered “Low Local Personnel Dedication”
- *³ Staffing standard for task force administrative/support staff is one half-time individual – any staffing below this is considered “Low Local Personnel Dedication”
- *⁴ Washington State Patrol may count as a ‘Local’ agency for those task forces considered as ‘Rural’ or ‘Small Urban’ in the “Counties Like Us” reporting grouping
- *⁵ Aggregated cash contributions from jurisdictions not large enough to fully dedicate individual officers, but which are sufficient to support 90% of the full cost of a dedicated officer, may count as participation by a ‘Local’ Agency for each officer so supported

In the event that a task force’s compliance with the model falls below that specified in their application during any reporting quarter, the amount which may be reimbursed in that quarter shall be reduced in accordance with the compliance table shown above, and not be available in subsequent quarters.

Funding not disbursed in a quarter, which has not been lost due to decreased agency participation or dedicated staffing, shall be available for disbursement in the following quarter(s), but no later than the fourth quarter of the award period.

Increasing participation or staffing above that specified in the application will not increase the funds available for distribution—all funding available at the time of award already being obligated.

ELIGIBLE APPLICANTS

The current 18 JAG Multi-Jurisdictional Drug-Gang Task Forces are eligible for continuation of funding upon acceptance of the federal JAG Award's Special Conditions and, COMMERCE's Conditions contained in this Application.

MATCH REQUIREMENT

Federal funds awarded under this program do not require match with local funds. Grant program regulations require that all grant funds are subject to the provisions of the Program Policy and Procedures Manual published by COMMERCE. Program income may be treated as match. Income derived from forfeiture awards are reported as forfeitures realized (program income), not as match. Supplanting of funds, including income reported as match, is prohibited.

ALLOWABLE COSTS

Allowable uses of federal grant funds include, but are not limited to, the following:

- General salaries and personnel costs as reflected in the application and approved contract.
- Equipment and services supporting the project as reflected in the application and approved contract.
- Travel, training, and per diem at standard rates for activities supportive of the operation of the project.
- Expenditures for the purchase of evidence and information in accordance with the application and approved contract, with adoption of Federal PEPI Management Controls.

Unallowable uses of federal grant funds include, but are not limited to, the following:

- Food, beverages, or other refreshments for meetings, conferences, or training. (Prohibition does not include standard per diem when otherwise authorized.)
- Vehicle acquisition for any purpose other than patrol activities.

A fuller description of Allowable and Unallowable expenses is presented on Form 15 of this application package.

CONTRACTUAL AGREEMENTS

JAG Program sub-recipient awards will be based upon the budget, strategy, goals, and objectives provided in each application and as approved COMMERCE. The Multi-jurisdictional Drug-Gang Task Force Program sub-recipient agreements will contain special conditions requiring key task force personnel participation at scheduled Task Force Commander's Conferences; allowance of staff participation in support of COMMERCE's Task Force Peer Review Program; and timely and accurate reporting of performance-based activities reflecting work performed in achievement of the task force's stated mission, goals, and immediate objectives.

REPORTING REQUIREMENTS

Each grantee will be responsible for submitting to COMMERCE the following reports on the schedule indicated on the next page:

REPORT	SUBMISSION METHOD	DUE
Expenditure Report & Request for Reimbursement Form	USPO (Mail) OR Email	Monthly
Performance Activity Report (PAR)[Excel spreadsheet]	Email	Quarterly

Each PAR submittal should be made by the 15th day of the month following the end of the reporting period. Reimbursement vouchers (A-19 Forms) should be submitted by the 15th of the month following the reporting period.

All Multi-jurisdictional Drug-Gang Task Force (MDGTF) grantees must complete the High Intensity Drug-Trafficking Area (HIDTA) Annual Threat Assessment Survey for the year when it becomes due (normally during January of the year following the start date of your JAG MDGTF Agreement. This assessment must be returned to HIDTA no later than the requested due date, with acknowledgement to COMMERCE that the report has been successfully submitted. A grantee's failure to submit the HIDTA Annual Threat Assessment Survey or the quarterly Performance Activity Report (PAR) will result in delayed payment by COMMERCE. Performance Activity Reports must be submitted to the U.S. Department of Justice by COMMERCE in a timely and accurate fashion in order that COMMERCE may be allowed to release program funds as reimbursement to sub-recipients for work performed in the period of the report. Conversely, reimbursement requests must be for the time within the PAR report quarterly period if submitted for more than one month on a form.

BILLING PROCEDURES/PAYMENTS

Upon receipt and approval of the monthly Expenditure Report and Request for Reimbursement form, COMMERCE will reimburse authorized, allowable program expenditures, provided that the grantee has submitted performance reports specified in the preceding section within the required timeframes. Each grantee should submit reimbursement vouchers monthly (within 15 days after the month in which costs or activities occurred) in order to receive timely payment. Grantees are strongly urged to use electronic distribution for receipt of program funds.

PROJECT EVALUATION

Grants/agreements will be periodically evaluated in three ways:

- COMMERCE Program Compliance Visits to review your success in accomplishing grant requirements and level of success in achieving program performance goals, as determined by scheduled on-site or desk-monitoring.
- Scheduled On-site monitoring and audit by a COMMERCE Task Force Peer Review Team.
- Independent outcome evaluation conducted by COMMERCE (when required).

APPLICATION STATEMENT-OF-WORK REQUIREMENTS

All COMMERCE contracts executed after June 30, 2012 must be performance-based. As such, any contract/interagency agreement you may be offered will have "Performance-Based" elements containing output-related statements. These statements will be designed to identify and prioritize work products and achievements that are required to successfully meet the

expectations for work to be performed under the contract/IAG. In support of any contract or agreement that COMMERCE may award, based on your response to this application, the following performance-oriented conditions must be accomplished as stated and, in the time-frames indicated.

This application requires the following activities to be completed and documented upon submission of the signed application by the due date of August 31, 2016. Exceptions must be requested in writing and approved by COMMERCE prior to the due date.

- APPLICANT shall complete, sign, and return all documentation included in this “APPLICATION” package distributed by COMMERCE via email, to be received by COMMERCE no later than August 31, 2016.
- APPLICANT shall respond with information that accurately reflects the program strategy, operations, administration, and goals that best support the implementation of the elements of your application when incorporated into the contract/agreement.
- APPLICANT shall designate a “Fiscal Agent” to administer the contract compliance requirements of this agreement; and identify the point of contact on Form 3 of the Application under “Program Contracts.”
- APPLICANT shall budget funds allotted in this application to request monthly reimbursements using the “Request for Reimbursement” forms, as described in the Reporting Requirements previously mentioned. Exceptions to monthly billing must be reflected on the Application Face Sheet, Item 14 “Estimated Grant Expenditures.”
- APPLICANT and its sub-contractors must obligate and spend all funds allocated to this agreement within the performance period, beginning October 1, 2016 and ending September 30, 2017. Any portion of the funding amount that remains unobligated or unexpended on September 30, 2017 must be de-obligated by COMMERCE within 30 days of the end date of the agreement.
- APPLICANT shall agree to the minimum staffing required of the Byrne JAG Multi-jurisdictional Drug-Gang Task Force as required in the Byrne JAG MDGTF Program Model: No less than four (4) law enforcement investigators (one of which must be a supervisor) dedicated to the task force; prosecutorial support such that no cases go unprosecuted for lack of support; and a half-time administrative staff dedicated to the support of the administration of the task force program. Staffing levels, types, and supporting budget information will be required in the application and subsequent contract/agreement Budget Detail.
- APPLICANT will provide COMMERCE with current DUNS Number and related CCR date on the Application Face Sheet, Item 4.

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APPLICATION SUBMITTAL REQUIREMENTS

A completed application for funding must include the items located on the following pages. Use the checklist below to ensure that all requested application information is submitted to COMMERCE.

SUBMITTAL REQUIREMENT CHECKLIST

<u>Application Core Requirements:</u>	<u>Checklist</u>
Application Face Sheet.....	Form 1 <input type="checkbox"/>
Budget Detail Worksheet	Form 2 <input type="checkbox"/> *
Indirect.....	Form 3 <input type="checkbox"/>
Program Contacts	Form 4 <input type="checkbox"/>
Executive Board Members.....	Form 5 <input type="checkbox"/>
Multi-Jurisdictional Composition Certificate.....	Form 6 <input type="checkbox"/> *
Statement of Work Worksheet.....	Form 7 <input type="checkbox"/>
 <u>Certification/Assurance Requirements:</u>	
Forfeiture Accounting Snapshot	Form 8 <input type="checkbox"/>
Center for Task Force Leadership and Integrity Training	Form 9 <input type="checkbox"/>
Essential Training.....	Form 10 <input type="checkbox"/>
Reporting	Form 11 <input type="checkbox"/>
Statement of Assurances	Form 12 <input type="checkbox"/>
Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (Sub-Recipient)	Form 13 <input type="checkbox"/>
Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	Form 14 <input type="checkbox"/> *
National Environmental Policy Act (NEPA).....	Form 15 <input type="checkbox"/>
Acknowledgement of Federal Funds	Form 16 <input type="checkbox"/>
Acknowledgement of Allowable and Unallowable Costs.....	Form 17 <input type="checkbox"/> *
Compliance with Relevant Federal and State Laws	Form 18 <input type="checkbox"/> *
Civil Rights Training.....	Form 19 <input type="checkbox"/> *
Civil Rights Requirements.....	Form 20 <input type="checkbox"/>
Equal Employment Opportunity Plan (EEOP) Certification	Form 21 <input type="checkbox"/>
Office of Civil Rights Compliance Checklist.....	Form 22 <input type="checkbox"/>
Federal Funding Accountability and Transparency Act Certificate	Form 23 <input type="checkbox"/>
Commercial Insurance, Risk Pool or Self Insurance.....	Form 24 <input type="checkbox"/>
Sub-Recipient Verification	Form 25 <input type="checkbox"/>
Sanctuary Policy.....	Form 26 <input type="checkbox"/> *
 <u>Customer Satisfaction and Improvement:</u>	
Customer Satisfaction and Improvement Form.....	Form 27 <input type="checkbox"/> *

*Form is new or has been updated within the last year

SUBMISSION OF THIS APPLICATION

One electronic copy of this application, including certifications/assurances, **must** be submitted. Each eligible applicant will be notified by COMMERCE and provided with an electronic version of this application. A separate contractual agreement referencing your application will be forwarded electronically at a later date for your review and signature.

DUE DATE

The application should be received by COMMERCE no later than **5 p.m. on May 30, 2016**. Submission after this date will cause delay in the review of your application and release of your contract.

SUBMIT APPLICATION FORMS TO:

Email (Preferred):

Bill.Johnston@Commerce.WA.Gov

Note¹: Emailed copies must still
be signed

Note²: PDF is the preferred format
for electronic submission

Or

Hardcopy:

Department of Commerce
Attn: CSHD/OCVA/Bill Johnston
1011 Plum Street SE
P.O. Box 42525
Olympia, WA 98504-2525

If you have questions regarding the application or need technical assistance, please contact Bill Johnston at (360) 725-3030 (email: bill.johnston@commerce.wa.gov).

APPLICATION FORMS

SFY 2014 APPLICATION FACE SHEET

1a. Project Title (Task Force Name):
Grays Harbor Drug Task Force

7. Program Period:
October 1, 2016 to September 30, 2017

1b. Contracting Agent: (City, County or Agency)
Aberdeen Police Department

8. Funding Authority:
State of Washington
Department of Commerce

1c. Contracting Agent Mailing Address:
210 E. Market Street
Aberdeen, Wa 98520

9. Service Areas: (City/County)
Grays Harbor County
Total Svc Area Population: 71,078
State legislative Districts: 19, 24, 35
Congressional Districts: 6

1d. Contact Person: Lieutenant Kevin Darst
Phone: 360-310-0690
Email: kdarst@aberdeenwa.gov

10. BARS Code: 333.16.738

2. Tax Identification No.: 916001226
3. SWV No.: (include suffix) 0007703-00
4. UBI No.: 141000009
5. DUNS No.: 071841498
6. CCR Reg. Validity Thru:

11. CFDA No.: 16.738

12. Organizational Fiscal Year:
Start: January 1 End: December 31

13. Last Audit By: WA. State Auditor
Audited Period: 1/1/14 to 12/31/15
Release Date: unknown

Audit Number or Identifier
 Included review of the task force's funds or activities

14. Purpose: To provide local governments with U.S. Department of Justice, Bureau of Justice Assistance funds to interdict, dismantle, and prosecute mid-to-upper level criminal organizations focused on guns, gangs and drugs.

15. Proposed Budget:	JAG FUNDS	LOCAL FUNDS	TOTAL BUDGET
	a	b	c = a+b*
	Salaries	123,800	217,443.64
Benefits		130,922.50	130,922.50
Overtime		44,573.64	44,573.64
Contracted Services		1,495.00	1,495.00
Goods & Services		38,529.44	38,529.44
Travel/Training		5,056.16	5,056.16
Equipment		0	0
Confidential Funds		23,791.36	23,791.36
Indirect			
16. Grand Total	123,800	461,811.74	585,611.74

NOTE:
Item 15, columns b and c, and Item 16 are not utilized in making award decisions; but are used subsequent to award in tracking expenditure of Program Income.

*All City, County, Tribal Costs *Excludes only State Federal Agency Costs

17. Estimated Program Expenditures: (Based upon item 16, column c):

Jul	48,800.98	Oct	48,800.98	Jan	48,800.98	Apr	48,800.98
Aug	48,800.98	Nov	48,800.98	Feb	48,800.98	May	48,800.98
Sept	48,800.98	Dec	48,800.98	Mar	48,800.98	Jun	48,800.98

BUDGET DETAIL

PERSONNEL COSTS

FUNCTION	GRANT FUNDS / LOCAL FUNDS				E=(a+b+c+d) TOTAL COSTS
	A GRANT SALARY	B GRANT BENEFITS	C LOCAL SALARIES	D LOCAL BENEFITS	
Supervisor	19808	0	61,011.84	24,487.52	105,307.36
Detective	85,422	0	69,148.80	69,072.04	223,642.84
Admin. Support	0	0	46,902.00	16,922.94	63,824.94
Prosecutor	18,570	0	40,381.00	20,440.00	79,391.00
Analyst					
Other Support					
		GRANT	LOCAL		
Subtotal		123,800	348,366.14		

OVERTIME:

	GRANT	LOCAL
	0	44,573.64
Subtotal:		

CONTRACTED SERVICES: (Names of Contractors)

	GRANT	LOCAL
	0	1495
Subtotal:		

GOODS AND SERVICES (Describe)

	GRANT	LOCAL
	0	38,529.44
Subtotal:		

TRAVEL/TRAINING (List Event/Activity)

	GRANT	LOCAL
		5,056.16
Subtotal:		

Training: Additional Quarterly Activity Report questions applicable

EQUIPMENT:

	GRANT	LOCAL
	0	0
Subtotal:		

Equipment: Additional Quarterly Activity Report questions applicable

CONFIDENTIAL FUNDS:

	GRANT	LOCAL
	0	23,791.36
Subtotal:		

Special conditions apply, Attach '[Confidential Fund Certificate](#)' listed under Resources on the right side of the linked page

INDIRECT:

	GRANT	LOCAL

	GRANT	LOCAL
TOTAL BUDGETS:	123,800	461,811.74
COMBINED TOTAL:	585,611.74	

INDIRECT

Jurisdiction or Department the following Indirect Rate applies to:

Relevance: Yes - Applicable No - Not Applicable (Skip to the next form)

Approval:

Date the indirect rate was approved: By: Local Executive Board
Expiration date: Federal Agency:

Calculation:

The Indirect Rate is (percent): % ≈ \$ Applicable only to Contractor's expenses
of the following: Salary Applicable only to Sub-Recipient's expenses
 Benefits
 Goods & Services
 Total project expenditure/budget
 Other¹ (specify)
 Other² (specify)

The Indirect rate is based upon: Negotiated Indirect Cost Rate 10% De Minimis
 OMB Indirect Calc/Instructions
(Modified Total Direct Cost Calculation Re: Title 2, Part 200 CFR 200.414(f))

Certified by County Auditor, Treasurer or completing CPA

Exempted Expenses: (supported by direct fees/charges)

Specify any categories of expense or specific expenses to which Indirect may not be applied:

- General Categories:
- Salary
 - Benefits
 - Overtime
 - Goods & Services
 - Travel/Training
 - Hosted Conferences
 - Confidential Funds
 - Other

- Specific Expenses:
- Audit
 - Contracting Overhead
 - Communications (phones, cellphones)
 - Copying/Printing
 - Fiscal Management
 - Office Supplies
 - Other¹ (specify)
 - Other² (specify)

If the above information is insufficient to describe the indirect rate(s) explain oddities below or use multiple copies of this section to address multiple rates:

PROGRAM CONTACTS

Project Name:

Contact Type: Policy: Chair of Task Force's Oversight Board

Name: Robert Torgerson

Title: Chief of Police

Agency: Aberdeen Police Department

Mailing Address: 210 E. Market St.

Street Address:

City: Aberdeen

Zip+4: 98520

Phone #: 360-533-3180

Email: rtorgerson@aberdeenwa.gov

Contact Type: Management: Liaison Between the Task Force and the Oversight Board

Name: Same as Operations

Title:

Agency:

Mailing Address:

Street Address:

City:

Zip+4:

Phone #:

Email:

Contact Type: Operations: Task Force Commander

Name: Dave Pimentel

Title: Undersheriff

Agency: Grays Harbor Sheriff's Office

Mailing Address: P.O. Box 630

Street Address:

City: Montesano

Zip+4: 98563

Phone #: 360-249-3711

Email: dpimentel@co.grays-harbor.wa.us

Contact Type: Operations: Task Force Supervisor

Name: Joe Strong

Title: Sergeant

Agency: Hoquiam Police Department

Mailing Address: P.O. Box 630

Street Address:

City: Montesano

Zip+4: 98563

Phone #: 360-249-3711

Email: jstrong@co.grays-harbor.wa.us

Contact Type: Human Resources: Assigned Contact.

Name: Debbie Lund

Title: Human Resources Director

Agency: City of Aberdeen

Mailing Address: 200 E. Market St.

Street Address:

City/Zip+4: Aberdeen, 98520

Phone #: 360-537-3212

Email: dlund@aberdeenwa.gov

PROGRAM CONTACTS

Project Name:

Contact Type: Administrative: TF Admin Support Contact

Name: Melynda Stump

Title: Records Specialist

Agency: Aberdeen Police Department

Mailing Address: P.O. Box 630

Street Address:

City: Montesano

Zip+4: 98563

Phone #: 360-249-3711 Ext. 543

Email: mstump@co-grays-harbor.wa.us

Contact Type: Performance Reporting: TF Reporting Contact

Name: Same as administrative

Title:

Agency:

Mailing Address:

Street Address:

City:

Zip+4:

Phone #:

Email:

Contact Type: Reimbursement Requests: Vouchers' Contact

Name: Becca Anderson

Title: Administrative Assistant

Agency: Aberdeen Police Department

Mailing Address: 210 E. Market St.

Street Address:

City: Aberdeen

Zip+4: 98520

Phone #: 360-533-4411

Email: banderson@aberdeenwa.gov

Contact Type: Contracting Jurisdiction/Agency's Human Resources Contact

Name: Debbie Lund

Title: Human Resources Director

Agency: City of Aberdeen

Mailing Address: 200 E. Market St.

Street Address:

City: Aberdeen

Zip+4: 98520

Phone #: 360-537-3212

Email: dlund@aberdeenwa.gov

Contact Type: Contracting Agency's Grant Manager (if relevant)

Name: Kevin Darst

Title: Lieutenant

Agency: Aberdeen Police Department

Mailing Address: 210 E. Market St.

Street Address:

Phone #: 360-538-4421

Email: kdarst@aberdeenwa.gov

City/Zip+4: 98520

MULTI-JURISDICTIONAL DRUG-GANG TASK FORCE (MDGTF) COMPOSITION CERTIFICATE

Your MDGTF Project's Name: Grays Harbor Drug Task Force

The above named project is a full-time Multi-jurisdictional Drug-Gang Task Force with a primary emphasis of targeting regional drug-trafficking/criminal gang organizations for interdiction, dismantling, and prosecution.

The task force is comprised of the following personnel (one position per line):

	Parent Agency	Position & Title/Rank (No Names)	*	Grant FTE	Local FTE	Other FTE
1	Aberdeen Police Department	Detective	I	.50	.50	
2	Aberdeen Police Department	Records Specialist	A		1	
3	Grays Harbor SO	Commander	C		1	
4	Grays Harbor SO	Detective	I	.24	.76	
5	Hoquiam Police Department	Supervisor	S	.18	.82	
6	Pacific County SO	Detective	I		1	
7	Grays Harbor Prosecutor	Dep. Prosecutor	P	.22	.78	
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

• Insert Function Code

C – Coordinator or Commander
S – Supervisor
I – Investigator
P – Prosecutor

A – Admin. Support
L – Prosecutor Support
N – Analyst
O – Other

I will certify that the above personnel assigned to Justice Assistance Grant funded MDGTF operate under written inter-local or other written agreements that describe their operations and management and define the responsibilities of the participating agencies.

Joe Strong

Printed Name of TF Supervisor

Sergeant

Title

Dave Pimentel

Printed Name of TF Commander

Undersheriff

Title

**MULTI-JURISDICTIONAL DRUG-GANG TASK FORCE
PARTICIPATING AGENCY STRENGTH**

List participating City/County/Tribal Law Enforcement Agencies and their total personnel strength in three categories:

- Sworn personnel
- Non-sworn employees (*includes clerical and non-commissioned jail staff)

This section is intended to reflect the total agency strength, not that of the Task Force.

	Participating Law Enforcement Agency (City/County/Tribal) (Do Not include State/Federal Agencies or Prosecutor's Offices)	Number Sworn Personnel	Number Non-Sworn Employees
1	Aberdeen Police Department	39	12
2	Grays Harbor SO	70	13
3	Hoquiam Police Department	22	2
4			
5			
6			
7			
8			
9			
10			

This section is intended to reflect the total personnel strength of the Prosecutor's Office providing support to the contracting agency, not just that directly supporting the task force or reimbursed with grant funds.

	Prosecutor's Office Strength	Number Attorneys (Pros & DPAs)	Number Non-Attorneys Employed
1	Grays Harbor County Prosecutor's Office	11	12
2			

**STATEMENT OF WORK
WORKSHEET**

1. NARRATIVE DESCRIPTION OF TASK FORCE (800 WORD LIMIT):

Multi-Jurisdictional Task Force consisting of at least one experienced detective from each participating law enforcement agency. A detective sergeant assigned to the unit is responsible for supervision of the unit and day-to-day operations in the field. The Task Force has a commander who is appointed by, and is under the guidance of, the executive board made up of the chiefs and sheriff of the participating agencies. The Grays Harbor Drug Task Force is supported by a half-time prosecutor and one administrative support position supplied by the Aberdeen Police Department.

2. DRUG-GANG TASK FORCE MISSION STATEMENT:

Identify, interdict, dismantle, and prosecute targeted narcotics and gang organizations. Work across local, state, and federal jurisdictions to dismantle and/or disrupt mid to upper-level drug trafficking organizations and criminal enterprises engaged in illicit gang, gun, and drug activities.

3. MISSION GOAL AND OBJECTIVES (minimum two goals required):

Investigate, degrade, disrupt, dismantle, and prosecute individuals and drug trafficking organizations (DTO) involved in the sale, delivery, manufacture, and consumption of illegal drugs.

Reduce the availability, use and trafficking of illegal drugs, guns, and profits of criminal gangs and DTO's.

Objectives: Proactive Investigations. Aggressive Prosecutions. Meaningful Asset Forfeitures. Interagency cooperation between local, state, and federal agencies.

4. PERFORMANCE MEASURES/MEASURABLE OUTCOMES*

(Given the elements described in your narratives above, what are your anticipated outcomes/results for the goals and objectives chosen in support of the accomplishment of your stated mission):

Create an environment as unfavorable to narcotics trafficking and gang activity as possible. Identify, disrupt and dismantle any types of drug trafficking organizations operating within Grays Harbor County and the municipalities within its borders.

5. Identify at least one critical goal and objective designed to MAINTAIN the organization as a Multi-jurisdictional Drug-Gang (MDG) Task Force.

Neighboring Pacific County has been incorporated with the Drug Task Force. Two additional DEA trained detectives have increased the jurisdictional area of enforcement.

6. If unable to function as a full-time Drug-Gang Task Force, describe your organization and mission below.

FORFEITURE ACCOUNTING SNAPSHOT

Submit this form both with the application and again after the beginning of the award period when the actual forfeiture balance subject to federal grant regulations is known

Initial application:

Projected balance of forfeiture funds subject to federal grant regulations as of
October 1, 2016:

MOLLY ANDERSON, GRAYS HARBOR
SHERIFF'S ADMINISTRATIVE
ACCOUNTANT

Individual preparing/submitting the projection:

Revised submission (after October 1, 2016, but before December 1, 2016):

Actual balance of forfeiture funds subject to federal grant regulations as of
October 1, 2016:

Individual preparing/submitting the projection:

CENTER OF TASK FORCE LEADERSHIP AND INTEGRITY TRAINING

All continuing task force personnel, including: executive board members, all individuals of the lead agency in the supervisory chain, investigators, prosecutors, analysts and all types of support staff, shall complete the appropriate on-line training at www.ctfli.org at least every two years.

Personnel new to any of these positions must complete initial CTFLI training within 120 days of assuming their position in/related to a task force.

Failure to comply with this requirement automatically renders the entire task force ineligible to receive federal grant funds.

CLARIFICATION: This condition applies to all persons assigned to or supervising the task force at any level, not just to individuals supported with grant funds.

The four on-line trainings governed by this requirement, estimated length, and who is required to take which training, are:

<u>Individual's Function/Role</u>	<u>Required Training Track(s)</u>
Executive Board Members	Executive Leadership (8 min)
Task Force Commander and Supervisors	Task Force Commander Leadership and Management (70 min)
Task Force Commander, Supervisors and Officers	Safeguarding Privacy, Civil Rights and Civil Liberties in Task Force Operations (20min)
Task Force Commander, Supervisors and individuals entering data into WSIN/HIDTA or other criminal intelligence systems	Criminal Intelligence Systems Operating Policies (60 min)

I certify that: (Check one block for each pairing, a. (continuing personnel) and b. (new personnel))

- a. All continuing personnel (as specified above) who have been assigned to fill a position associated with the task force for more than 120 days, have completed the appropriate CTFLI training within the last two years.
- Not all continuing personnel associated with the task force for more than 120 days have completed the appropriate CTFLI training within the last two years.
I will resubmit this form upon completion of all required training.
- b. All new personnel (last 120 days) are compliant, or there are no such new personnel.
- New personnel have assumed a position with the task force within the last 120 days but have not yet completed the appropriate CTFLI training. Their 120 day training window ends _____
I will resubmit this form upon completion of all required training.

SIGNATURE
Kevin Darst

____ 8/10/16 _____
DATE
Lieutenant

PRINTED NAME OF SIGNATURE

TITLE

ESSENTIAL TRAINING

The training that is 'Essential' may vary by task force depending upon task force focus, and the roles of the individual officers and supporting personnel assigned to the task force. This form is intended to capture local training status/needs so that a comprehensive picture of the training needs of the statewide program may be obtained and resources focused on the issue as appropriate.

Enter the number of individuals who have been assigned to the task force for more than 120 days which need one of the following trainings.

Training Category	Number Needing Training
a. DEA Drug Basic or equivalent	_____
b. Drug/Investigative Unit Supervisor's training	_____
c. Analysts' training Specify*: _____	_____
d. Other training Specify*: _____	_____

* Insert additional lines as necessary

SIGNATURE

PRINTED NAME OF SIGNATURE

DATE

TITLE

REPORTING

QUARTERLY REPORTS—Due 15 calendar days after the end of each calendar quarter.

(If the 15th falls on a weekend, it is due noon the following Monday)

Each calendar quarter, the GRANTEE will report on the status of each “Performance Measure” identified in the GRANTEE’s application. The report shall be organized in the sequence of activities identified in the application package. Should any publications be produced with grant funds, a copy shall be attached to the standard report form.

This report shall be formatted in Microsoft Excel, and must be submitted electronically. A hardcopy report of the normal reporting document is not required. A hardcopy of all publications produced with grant funds may be submitted in lieu of an electronic copy.

FINAL REPORT—Due October 15, 2017

A final report capturing the activity of the last quarter of the implementation period is required even after the end of the reimbursable contract period. The report shall include the same reporting elements as the standard quarterly reports and shall be submitted in the same manner. Should July 15th fall on a weekend, it is due noon the following Monday.

FAILURE TO REPORT

Past due reports will result in withholding of requested reimbursements until the reports are received. Should a report be received after the due date, but not in sufficient time for enclosure in the corresponding federal quarterly report, the report will be rejected and no payment will be authorized for the missed quarter. For the first three quarters of this award cycle, missed data and the corresponding expenditures may be submitted during/with the following quarter. However, lack of timely submission of the fourth quarter’s activity report will result in loss of all funds not previously reimbursed.

To avoid possible problems under this requirement the GRANTEE is encouraged to complete its quarterly reports early, and then only updating for the last week or so of the reporting period in order to ensure that it may be submitted in a timely fashion.

FEDERAL USAGE

The Office of Justice Programs reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, and otherwise use or authorize others to use for Federal purposes: (1) the copyright in any work developed under an award or sub-award; and (2) any rights of copyright to which a recipient or sub-recipient purchases ownership with federal support. The provisions of 37 CFR Part 401, in particular Section 401.14 regarding patents and intellectual property, are hereby incorporated by reference.

STATEMENT OF ASSURANCES

The applicant:

1. Has responded to all peer review recommendations and findings requiring a written response, and has had such responses accepted as satisfying the issue by the Department of Commerce.
2. Has sufficient fiscal and management controls to implement and maintain the program in accordance with this application and program requirements. The Applicant has sufficient monetary resources to implement and maintain program operations in accordance with this application.
3. Will not use any grant funds to supplant local funds, but will use such grant funds to increase the amounts of funds that would, in the absence of federal funds, be made available for program activities.
4. Will provide full cooperation of administrative and program staff, and will provide availability of all records upon request and convenience of staff from the Department of Commerce; Office of the State Auditor; or U.S. Department of Justice, who are charged with monitoring program compliance and the use of funds provided.
5. Will comply with the requirements of the Justice Assistance Grant Program as published by the Department of Commerce and relevant federal agencies, and as embodied in statute.
6. Will comply with Title V of the Anti-Drug Abuse Act of 1988 and regulations promulgated by the federal government to maintain a drug-free workplace.
7. Will comply with Title II of the Americans with Disabilities Act of 1990.
8. Will not undertake any prohibited political activities with these funds including, but not limited to, voter registration; partisan political activity; lobbying congress, the Legislature, or any federal or state agency for project of jurisdictionally specific activity; or campaign for any ballot measure. Will comply with the provisions of Title 28, Code of Federal Regulations; Part 61, Procedures for Implementing the National Environmental Policy Act; and Part 63, Floodplain Management and Wetland Protection Procedures.
9. Guarantees that in performing any contract, purchase, or other agreement, the organization shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, marital status, national origin, political affiliation, or the presence of any sensory, mental, or physical disability. The organization agrees to take affirmative action to ensure that applicants are employed and that employees are treated during the employment without discrimination because of their race, color, religion, age, sex, political affiliation, handicap or national origin. Such action shall include, but not be limited to, employment upgrading, demotion or transfer, recruitment and recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and training. This guarantee shall implement federal, state, and any local equal opportunity and non-discrimination statutes. The applicant further will, without delay, bring any finding of an equal opportunity or non-discrimination violation to the attention of the Department of Commerce.

PLEASE NOTE: THE DEPARTMENT'S ACCEPTANCE OF THIS APPLICATION FOR FUNDING IS SUBJECT TO SUBSEQUENT COMPLIANCE REVIEWS THAT MAY REQUIRE CORRECTIVE ACTION BY THE APPLICANT. AUTHORIZED SIGNATURE BY THE APPLICANT GUARANTEES ASSURANCES THAT ARE CONTAINED ON THE APPLICATION FACE SHEET.

9. Authorized Signature for the Applicant:

SIGNATURE

Erik Larson
PRINTED NAME OF SIGNATURE

DATE

Mayor
TITLE

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS
(SUB-RECIPIENT)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Erik Larson, Mayor

Name and Title of Authorized Representative

Signature

Date

City of Aberdeen

Name of Organization

200 E. Market St. Aberdeen, WA

Address of Organization

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower-tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower-tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower-tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,” without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**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. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If 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 undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies 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 the grantee's 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 grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (b) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (c) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (d) Notifying the agency, 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, to

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

Notice shall include the identification number(s) of each affected grant;

(e) 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;

(f) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

City of Aberdeen
210 E. Market St., Aberdeen, WA 98520

2. Application Number and/or Project Name:

Grays Harbor Drug Task Force

3. Grantee IRS/Vendor Number _____

4. Type/Print Name and Title of Authorized Representative

Erik Larson, Mayor

5. Signature _____

6. Date _____

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

The following information is required from each federal grant recipient. The Department of Commerce will consolidate all responses and submit a consolidated response to the U.S. Department of Justice.

Please check one of the blanks to the left of each item below to indicate whether or not the activity described is being undertaken to support or facilitate the federally funded activity by the grant recipient or any other party.

(Note—the source of funds utilized is irrelevant to your response.)

(Note—if the activity is being undertaken without regard to the presence or operation of a federally funded activity, the item should not be checked.)

Yes
Activity N/A

- x 1. New Construction

- x 2. Minor renovation or remodeling of a property either:
 - x a. listed or eligible for listing on the National Register of Historical Places
 - x b. located within a 100-year flood plain

- x 3. Renovation, lease, or any proposed use of a building or facility that will either:
 - x a. result in a change in its basic prior use (between industrial, office, residential, etc.)
 - x b. significantly changes its size (total structure, not program's portion thereof)

- x 4. Implementation of a new program involving use of chemicals other than:
 - x a. chemicals purchased as an incidental component of the funded activity
 - x b. traditionally used (e.g., for office, household, recreational, educational environments)

If any item above is checked, a clarification of the activity may be requested.

Response is made related to the following Byrne funded program/project:

Project: Grays Harbor Drug Task Force _____
Signature: _____ Date: _____

Typed Name: Erik Larson _____ Title: Mayor _____

Representing: City of Aberdeen

ACKNOWLEDGEMENT OF FEDERAL FUNDS

The recipient shall submit to the Department of Commerce, for re-submission to the Bureau of Justice Assistance, one copy of all reports and proposed publications resulting from this grant twenty (20) days prior to public release. Any written, visual, or audio publications, with the exception of press releases—whether published at the grantee’s or government’s expense—shall contain the following statements:

“This project was supported by award number 2016-DJ-BX-[REDACTED]* by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the National Institute of Justice, the Bureau of Justice Statistics, the Office of Juvenile Justice and Delinquency Prevention, and the Office of Victims of Crime. Points of view or opinions in this document do not represent the official position or the policies of the United States Department of Justice.”

The undersigned agrees to the above requirements.

_____ Signature	Erik Larson _____ Printed Name
_____ City of Aberdeen Name of applicant organization	

*See the Award Addendum for the federal award number, this information is normally not available at the time of the program application and contracting

**ACKNOWLEDGEMENT OF
ALLOWABLE AND UNALLOWABLE COSTS**

ALLOWABLE COSTS

Allowable uses of federal grant funds include, but are not limited to, the following as they relate to the coordination and implementation of activities performed under the goal(s), objectives, and activities of the grant as described on Attachment A of the Grant, including:

- Operating costs, including:
 - Approved personnel costs (salaries and benefits).
 - Overtime
 - Costs reflected in the project budget proposal (such as training fees, printing, supplies, or contractual services).
- Procurement and installation of equipment (limitations may apply to high dollar items)
- Space and utilities, to the extent utilized for the approved project.
- Travel, per diem, and lodging at the federally approved rates.
- Printing and duplication of written and visual materials.

UNALLOWABLE COSTS

Unallowable uses of federal grant funds include:

- Confidential funds, unless the applicant has completed/submitted a federal Confidential Fund Certificate to the Department of Commerce, and Commerce has approved the certificate.
- Body Armor/Vests, without specific prior approval (special conditions apply)
- Body Worn Cameras, without specific prior approval (special conditions apply)
- Food, beverages or other refreshments for meetings, conferences, or training (prohibition does not apply to standard per diem when otherwise authorized)
- Vehicles, vessels, and aircraft (all except 'patrol' vehicles, those require pre-approval)
- Construction
- Land acquisition
- Automatic, military grade or non-standard weapons/ammunition (including any of .50 caliber or above)(request clarification if needed, summary statements cannot fully explain the restriction)
- Victim compensation (direct payment)
- Losses arising from uncollected accounts
- Contributions to a contingency reserve
- Contributions or donations
- Entertainment
- Fines and penalties
- Interest and other financial costs
- Consultant fees (above a reasonable and consistent rate for similar services, and/or above \$650 for an eight-hour day—excluding travel and per diem)

The undersigned agrees to the above requirements.

Signature

Erik Larson
Printed Name

City of Aberdeen
Name of applicant organization

COMPLIANCE WITH RELEVANT FEDERAL AND STATE LAW

All recipients of federal grant funds under this program must comply with all relevant federal and state laws and regulations. Which laws and regulations are relevant may vary dependent upon the specifics of the grant program(s) providing funding and the activities supported with such funding. The laws and regulations generally relevant to this grant program include, but are not limited to the following laws and regulations:

Financial Management System

Financial Management System, Title 2, Part 200 CFR, section 200.302 and .303
Cost Principles and Administrative Requirements, Title 2, Part 200 CFR, Appendices to Part 200 as appropriate
State budgeting, accounting, and reporting system, Chapter 43.88 RCW
Non-Supplanting, USDOJ OCFO's Financial Guide (as amended), Sec. 2.3 Standards for Financial Management Systems

Audits

Title 2, Part 200 CFR (the Omni Circular), Subpart F-Audit Requirements

Laws Against Discrimination

Affirmative Action, RCW 41.06.020 (1)
Education Amendments of 1972 (20 U.S.C. §§ 1681,1683,1685-86)
Omnibus Crime Control and Safe Streets Act of 1968 (42 USC USC § 3789d)
Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101-07, 45 CFR Part 90
Nondiscrimination in Federally Assisted Programs
Civil Rights Act of 1964 (42 U.S.C. § 2000(d))
28 C.F.R. Part 42 (U.S. Department of Justice Regulations – Nondiscrimination, Equal Employment Opportunity, Policies and Procedures)
Equal Employment Opportunity, Executive Order 11246, as amended by Executive Order 11375 and supplemented in U.S. Department of Labor Regulations, 41 CFR Chapter 60
Nondiscrimination and Equal Opportunity, 24 CFR 5.105(a)
Nondiscrimination in Benefits, Title VI of the Civil Rights Act of 1964, Public Law 88-352, 42 U.S.C. 2002d et seq, 24 CFR Part 1
Nondiscrimination in Employment, Title VII of the Civil Rights Act of 1964, Public Law 88-352
Nondiscrimination in Federally Assisted Construction Contracts, Executive Order 11246, 42 U.S.C. 2000e, as amended by Executive Order 11375, 41 CFR Chapter 60
Discrimination - Human Rights Commission, Chapter 49.60 RCW
Executive Order 13279 (equal protection of the law for faith-based and community organizations)
28 C.F.R. Part 37 ((U.S. Department of Justice Regulations – Equal Treatment for Faith Based Organizations)
Americans with Disabilities Act of 1990 (Title II, and 42 U.S.C. §§ 12131-34)
Rehabilitation Act of 1973 (29 U.S.C. § 794)

Continued on Reverse

Handicapped Employees of Government Contractors, Rehabilitation Act of 1973, Section 503, 29 U.S.C. 793

Handicapped Recipients of Federal Financial Assistance, Rehabilitation Act of 1973, Section 504, 29 U.S.C. 794

Minority Business Enterprises, Executive Order 11625, 15 U.S.C. 631

Minority Business Enterprise Development, Executive Order 12432, 48 FR 32551

Office of minority and Women's Business Enterprises, Chapter 39.19 RCW and Chapter 326-02 WAC

Notification of Findings of Discrimination or Non-Compliance

Policies Regarding Cooperation with Homeland Security, 8 U.S.C. Section 1373

Laws Regarding Ethics, Lobbying, Liability and Public Access

Federal Funding Accountability and Transparency Act of 2006 (FFATA)

Conflict of Interest, Ethics in Public Service Act, Chapter 42.52 RCW

Ethics in Public Service, Chapter 42.52 RCW

Lobbying and Disclosure, 42 USC 3537a and 3545 and 31 USC 1352. (Byrd Anti-Lobbying Amendment). 31 U.S.C. 1352

Hatch Political Activity Act, 5 U.S.C. 1501-8

Anti-Kickback Act, 18 U.S.C. 874; 40 U.S.C. 276b, 276c; 41 U.S.C. 51-54

Disclosure-Campaign Finances-lobbying, Chapter 42.17A RCW

Omnibus Crime Control Act and Safe Streets Act of 1968 (42 U.S.C. § 3789d)

Victims of Crime Act (42 U.S.C. § 10604(e))

Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b))

Executive Order 11246, as amended by EO 11375, 11478, 12086 and 12102

Housing and Urban Development Act of 1968, Section 3, 12 USC 1701u (See 24 CFR 570.607(b))

Housing Assistance Payments Program, Section 8

Confidentiality/Safeguarding of Information, Sub-Award Document Text, Gen'l Conditions, Para 10

Privacy Act of 1974, 5 U.S.C. 552a

Boards of Directors or Officers of Non-Profit Corporations – Liability - Limitations, RCW 4.24.264

Open Public Meetings Act, Chapter 42.30 RCW

Public Records Act, Chapter 42.56 RCW

Labor and Safety Standards

Convict Labor, 18 U.S.C. 751, 752, 4081, 4082

Drug-Free Workplace Act of 1988, Title V, and 41 USC 701 et seq.

Federal Fair Labor Standards Act, 29 U.S.C. 201 et seq.

Work Hours and Safety Act of 1962, 40 U.S.C. 327-330 and Department of Labor Regulations, 29 CFR Part 5

The undersigned acknowledges the above notice of relevant laws and regulations.

Signature

Erik Larson
Printed Name

City of Aberdeen
Name of applicant organization

CIVIL RIGHTS TRAINING

Each grant applicant is required to complete the Office of Justice Programs, Office for Civil Rights – Training for Grantees located at: <http://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>, and return this completed certification prior to drawdown of grant funds.

<u>Module</u>	<u>Length</u>
<input type="checkbox"/> Overview	32:10
<input type="checkbox"/> Overview: Self Test	11:37
<input type="checkbox"/> Service to LEP Persons	19:53
<input type="checkbox"/> Test: Service to LEP Persons	6:02
<input type="checkbox"/> State Administering Agencies (Grantees with Sub-Recipients only).....	27:37
<input type="checkbox"/> Test: State Administering Agencies (Grantees with Sub-Recipients only).....	6:48
<input type="checkbox"/> Faith-Based Organizations	15:27
<input type="checkbox"/> Test: Faith-Based Organizations	8:29
<input type="checkbox"/> American Indians	10:40
<input type="checkbox"/> Test: American Indians	6:01
<input type="checkbox"/> Standard Assurances	12:41
<input type="checkbox"/> Test: Standard Assurances	4:38

As the individual with primary functional responsibility for equal opportunity and civil rights compliance for the applicant jurisdiction or organization, I hereby certify that I have completed the on-line training modules identified above, or have received equivalent professional ‘HR’ training equivalent to that identified above, or a comprehensive update on such equivalent training, within the last two years. For the State Administering Agencies module and the test for that module, I have consulted with the primary grant manager for this award program as to whether there are or will be sub-recipients, and completed those modules or equivalent training if applicable.

<p>_____ SIGNATURE OF OFFICIAL WITH FUNCTIONAL RESPONSIBILITY City of Aberdeen _____ JURISDICTION/ORGANIZATION REPRESENTED</p>	<p>Human Resources Director _____ TITLE OF OFFICIAL COMPLETING THE CERTIFICATION _____ DATE</p>
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CIVIL RIGHTS REQUIREMENTS

1. LIMITED ENGLISH PROFICIENCY

To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, grant recipients must take reasonable steps to ensure that Persons with Limited English Proficiency have meaningful access to services and legal protections. Meaningful access may entail providing language assistance services where necessary, including oral and written translation. Assistance in understanding grant recipient's obligations under the law may be found in the Department of Justice's *Guidance to Federal Financial Assistance Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficiency Persons* (LEP Guidance), which can be found at 67 Fed. Reg. 41455 (June 18, 2002). Additional assistance regarding LEP obligations and information may be found at www.lep.gov.

2. FEDERAL NON-DISCRIMINATION REQUIREMENTS

The applicant will comply with any applicable federal nondiscrimination requirements, which may include:

- * the Omnibus Crime Control Act and Safe Streets Act of 1968 (42 U.S.C. § 3789d);
- * 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. § 2000(d));
- * the Rehabilitation Act of 1973 (29 U.S.C. § 794);
- * the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34);
- * the Education Amendments of 1972 (20 U.S.C. §§ 1681,1683,1685-86);
- * the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07);
- * 28 C.F.R. Part 42 (U.S. Department of Justice Regulations – Nondiscrimination, Equal Employment Opportunity, Policies and Procedures);
- * Executive Order 13279 (equal protection of the law for-faith based and community organizations); and
- * 28 C.F.R. Part 37 ((U.S. Department of Justice Regulations – Equal Treatment for Faith Based Organizations).

The applicant shall further comply with Federal law prohibiting grant recipients from retaliating against individuals taking action or participating in action to secure rights protected by federal law.

3. NOTIFICATION OF FINDINGS OF DISCRIMINATION OR NON-COMPLIANCE

In the event a state or federal court, or a state or federal administrative agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, age, disability, or sex against the applicant or a program partner or participant receiving grant funds, the applicant will forward a copy of the finding to the U.S. Department

of Justice, Office of Justice Programs, Office of Civil Rights (OCR), and the Department of Commerce (COMMERCE).

The applicant shall include a statement clearly stating whether or not the finding is related to any grant activity supported with a grant in which U.S. Department of Justice Funds are involved, and shall identify all open grants utilizing U.S. Department of Justice funding by contract number and program title.

The applicant shall include a statement clearly stating whether or not the finding is related to any grant activity supported with a grant in which U.S. Department of Justice Funds are involved, and shall identify all open grants utilizing U.S. Department of Justice funding by contract number and program title.

4. EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (EEOP)

The applicant will determine whether it is required to formulate an Equal Employment Opportunity Program (EEOP), in accordance with 28 C.F.R. 42.301 et. seq. If the applicant is not required to formulate an EEOP, it will submit a certificate form to the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights (OCR), and Washington State Department of Commerce (COMMERCE) indicating that it is not required to develop an EEOP. If the applicant is required to develop an EEOP but not required to submit the EEOP to the OCR, the applicant will submit a certification to the OCR and COMMERCE certifying that it has an EEOP on file which meets the applicable requirements. If the applicant is awarded a grant of \$500,000 or more and has 50 or more employees, it will submit a copy of its EEOP to the OCR and COMMERCE. Non-profit organizations, federally recognized Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption. A copy of the certification form will also be submitted to COMMERCE. Information about civil rights obligations of grantees can be found at <http://www.ojp.usdoj.gov/ocr/>

5. APPLICANT DUTY TO ENSURE SUB-RECIPIENTS COMPLIANCE

The applicant is required to ensure compliance with this requirement by any program partner or participant receiving funding under this grant.

As the individual with primary functional responsibility for equal opportunity/civil rights compliance for the applicant jurisdiction, I hereby certify that the applicant will comply with the above Civil Rights requirements specified in this certification.

SIGNATURE OF INDIVIDUAL WITH FUNCTIONAL RESPONSIBILITY

City of Aberdeen

JURISDICTION/ORGANIZATION REPRESENTED

Human Resources Director _____
TITLE OF OFFICIAL COMPLETING THE CERTIFICATION

DATE

EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATION

Recipient Name and Address: City of Aberdeen _____

Grant Title: FFY'16 Justice Assistance Grant – Washington State

Grant Number: _____

Subaward No.: _____

Award Amount: _____

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 CFR Sections 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file, and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete Section B below. Recipients that claim the limited exemption from the submission requirement must complete Section C below.

Recipients should complete Section A, B or Section C, **not multiple sections**. If a recipient receives multiple federal grants, please complete a form for each grant. Do Not Use Another Grant's Certificate when completing this application package.

Section A – Declaration of Compliance with the EEOP Requirement

I, _____ [individual with primary functional responsibility for equal opportunity/civil rights compliance for the jurisdiction], certify that _____ [recipient] has prepared an EEOP and if appropriate submitted to the Office of Civil Rights, US Department of Justice a copy, pursuant to 28 CFR.

Print Name of Individual with
Primary Functional Responsibility

Signature

Date

Section B - Declaration of Claiming Complete Exemption from the EEOP Requirement. Please check all boxes that apply.

- Recipient has less than 50 employees
 Recipient is an educational institution
 Recipient is an Indian Tribe
 Recipient is a medical institution
 Recipient is a non-profit organization
 Recipient's award is less than \$25,000

I, _____ [individual with primary functional responsibility for equal opportunity/civil rights compliance for the jurisdiction], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 CFR Sections 42.302. I further certify that _____ [recipient jurisdiction] will comply with the applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print Name of Individual with
Primary Functional Responsibility

Signature

Date

Section C - Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying that an EEOP Is on File for Review.

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP for review to the Department of Justice as long as it certifies the following (42 CFR Section 42.305):

I, Debbie Lund _____ [individual with primary functional responsibility for equal opportunity/civil rights compliance for the jurisdiction], certify that City of Aberdeen _____ [recipient jurisdiction], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR Section 42.301, *et. seq.*, subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of Human Resources _____ [organization], at 200 E. Market Street _____ [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations.

Debbie Lund

Print Name of Individual with
Primary Functional Responsibility

Signature

Date

Insert copy (image) of:

EEOP Face Sheet and Signature Page(s)

Or

**Email a copy of the EEOP Utilization Report Face Sheet and Signature Page(s) to
bill.johnston@commerce.wa.gov**

Office of Civil Rights Compliance Checklist

	Yes	No	N/A																			
10. How does the agency notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, and disability in employment practices (e.g. posters, dissemination of relevant orders or policies, inclusion in recruitment materials, etc.)	[]	[]	[]	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Job Announcement</td> <td style="width: 50%;">Orientation Training</td> </tr> <tr> <td>Web Site</td> <td>Refresher Training</td> </tr> <tr> <td>Posters</td> <td>Employee Handbook</td> </tr> <tr> <td colspan="2">Other (specify):</td> </tr> </table>	Job Announcement	Orientation Training	Web Site	Refresher Training	Posters	Employee Handbook	Other (specify):											
Job Announcement	Orientation Training																					
Web Site	Refresher Training																					
Posters	Employee Handbook																					
Other (specify):																						
11. Written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the agency with PG&R and the USDOJ Office for Civil Rights – Explain	[]	[]	[]																			
12. Grievance Procedures – Notification – Training – Point of Contact	[]	[]	[]																			
a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 CFR Part 42, Subpart G, which prohibit discrimination on the basis of a disability in employment practices and the delivery of services	[]	[]	[]	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Policy & Procedures</td> </tr> <tr> <td colspan="2">Web Site or Intranet</td> </tr> <tr> <td colspan="2">Employee Handbook</td> </tr> <tr> <td colspan="2">Collective Bargaining Agreement</td> </tr> <tr> <td colspan="2">Other (specify):</td> </tr> </table>	Policy & Procedures		Web Site or Intranet		Employee Handbook		Collective Bargaining Agreement		Other (specify):									
Policy & Procedures																						
Web Site or Intranet																						
Employee Handbook																						
Collective Bargaining Agreement																						
Other (specify):																						
b. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 CFR Part 42, Subpart G	[]	[]	[]	Designee's Title:																		
c. Notified participants, beneficiaries, employees, applicants, and others that the agency does not discriminate on the basis of disability - How	[]	[]	[]	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Job Announcement</td> <td>Orientation Training</td> </tr> <tr> <td>Web Site</td> <td>Refresher Training</td> </tr> <tr> <td>Posters</td> <td>Employee Handbook</td> </tr> <tr> <td colspan="2">Other (specify):</td> </tr> </table>	Job Announcement	Orientation Training	Web Site	Refresher Training	Posters	Employee Handbook	Other (specify):											
Job Announcement	Orientation Training																					
Web Site	Refresher Training																					
Posters	Employee Handbook																					
Other (specify):																						
d. Does the agency conduct any training for its employees on the requirements under federal civil rights laws - Explain	[]	[]	[]	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Orientation Training</td> <td>Supervisor's Training</td> </tr> <tr> <td colspan="2">Refresher Training (type):</td> </tr> <tr> <td colspan="2">Other (specify):</td> </tr> </table>	Orientation Training	Supervisor's Training	Refresher Training (type):		Other (specify):													
Orientation Training	Supervisor's Training																					
Refresher Training (type):																						
Other (specify):																						
Limited English Proficiency	[]	[]	[]	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">↓ Jurisdiction in general</td> <td style="text-align: center;">Law Enforcement →</td> </tr> <tr> <td colspan="2">Assessed LEP population & critical services</td> </tr> <tr> <td colspan="2">Hiring LEP language proficient speakers</td> </tr> <tr> <td colspan="2">Training personnel in LEP languages</td> </tr> <tr> <td colspan="2">Coordinating for LEP speakers in advance</td> </tr> <tr> <td colspan="2">LEP speakers called upon contact</td> </tr> <tr> <td colspan="2">Language Line used</td> </tr> <tr> <td colspan="2">Corresponding common phrase (crib) sheets</td> </tr> <tr> <td colspan="2">← Jurisdiction in general Law Enforcement →</td> </tr> </table>	↓ Jurisdiction in general	Law Enforcement →	Assessed LEP population & critical services		Hiring LEP language proficient speakers		Training personnel in LEP languages		Coordinating for LEP speakers in advance		LEP speakers called upon contact		Language Line used		Corresponding common phrase (crib) sheets		← Jurisdiction in general Law Enforcement →	
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Corresponding common phrase (crib) sheets																						
← Jurisdiction in general Law Enforcement →																						
13. Steps has the agency taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP)	[]	[]	[]																			
14. Limited English Proficiency (LEP) – Written policy on providing language access to services (Not a requirement, a question)	[]	[]	[]																			

Office of Civil Rights Compliance Checklist

Yes No N/A

15.	Education Program or Activity operated by the agency, has the agency taken the following actions:			
a.	Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972, found at 28 CFR Part 54, which prohibit discrimination on the basis of sex			
b.	Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 CFR Part 54 - Who			Designee's Title:
c.	Notified applicants for admission and employment, employees, students, parents, and others that the agency does not discriminate on the basis of sex in its educational programs or activities			
16.	Religious Activities, if conducted as part of its program or services:			
a.	Provide services to everyone regardless of religion or religious belief			
b.	Ensure that it does not use federal funds to conduct inherently religious activities, such as prayer, religious instruction, or proselytization, and that such activities are kept separate in time or place from federally-funded activities			
c.	Ensure that participation in religious activities is voluntary for beneficiaries of federally funded programs			
17.	Finding/Rulings			
a.	Has the contractor, or its subcontractors/formal participants, had any formal findings or rulings against it or its key officers regarding Equal Opportunity (grounds of race, color, religion, national origin, or sex), <u>within the last two years?</u> - Explain if Yes			
b.	Was COMMERCE (or Task Force Lead agency) and USDOJ Office of Civil Rights promptly notified of any finding?			
c.	Corrective action, as negotiated or directed, been implemented?			
18.	In accordance with the Federal Civil Rights Compliance Checklist, incorporated in this section of the monitoring tool, does the agency appear to be in full compliance with federal law and regulation			Comments:

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT
(FFATA)

Section 1

Agency/Jurisdiction Legal Name: _____ City of Aberdeen _____

Section 2

Responses should be for the entire Jurisdiction/Organization, not just the department /division to utilize grant funds.

- a) Total Federal Revenues for the prior fiscal year
(ARRA, Non-ARRA, Directly & Indirectly received) _____
- b) Is 'a' above equal to or greater than \$25,000,000? Yes No
(Circle One)
- c) If 'b' above is 'No', skip to Section 3 a), enter check 'Not Required'
and execute the certificate, otherwise continue, compensation reporting may
be required.
- d) Total Revenue (including Federal Revenue) for the prior fiscal year _____
- e) Calculation: $a \div d$ (Total Federal Revenue divided by Total Revenue) _____
- f) Is 'e' above equal to or greater than .8? Yes No
(Circle One)
- g) If 'f' above is 'No', skip to Section 3, enter check 'Not Required'
and execute the certificate, otherwise continue, compensation reporting may
be required.
- h) Have you filed senior executive's compensation with either of the following?
1. Securities & Exchange Commission
(under sec 13(a) or 15(d) of the Securities Exchange Act of 1954)
 2. Internal Revenue Service
(Sec 6104 of the Internal Revenue Code of 1986)
- i) If 'h' above is 'Yes', skip to Section 3a), enter check 'Not Required'
and execute the certificate, otherwise continue, compensation reporting
is required.

Section 3

Compensation Reporting Requirement:

a) Not required to report senior executive compensation.
(Sec 2b or 2f = 'No', or 2h = 'Yes') _____

b) Enter the name, title and total compensation of the five individuals receiving the greatest total compensation for the reporting jurisdiction (or agency if the Grantee is not a unit of state, local or tribal government).

	Name	Title	Compensation
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Section 4

I, am the chief financial officer of the jurisdiction/organization or their designated representative, and certify that the data presented on this form is an accurate reflection of the jurisdiction's/ organization's fiscal records.

Signature

Mike Folkers
Printed

Finance Director
Title

Title

SIGNATURE OF INDIVIDUAL WITH FUNCTIONAL RESPONSIBILITY

Finance Director
TITLE OF OFFICIAL COMPLETING THE CERTIFICATION

City of Aberdeen
JURISDICTION/ORGANIZATION REPRESENTED

DATE

COMMERCIAL INSURANCE, RISK POOL OR SELF INSURANCE

Cities and Counties receiving grant funds directly from Commerce under this program must have:

Automobile Liability. In the event that performance pursuant to this Agreement involves the use of vehicles, owned or operated by the Contractor or its Subcontractor, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Agreement activity but no less than \$1,000,000 per occurrence. Additionally, the Contractor is responsible for ensuring that any Subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

Employers Liability. Insurance providing wage replacement and medical benefits to employees injured in the course of employment, filling the gaps between Worker's Compensation and Commercial General Liability.

Fidelity Insurance. The Contractor shall maintain insurance coverage at least equal to the awarded funds under this agreement to protect against fraudulent acts by individuals authorized to receive or deposit funds into program accounts, or to prepare or issue financial documents, checks, or other instruments of payment for program costs.

Professional Liability, Errors and Omissions Insurance. The Contractor shall maintain Professional Liability or Errors and Omissions Insurance. The Contractor shall maintain minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the Contractor and licensed staff employed or under contract to the Contractor. The state of Washington, its agents, officers, and employees need *not* be named as additional insureds under this policy.

Worker's Compensation. Coverage of employees which in the course of employment incurred bodily injury (including death) by accident or disease that arises out of or in connection with the performance of the grant agreement.

The agency executing the grant award for this program shall provide insurance coverage as set forth above. The intent of the required insurance is to protect the state should there be any claims, suits, actions, costs, damages or expenses arising from any loss, or negligent or intentional act or omission of the Grantee or Subgrantee/subcontractor, or agents of either, while performing under the terms of this Grant.

The insurance required shall be issued by an insurance company or risk pool authorized to do business within the state of Washington. Except for Professional Liability or Errors and Omissions Insurance, the insurance shall name the state of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The Grantee shall instruct the insurers to give COMMERCE thirty (30) calendar days advance notice of any insurance cancellation, non-renewal or modification.

The Grantee shall submit to COMMERCE, either attached to the reverse of this form or within fifteen (15) calendar days of the Grant start date, a certificate of insurance which outlines the coverage and limits defined in this insurance section. Commerce will be named as an additional insured on this certificate. During the term of the Grant, the Grantee shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

The Grantee shall provide insurance coverage that shall be maintained in full force and effect during the term of this Grant

SIGNATURE OF INDIVIDUAL WITH FUNCTIONAL RESPONSIBILITY

City of Aberdeen
JURISDICTION/ORGANIZATION REPRESENTED

Finance Director
TITLE OF OFFICIAL COMPLETING THE CERTIFICATION

DATE

Insert copy of:

**Certificate of Coverage
Or
Certificate of Insurance Liability**

Or

**Submit such certificate to the address below not later than October 10, 2016
(bill.johnston@commerce.wa.gov)**

(Disbursement will be held pending receipt of a currently in effect certificate)

SUB-RECIPIENT VERIFICATION

Each grant recipient is required by law to ensure that all of their sub-recipients (participants receiving funds provided under this grant) comply with all the pre-requisites to receive federal funds and with such laws and regulation which are binding upon them as such sub-recipients, and will document such verification prior to disbursing grant funds to any sub-recipient.

Specifically identified requirements include:

1. Statement of Assurances – Justice Assistance Grant’s General Assurances
2. Debarment, Suspension, Ineligibility and Voluntary Exclusion – Low Tier Transactions
3. Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements Form
4. Acknowledgement of Federal Funds Form
5. Acknowledgement of Allowable and Unallowable Costs Form
6. Civil Rights Training Form
7. Civil Rights Requirements Form
8. Office of Civil Rights Compliance Checklist
9. Equal Employment Opportunity Plan (EEOP) Certification Form
10. CCR Registration of Sub-recipient DUNS Number & Debarment
11. Sound Financial Management
12. Time and Attendance Records

Certification:

On behalf of the agency directly contracting with the Washington State Department of Commerce and planning to reimburse other jurisdiction(s) a portion of their expenses incurred in task force participation with funds provided under this grant, I certify:

That sub-recipient verification packages addressing each of the requirements identified above have been prepared for each sub-recipient in accordance with the Justice Assistance Grant Sub-Recipient Compliance Verification package dated April 2016, and that the certifications are in force through

_____.

Or

That pending receipt of such currently complete/effective sub-recipient packages, disbursement of grant funds will not be made to those jurisdictions lacking such complete/effective packages, and that the Department of Commerce will not be billed for any of their expenses prior to receipt of such complete packages, and that the Department of Commerce will be informed of their expiration date upon completion of the sub-recipient verification package(s).

SIGNATURE OF INDIVIDUAL WITH FUNCTIONAL RESPONSIBILITY

Lieutenant _____
TITLE OF OFFICIAL COMPLETING THE CERTIFICATION

City of Aberdeen _____
JURISDICTION/ORGANIZATION REPRESENTED

DATE

SANCTUARY POLICY

The Department of Justice this year has reminded us that all recipients/sub-recipients of federal funds are required to comply with all applicable federal laws, including 8 U.S.C. Section 1373. This section deals with sanctuary policies or practices and has to be read in conjunction with several other sections to make sense to most readers. However, the practical aspect has been somewhat clarified by the Office of Justice Programs - they are to specifically interested in just two criteria:

- Policies that prevent law enforcement from releasing persons without lawful immigration status into federal custody for immigration, and
- Policies that prevent state and local law enforcement from sharing certain information with Department of Homeland Security (DHS) officials.

The Department of Justice has further informed us that should the Office of Justice programs receive information that an agency is in violation of any applicable federal law they will refer the issue to the Office of the Inspector General. This is of interest to the Department of Commerce because by awarding funds to any jurisdiction which is out of compliance, Commerce is also automatically out of compliance. In order to promptly resolve any question about your jurisdiction's compliance please answer the two following questions by checking Yes or No. If you have any question or uncertainty regarding either answer, please refer the question to your chief law enforcement officer or legal counsel.

- | Yes | No | Question |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does you jurisdiction have any policy, procedure or other restriction that prevents law enforcement from releasing persons without lawful immigration status into federal custody?
<i>Note: in responding to this question assume the individuals will be, or may continue to be, in lawful custody at the time at which custody transfer is to occur</i> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does your jurisdiction have any policy, procedure or other restriction regarding sharing certain information with Department of Homeland Security (DHS) officials? |

If either response above is "Yes", the Commerce program manager will be contacting the below named individual for clarification/amplification. You may attach a brief amplification on the reverse of this page.

SIGNATURE OF OFFICIAL WITH KNOWLEDGE OF JURISDICTION'S
POLICY OR ABSENCE THEREOF

City of Aberdeen

JURISDICTION/ORGANIZATION REPRESENTED

Lieutenant _____

TITLE OF OFFICIAL COMPLETING THIS CERTIFICATION

DATE

CUSTOMER SATISFACTION AND IMPROVEMENT

The following questions are intended to help us improve our application process. Please indicate your agreement/disagreement with the following statements. Your responses will not impact the evaluation of your application in any way.

- 1: Strongly Disagree
- 2: Disagree
- 3: Neither Agree Nor Disagree
- 4: Agree
- 5: Strongly Agree

1. The application instructions were clear.

1 2 3 4 5

2. The application questions were easily understood.

1 2 3 4 5

3. I was able to receive the assistance I needed from Commerce to complete the application.

1 2 3 4 5

4. I had adequate time to prepare the application prior to the deadline.

1 2 3 4 5

5. Given program requirements, the application process was reasonable.

1 2 3 4 5

6. Which forms or portions thereof were particularly difficult to understand or respond to, and do you have any recommendations for how they should be presented?

LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN

Mayor: Hon. Erik Larson

**The Members of
Your Committee On:** Personnel and the Chief of Police

To Whom Was Referred: Revisions to the Police Sergeant job classification

Reports and Recommends as Follows: On August 18, 2016, members of the Personnel Committee met and discussed the proposed revisions to the Police Sergeant job classification.

The job classification is being updated to reflect the removal of the rank of Corporal from the Police Department organizational structure.

This proposal also restores the requirement for applicants to have achieved Step 5 of the Police Officer salary range. This requirement had been in the job description prior to the January 2016 modifications.

The union and the incumbents in the position were notified of this proposal on August 5, 2016.

It is recommended that the City Council adopt the revisions to the Police Sergeant job classification effective immediately.


Robert Torgerson
Chief of Police

Reported: August 24, 2016

Adopted: _____, 2016

PERSONNEL COMMITTEE


Erik Larson, Chairman


Peter Schave, Council President

Jeff Cook, Member

LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN

Mayor: Hon. Erik Larson

The Members of
Your Committee On: Personnel

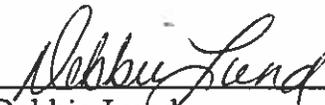
To Whom Was Referred: Authorization for temporary 5% pay increase for Human Resources Technician for additional duties assumed during absence of the Human Resources Director

Reports and Recommends as Follows: On August 18, 2016, members of the Personnel Committee met and discussed a request from Mayor Larson to temporarily increase the pay of the Human Resources Technician, Dani Smith, for the additional duties she will assume as a result of the resignation of the current Human Resources Director, Debbie Lund.

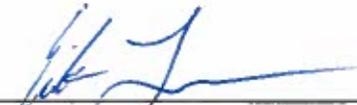
This request is to authorize payment of an additional 5% to Human Resources Technician Dani Smith. In exchange, Ms. Smith will perform the following duties that would have otherwise been performed by the Human Resources Director.

1. Assist the designated Civil Service Secretary and Chief Examiner with items related to Civil Service.
2. Serve as Pension Board secretary.
3. Serve as Wellness Coordinator.
4. Serve as the Designated Employer Representative for Drug and Alcohol Testing.
5. Assist, as requested, with the City's newsletter.
6. Prepare and distribute packets and record minutes, as needed, for the personnel committee.
7. Track and monitor temporary employee hours for ACA compliance.
8. Perform other duties as required by the Mayor.

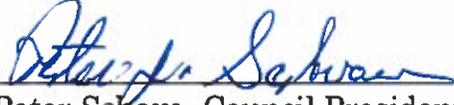
Due to the increased responsibility Ms. Smith will take on while the City is recruiting for its next Human Resources Director, it is recommended that the City Council authorize this 5% pay increase for Ms. Smith effective September 5, 2016, expiring no later than November 30, 2016. In the event that a new Human Resources Director has not been named by December 1, 2016, the council authorizes the Mayor to extend this pay increase up to an additional 90 days.


Debbie Lund
Human Resources Director

PERSONNEL COMMITTEE


Erik Larson, Chair

Reported: August 24, 2016


Peter Schave, Council President

Adopted: _____, 2016

Jeff Cook, Member

LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN

Mayor: Hon. Erik Larson

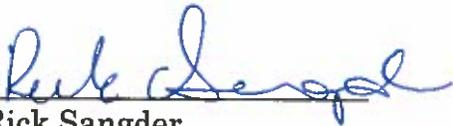
The Members of
Your Committee On: Personnel

To Whom Was Referred: Authorization for temporary 5% pay increase for Water Systems Manager for additional duties assumed during the Deputy Public Works Director vacancy.

Reports and Recommends as Follows: On August 18, 2016, members of the Personnel Committee met and discussed a request from Mayor Larson to temporarily increase the pay of the Water Systems Manager, Mike Randich, for the additional duties he has assumed as a result of the promotion of Rick Sangder to the position of Public Works Director. Re-organization of the Public Works Department is being evaluated and it is anticipated that the Deputy Public Works Directors duties will be re-assigned and compensated within the existing management of Public Works.

This request is to authorize payment of an additional 5% to the Water System Manager, Mike Randich. In exchange, Mr Randich will continue to perform the duties of the Deputy Public Works Director with regards to the day to day management of the Street and Equipment Rental Departments, which includes employees in the following cost centers: Roadway, Stormwater, Carpentry, Roadside Maintenance, Traffic Control, Electrical and Fleet Maintenance.

Due to the increased responsibility that Mr Randich has assumed during the absence of a manager at the Street Department, it is recommended that the City Council authorize this 5% pay increase for Mr. Randich effective September 5, 2016. This agreement authorizes the Mayor to extend this pay increase until the re-organization in Public Works is complete or for a maximum of 6 months.


Rick Sangder
Public Works Director

PERSONNEL COMMITTEE


Erik Larson, Chair

Reported: August 24, 2016


Peter Schave, Council President

Adopted: _____, 2016

Jeff Cook, Member