

Mayor Steven J. Carrington
Deputy Mayor Pamela Melin
Council Member Carolina Anzilotti
Council Member John Alcantra
Council Member Richard W. Best
Council Member Thomas Ojala IV
Council Member Joshua Tudor

City Manager John Moosey
City Clerk Shelly M. Acteson, CMC
City Attorney Sarah Heath, Esq.

City of Palmer, Alaska
Regular City Council Meeting
November 22, 2022, at 6:00 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.palmerak.org

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
2. Approval of Minutes of Previous Meetings
 - a) November 1, 2022, Special Meeting
 - b) November 8, 2022, Regular Meeting

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Proclamation Recognizing the Colony Knights 2022 Football Team

F. REPORTS

1. City Manager's Report
2. Mayor's Report
3. City Clerk's Report
4. City Attorney's Report

G. AUDIENCE PARTICIPATION

H. PUBLIC HEARINGS

1. **Resolution No. 23-001:** Adopting the 2023 City of Palmer Employee Pay Plan (Second Public Hearing)
2. **Resolution No. 23-002:** Adopting the 2023 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2023, and Ending December 31, 2023 (Second Public Hearing)
3. **Resolution No. 23-003:** Adopting the 2023 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2023, and Ending December 31, 2023 (Second Public Hearing)
4. **Resolution No. 23-004:** Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2023, and Ending December 31, 2023 (Second Public Hearing)
5. **Resolution No. 23-005:** Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2023, and Ending December 31, 2023, and Appropriating Monies (Second Public Hearing)
6. **Resolution No. 22-034:** Authorizing the City Manager to Accept, Appropriate and Execute a Grant in the Amount of \$322,177.71 Awarded by the U.S. Department of Homeland Security Under the 2022 State Homeland Security Grant Program for the Purchase of Motorola APX8500 Mobile Radios and Necessary Equipment

I. ACTION MEMORANDA

1. **Action Memorandum No. 22-064:** Liquor License Renewal for Matanuska Brewing Company
2. **Action Memorandum No. 22-065:** Liquor License Renewal for Palmer Municipal Golf Course
3. **Action Memorandum No. 22-066:** Authorizing the City Manager to Execute a Contract with HDL Engineering Consultants in the Amount not to exceed \$18,000 for Engineering Services for Reservoir #4 Windstorm Insulation Damage Repairs.
4. **Action Memorandum No. 22-067:** Authorizing the City Manager to Enter into a 1 Year Agreement to Purchase Healthcare Insurance Coverage with Premera through the City’s Healthcare Insurance Broker, USI Insurance Services
5. **Action Memorandum No. 22-054:** Authorizing Utility Connection for Quantum Laundry Lounge, Located at 2151 South Woodworth Loop, Palmer, Alaska

J. UNFINISHED BUSINESS

K. NEW BUSINESS

L. RECORD OF ITEMS PLACED ON THE TABLE

M. AUDIENCE PARTICIPATION

N. EXECUTIVE SESSION

O. COUNCIL MEMBER COMMENTS

P. ADJOURNMENT

Tentative Future Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
December 13	Regular	6 pm	
December 27	Regular	6 pm	Tentative
January 10, 2023	Regular	6 pm	
January 24, 2023	Regular	6 pm	

A. CALL TO ORDER

A special meeting of the Palmer City Council was held on November 1, 2022, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

B. ROLL CALL

Comprising a quorum of the Council, the following were present:

Steve Carrington, Mayor	Thomas Ojala, IV
Richard W. Best	John Alcantra
Carolina Anzilotti	Josh Tudor

Deputy Mayor Pam Melin was absent and excused.

Staff in attendance were the following:

John Moosey, City Manager	Brad Hanson, CD Director
Shelly M. Acteson, CMC, City Clerk	Beth Skow, Library Director
Sarah Heath, City Attorney	

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Main Motion: To Approve the Agenda as presented

Moved by:	Alcantra
Seconded by:	Anzilotti
Vote:	Unanimous Consent
Action:	Motion Carried

E. AUDIENCE PARTICIPATION

Mike Chmielewski:

- Spoke encouragingly to Council Member working on the budget, and the significance of the budget process.

F. NEW BUSINESS

1. **City Manager Presentation**
2. **Committee of the Whole:** Presentation of the 2022 Budget (Note: action may be taken by the Council following Committee of the Whole)
 - a. City of Palmer Budget
 - b. City of Palmer Pay Plan
 - c. City of Palmer Fee Schedule
 - d. City of Palmer Fine Schedule

e. City of Palmer Capital Improvement Program

Main Motion: To Enter into Committee of the Whole at 6:10 pm

Moved by:	Alcantra
Seconded by:	Anzilotti
Vote:	Unanimous
Action:	Motion Carried

City Manager Moosey discussed proposed personnel changes to the 2023 budget and provided an overview of the budget.

The council exited the Committee of the Whole at 8:16 p.m.

G. RECORDS OF ITEMS PLACED ON THE TABLE

H. COUNCIL MEMBER COMMENTS

I. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 8:18 p.m.

Approved this 22nd day of November, 2022.

Shelly M. Acteson, CMC, City Clerk

Steve Carrington, Mayor

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on November 8, 2022, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

B. ROLL CALL

Comprising a quorum of the Council, the following were present:

Steve Carrington, Mayor	Carolina Anzilotti
Pamela Melin, Deputy Mayor	John Alcantra
Josh Tudor	Thomas Ojala IV
Richard W. Best	

Staff in attendance were the following:

John Moosey, City Manager	Fire Chief, Chad Cameron
Shelly M. Acteson, CMC, City Clerk	Sarah Heath, City Attorney
Police Chief, Dwayne Shelton	

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
No items under Consent Agenda.
2. Approval of Minutes of Previous Meetings
 - a. October 25, 2022, Regular Meeting

Main Motion: To Approve the Agenda, and Minutes, as presented

Moved by:	Anzilotti
Seconded by:	Alcantra
Vote:	Unanimous Consent
Action:	Motion Carried

E. COMMUNICATION AND APPEARANCE REQUESTS

1. **Proclamation** – Military Family Appreciation Month, November 2022
2. **Proclamation** – Colony Cross Country Team Day, November 8, 2022
3. **Proclamation** – Small Business Saturday, November 26, 2022

Mayor Carrington and Deputy Mayor Melin read and presented the proclamations.

F. REPORTS

1. City Manager's Report:
 - Budget presentation and overview.

2. City Clerk's Report:
 - No report at his time.
3. Mayor's Report:
 - Mayor Carrington highlighted his written report.
4. City Attorney's Report
 - Stated she was working with the City Manager on an amended contract for the Museum.

G. AUDIENCE PARTICIPATION

Erik Anderson:

- Commented on the lack of clarity in the 2023 budget documents.

Mike Chmielewski:

- Requested an update on residents' ability to call in during a meeting.

Wes Artz:

- Commented on the improved situation with vagrancy and thanked the Palmer Police Department for their help with the issue.

H. PUBLIC HEARINGS

1. **Resolution No. 22-033:** A Resolution of the Palmer City Council Authorizing the Finance Director to Give Notice to the Alaska Municipal Bond Bank of the City of Palmer's Intention to Payoff General Obligation Refunding Bond, 2012, and to Authorize the Expenditure of Funds Appropriated in the 2022 City Budget

Mayor Carrington opened the public hearing on Ordinance No. 22-033. There were no comments.

Mayor Carrington closed the public hearing.

City Manager Moosey provided a staff report and fielded questions from Council.

Main Motion: To Adopt Resolution No. 22-033

Moved by:	Best
Seconded by:	Melin
Vote:	Unanimous
Action:	Motion Carried

I. ACTION MEMORANDA

- a. **Action Memorandum No. 22-063:** Authorizing the City Manager to Purchase a New Vehicle and Related Safety Equipment in the Amount Not to Exceed \$36,000

City Manager Moosey provided the staff report and fielded questions from Council.

Main Motion: To Approve Action Memorandum No. 22-063

Moved by:	Tudor
Seconded by:	Melin
Vote:	Unanimous
Action:	Motion Carried

J. UNFINISHED BUSINESS

1. **Committee of the Whole:** Presentation of the 2023 Budget (note: action may be taken by the Council following the Committee of the Whole)
 - a. Budget presentation by Palmer Fire Department
 - b. Budget presentation by Palmer Police Department
 - c. Resolution No. 23-001: City of Palmer Pay Plan
 - d. Resolution No. 23-002: City of Palmer Fee Schedule
 - e. Resolution No. 23-003: City of Palmer Fine Schedule
 - f. Resolution No. 23-004: City of Palmer Capital Improvement Program
 - g. Resolution No. 23-005: City of Palmer 2023 Budget

Main Motion: To Enter Committee of the whole at 6:38 p.m.

Moved by:	Melin
Seconded by:	Alcantra
Vote:	Unanimous
Action:	Motion Carried

The council unanimously agreed to exit at 7:49 p.m.

The Council did not make any motions after returning into the Meeting.

K. NEW BUSINESS

L. RECORD OF ITEMS PLACED ON THE TABLE

M. AUDIENCE PARTICIPATION

Eric Anderson:

- Requested clarification concerning certain portions of the 2023 budget.

N. EXECUTIVE SESSION

O. COUNCIL MEMBER COMMENTS

Mayor Carrington:

- Requested legislation placed on future agenda be more descriptive and useful to the reader.

Council Member Tudor:

- Thanked the Fire and Police Chief for their budget presentation.

Council Member Alcantra:

- Thanked the Fire Chief, Police Chief and Finance Director for their budget presentations and assistance.
- Stated he would not be in attendance during the November 15 Council Meeting.

Council Members Anzilotti, Ojala and Best:

- Thanked the Fire Chief, Police Chief and Finance Director for their budget presentations and assistance.

Deputy Mayor Melin:

- Thanked Police and Fire Departments.
- Expressed gratitude to the proclamation recipients.

P. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 8.:13 p.m.

Approved this ____ day of _____, 2022.

Shelly M. Acteson, CMC, City Clerk

Steve Carrington, Mayor



PROCLAMATION

RECOGNIZING THE COLONY KNIGHTS 2022 FOOTBALL TEAM AS ASAA DIVISION I FOOTBALL CHAMPIONS

WHEREAS, the Colony Knight Football Team battled back after two tough early season losses; and

WHEREAS, the Colony Knight Football Team has proven to be focused and tenacious; and

WHEREAS, the Colony Knight Football Team has been to the Alaska State Championship game three times in 2000, 2006, and 2022; and

WHEREAS, it is well known that “Third time is the charm”; and

WHEREAS, the Colony Knight Football Team won their first ASAA Division I Football Championship and made their community proud;

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and City Council of the City of Palmer, Alaska, November 22, 2022, to be Colony Knights Football Team Day.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the seal of the City of Palmer to be affixed on this 22nd day of November 2022.

Steve Carrington, Mayor

Shelly Acteson, CMC, City Clerk

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey
Date: October 25, 2022
Public Hearing: October 25, 2022
Action:
Vote:
Yes: No:

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CITY OF PALMER, ALASKA

Resolution No. 23-001

A Resolution of the Palmer City Council Adopting the City of Palmer Employee Pay Plan

WHEREAS, the City of Palmer wishes to approve the attached pay plan for the compensation of employees;

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby amends its employee compensation pay plan by adopting the attached "City of Palmer Pay Plan-January 1, 2023" with effective date of the pay plan to be January 1, 2023.

Approved by the Palmer City Council this 22nd day of November, 2022.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk

CITY OF PALMER PAY PLAN -- January 1, 2023
3% COLA

Implement: 01/09/2023

Council Approved:

LEVEL	Level Classification by Job Title		Steps									Longevity Steps*					
			1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
1		Hourly	13.63	14.08	14.53	15.01	15.52	16.03	16.56	17.12	17.71	18.22	18.77	19.33	19.93	20.54	21.17
		Bi-weekly	1090.40	1126.40	1162.40	1200.80	1241.60	1282.40	1324.80	1369.60	1416.80	1457.60	1501.60	1546.40	1594.40	1643.20	1693.60
		Annual	28,350	29,286	30,222	31,221	32,282	33,342	34,445	35,610	36,837	37,898	39,042	40,206	41,454	42,723	44,034
2	Seasonal Arena Attendant Janitor/ Light Maintenance Library Technician Seasonal Groundskeepers / LT Maintenance	Hourly	15.22	15.72	16.25	16.79	17.37	17.94	18.56	19.21	19.87	20.48	21.09	21.74	22.40	23.10	23.82
		Bi-weekly	1217.60	1257.60	1300.00	1343.20	1389.60	1435.20	1484.80	1536.80	1589.60	1638.40	1687.20	1739.20	1792.00	1848.00	1905.60
		Annual	31,658	32,698	33,800	34,923	36,130	37,315	38,605	39,957	41,330	42,598	43,867	45,219	46,592	48,048	49,546
3	Library Specialist Receptionist & Cashier (PT)	Hourly	16.79	17.37	17.94	18.56	19.21	19.87	20.56	21.28	22.02	22.70	23.40	24.13	24.88	25.67	26.48
		Bi-weekly	1343.20	1389.60	1435.20	1484.80	1536.80	1589.60	1644.80	1702.40	1761.60	1816.00	1872.00	1930.40	1990.40	2053.60	2118.40
		Annual	34,923	36,130	37,315	38,605	39,957	41,330	42,765	44,262	45,802	47,216	48,672	50,190	51,750	53,394	55,078
4	Admin Assistant: Election Worker	Hourly	18.33	18.96	19.62	20.30	21.01	21.74	22.51	23.31	24.13	24.88	25.66	26.48	27.32	28.18	29.08
		Bi-weekly	1466.40	1516.80	1569.60	1624.00	1680.80	1739.20	1800.80	1864.80	1930.38	1990.40	2052.80	2118.40	2185.60	2254.40	2326.40
		Annual	38,126	39,437	40,810	42,224	43,701	45,219	46,821	48,485	50,190	51,750	53,373	55,078	56,826	58,614	60,486
5	Admin Asst - Public Safety (2), Public Works, Community Development, Library Mayor/Council/Clerk, City Manager Receptionist & Cashier Community Development Specialist Maintenance Worker, Seasonal Arena Specialist Arena & Facility Operations Assistance Groundskeeper Foreman, Library Assistant	Hourly	19.94	20.64	21.36	22.11	22.90	23.71	24.54	25.43	26.34	27.18	28.04	28.93	29.85	30.81	31.80
		Bi-weekly	1595.20	1651.20	1708.80	1768.80	1832.00	1896.80	1963.20	2034.40	2107.20	2174.40	2243.20	2314.40	2388.00	2464.80	2544.00
		Annual	41,475	42,931	44,429	45,989	47,632	49,317	51,043	52,894	54,787	56,534	58,323	60,174	62,088	64,085	66,144
6	Accounting Technician I, Dispatcher I Evidence & Records Custodian Lib Srvs Coordinator, W/WW Operator I Solid Waste Collector, Mechanic I	Hourly	21.54	22.29	23.07	23.90	24.75	25.63	26.55	27.51	28.50	29.42	30.35	31.32	32.33	33.37	34.45
		Bi-weekly	1723.20	1783.20	1845.60	1912.00	1980.00	2050.40	2124.00	2200.80	2280.00	2353.60	2428.00	2505.60	2586.40	2669.60	2756.00
		Annual	44,803	46,363	47,986	49,712	51,480	53,310	55,224	57,221	59,280	61,194	63,128	65,146	67,246	69,410	71,656
7	Building Inspector, Dispatcher II Equipment Operator, Mechanic Police Officer I, Support Services Specialist Utility Meter Reader & Laborer W/WW Operator II	Hourly	23.11	23.94	24.79	25.67	26.60	27.57	28.55	29.59	30.67	31.66	32.68	33.73	34.82	35.96	37.12
		Bi-weekly	1848.80	1915.20	1983.20	2053.60	2128.00	2205.60	2284.00	2367.20	2453.60	2532.80	2614.40	2698.40	2785.60	2876.80	2969.60
		Annual	48,069	49,795	51,563	53,394	55,328	57,346	59,384	61,547	63,794	65,853	67,974	70,158	72,426	74,797	77,210
8	Accounting Technician II Deputy City Clerk	Hourly	24.69	25.56	26.49	27.44	28.44	29.48	30.55	31.66	32.83	33.89	34.98	36.11	37.28	38.49	39.75
		Bi-weekly	1975.20	2044.80	2119.20	2195.20	2275.20	2358.40	2444.00	2532.80	2626.40	2711.20	2798.40	2888.80	2982.40	3079.20	3180.00
		Annual	51,355	53,165	55,099	57,075	59,155	61,318	63,544	65,853	68,286	70,491	72,758	75,109	77,542	80,059	82,680
9	Dispatch Supervisor, Fire Prevention Officer Fire Training Coordinator Parks & Facility Manager Police Officer II, Utilities Foreman	Hourly	26.28	27.23	28.20	29.23	30.30	31.43	32.58	33.78	35.03	36.16	37.34	38.56	39.81	41.12	42.47
		Bi-weekly	2102.40	2178.40	2256.00	2338.40	2424.00	2514.40	2606.40	2702.40	2802.40	2892.80	2987.20	3084.80	3184.80	3289.60	3397.60
		Annual	54,662	56,638	58,656	60,798	63,024	65,374	67,766	70,262	72,862	75,213	77,667	80,205	82,805	85,530	88,338
10	Library Director Police Detective Sergeant Police Sergeant	Hourly	27.84	28.86	29.91	31.00	32.15	33.32	34.56	35.83	37.17	38.38	39.64	40.93	42.28	43.67	45.11
		Bi-weekly	2227.20	2308.80	2392.80	2480.00	2572.00	2665.60	2764.80	2866.40	2973.60	3070.40	3171.20	3274.40	3382.40	3493.60	3608.80
		Annual	57,907	60,029	62,213	64,480	66,872	69,306	71,885	74,526	77,314	79,830	82,451	85,134	87,942	90,834	93,829
11	Airport Superintendent Commander, Controller Human Resource Manager Maintenance Superintendent	Hourly	29.43	30.81	31.61	32.76	33.98	35.24	36.54	37.90	39.32	40.60	41.93	43.31	44.73	46.21	47.73
		Bi-weekly	2354.40	2464.80	2528.80	2620.80	2718.40	2819.20	2923.20	3032.00	3145.60	3248.00	3354.40	3464.80	3578.40	3696.80	3818.40
		Annual	61,214	64,085	65,749	68,141	70,678	73,299	76,003	78,832	81,786	84,448	87,214	90,085	93,038	96,117	99,278
12	Directors: Community Development Finance, Public Works Fire Chief, Police Chief	Hourly	36.48	37.84	39.25	40.72	42.24	43.83	45.47	47.19	48.97	50.59	52.28	54.01	55.83	57.69	59.62
		Bi-weekly	2918.40	3027.20	3140.00	3257.60	3379.20	3506.40	3637.60	3775.20	3917.60	4047.20	4182.40	4320.80	4466.40	4615.20	4769.60
		Annual	75,878	78,707	81,640	84,698	87,859	91,166	94,578	98,155	101,858	105,227	108,742	112,341	116,126	119,995	124,010

***Pay Increments for Longevity**

Step A	When an employee reaches step A, B or C of their assigned pay level, the employee shall remain at step A, B or C for two (or more) years. When the employee completes two (or more) years at step A, B, or C the employee moves to step B, C or D of the Pay
Step B	Plan and is eligible for the increase indicated in step B, C or D; provided the employee received an overall rating of "satisfactory" or higher on his or her performance evaluation and worked continuously as a regular fulltime or part-time employee.
Step C	

Step D	When an employee reaches step D or E of their assigned pay level, the employee shall remain at step D or E for three (or more) years. When the employee completes three (or more) years at step D or E, the employee moves to step E or F of the Pay Plan
Step E	and is eligible for the increase indicated in step E or F; provided the employee received an overall rating of "satisfactory" or higher on his or her performance evaluation and worked continuously as a regular fulltime or part-time employee.
Step F	When an employee reaches the end of the pay scale (step F), the employee is no longer entitled to a step increase.

Note: Employees in longevity are prohibited from skipping steps and must remain at each step as indicated.

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey
Date: October 25, 2022
Public Hearing: October 25, 2022
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 23-002

A Resolution of the Palmer City Council Adopting the 2023 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023,

WHEREAS, portions of the Palmer Municipal Code refer to fees "established in the current, adopted budget"; and

WHEREAS, the Fee Schedule establishes the fees for 2023 and becomes a part of the current, adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby, through the budget process, adopts the attached fee schedule for a period of one (1) year, that being from January 1, 2023, through December 31, 2023.

Approved by the Palmer City Council this 22nd day of November, 2022.

Steve Carrington, Mayor

Shelly Acteson, CMC, City Clerk



City of Palmer

2023 Fee Schedule

(Adopted by Resolution No. 23-002)

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Airport Fees	
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Transient (per day)	\$ 5
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Monthly Apron C (6-33, 39-45) 33'x44' Monthly	\$ 32 30
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Quarterly Apron C (6-33, 39-45) 33'x44' Quarterly	\$ 91 85
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Annual Apron C (6-33, 39-45) 33'x44' Annual	\$ 334 310
Aircraft Tie Down Space Apron B (1-39)	\$ 32 30
Aircraft Tie Down Space Apron B (1-39)	\$ 91 85
Aircraft Tie Down Space Apron B (1-39)	\$ 334 310
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'X61' Monthly	\$ 53 50
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'X61' Quarterly	\$ 154 145
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'X61' Annual	\$ 586 550
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Transient (per day)	\$ 53 50
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Quarterly	\$ 292 275
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Annual	\$1,118 \$ 1,050
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Transient (per day)	\$ 90 85
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Quarterly	\$ 530 500
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Annual	\$2,070 \$ 1,950
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Transient (per day)	\$ 106 100
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Quarterly	\$ 636 600
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Annual	\$2,494 \$ 2,350
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient (per day)	\$ 27 25
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Monthly	\$ 117 110
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Quarterly	\$ 336 315
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Annual	\$1,294 \$ 1,210
Aircraft Impoundment Fee	\$ 400
Storage fee for impounded aircraft (per month)	\$ 200
Airport Lease Application Fee	\$ 500
Fuel Flowage Fee (per gallon delivered)	\$.05
*All Tie Down Spaces add 3% sales tax (sales tax included in transient rate) Transient rate is for stay greater than 4 hours per day on airport grounds. Rates are not pro-rated.	

Animal Control Fees	
Animal license – dog/cat (three-year license – expires three years from date of issue)	\$ 10
Lost tag – animal license (expires three years from original issue date)	\$ 2.50
Animal impound (per animal)	\$ 30
Dangerous/vicious animal registration (one-time fee)	\$ 25

Appeals	
Appeal to hearing officer regarding a decision of the Planning and Zoning Commission:	
Nonrefundable application filing fee	\$ 3,000
Deposit for preparation of the appeal record	\$ 500

Application Filing Fees (Filing fees are nonrefundable)	
Mobile home park	\$ 500
Large Retail Establishment	\$ 500
Conditional Use Permit	\$ 500
Variance Request	\$ 500
Planned Unit Development (PUD)	\$ 500
Zone Change/Palmer Municipal Code Text Amendment	\$ 500
Accessory Dwelling Unit	\$ 100
Short Term Rental and Annual Renewal	\$ 75

Building Permit Fees Based on Total Valuation		
Total Valuation:	Fee:	Additional Fee
\$1 to \$500	\$ 26	
\$501 to \$2000	\$ 26	for the first \$500 plus \$3.40 for each additional \$100, or fraction thereof, to and including \$2000
\$2001 to \$25,000	\$ 77	for the first \$2000 plus \$15.59 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$ 435.50	for the first \$25,000 plus \$11.25 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$ 716.75	for the first \$50,000 plus \$7.80 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$ 1,106.75	For the first \$100,000 plus \$6.24 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$ 3,602.75	For the first \$500,000 plus \$5.28 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$ 6,242.75	for the first \$1,000,000 plus \$4.06 for each additional \$1,000, or fraction thereof

Building Inspector Inspection Services and Fees	
Plan Review Fee (4-plex or more residential units and all other non-residential projects) 65% of building permit fee	65%
Inspections outside normal business hours (per hour)*	\$ 125
Re-inspection fees assessed under provisions of Section 305.8 of the 97 UAC (per hour)*	\$ 100
Inspection for which no fee is specifically indicated (per hour)*	\$ 100
For use of outside consultants for plan check and inspections, – actual costs**	\$

* Or the total hourly cost to the jurisdiction, whichever is the greatest. There is a two hour minimum and this cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

** Actual costs include administrative and overhead costs.

Business Licenses	
Business License:	
Annual license	\$ 25
Biennial license	\$ 50
State Fair License (duration of Fair – not transferable to annual license)	\$ 25
Special Event License (duration of the special event up to three days (not transferable to annual license)	\$ 10
Door to Door Solicitors License (non-refundable annual fee)	\$ 50
Business License – failure to apply before business opens:	\$ 25
Business License – late filing fee:	
Through February 1	\$ 25
Additional fee on March 1 (not to exceed \$50)	\$ 25
State Fair vendors failure to apply for a business license by the first day of the Fair.	\$ 25
State Fair vendors additional fee on September 7	\$ 25
Special Event License	\$ 10
Business License – failure to display business license:	\$ 25
Door to Door Solicitors License Reprint – full application process	\$ 50
Copy of Business License list	\$ 25

Community Center (Railroad Depot) Rental		
Rental Period ----- 8 am to Midnight	Rental Rate	Security Deposit
Daily: Monday through Thursday	\$ 255 \$270 per day	\$ 150
Daily weekend: Friday through Sunday	\$ 305 \$325 per day	\$ 150
Recurring Use * (for Category 1, 2 & 3 Only**)	Rental Rate	Security Deposit
<u>Minimum rental of 15 calendar days per year:</u>		
Monday through Thursday	\$ 195 \$205 per day	\$ 150
Friday through Sunday	\$ 220 \$235 per day	\$ 150

* If use drops below number required for rate assessed due to cancellations, rental fee will be assessed from applicable rental period stated above.

**Recurring Use does not apply to Category 4 & Category 5 as defined in the City of Palmer Community Center (Depot) Rental Policy

CANCELLATION POLICY	
If 45 or more days notice	Full Refund rental rate and deposit
If less than 45 days notice	City keeps deposit and one day rental
If rental 3 consecutive days or more	Cancel 60 days in advance – Full refund
If rental 3 consecutive days or more	Cancel less than 60 days in advance – City keeps deposit and one day rental

Community Center (Railroad Depot) Rental Miscellaneous Fees	
Security Deposit	\$ 150
Re-hanging of ceiling noise baffles (per hour basis)	\$ 55
Lost key fee	\$ 150
Cleaning (if more than two hours is required – per hour basis)	\$ 75

Note: there is a two-hour minimum overtime fee for any City employee called out after work hours for any problems.

Election Fees	
Recount ballot application (per precinct)	\$ 200

Equipment Rental

Equipment rental and dry equipment rates when City must repair damages to City property. Labor costs are in addition to these rates.

Compactor	\$	35
Compressor	\$	60
Generator	\$	80
Push Mower	\$	25
Backhoe & Attachment	\$125	95
Bucket Truck	\$125	95
Cement Mixer	\$	45
Chainsaw	\$	30
Cut Off Saw	\$	25
Drain Cleaner	\$	50
Dredge	\$300	200
Dump/Flat Bed	\$	65
Dump Trucks (8 yard)	\$165	105
Garbage Truck	\$200	100
Graders	\$250	122
Hot Patcher	\$	75
Jumping Jack	\$	35
Front End Loader	\$125	98
Riding Mower	\$	55
Paver	\$	65
Pickup Truck	\$95	40
Plow/Sand Truck (large)	\$165	105
Pressure Washer	\$	25
Road Striper Power Liner	\$	45
Rototiller	\$	35
Snow Blower	\$325	210
Spreader	\$	25
Steam Truck	\$125	95
Street Sweeper	\$130	98
Trac Star Fusion Machine (per hour, 4 hour min) monthly price = \$19,000, monthly fee can be pro-rated	\$200	115
Trailer	\$	55
Trash Pump	\$50	25
Vactor	\$125	95
Water/Sewer/Maintenance Utility Trucks	\$95	40
Weed Blower	\$	25
Weed Whacker	\$	25

False Alarms	
False Burglar Alarm Fees (Within a 12 month period):	
First false alarm	\$ 0
Second false alarm	\$ 0
Third false alarm	\$ 75
Fourth false alarm	\$ 100
Fifth false alarm	\$ 125
Sixth false alarm	\$ 150
Seventh false alarm	\$ 175
Eighth false alarm	\$ 200
Ninth false alarm	\$ 225
Tenth false alarm	\$ 250
Each false alarm in excess of ten	\$ 300
False Fire Alarm Fees (Within a 12 month period):	
First false alarm	\$ 0
Second false alarm	\$ 300
Third false alarm	\$ 350
Fourth false alarm	\$ 400
Each false alarm in excess of four	\$ 400

Fire Equipment Items	
Fire/Rescue Apparatus, each (Includes STD Tools on Vehicle) ** (per day)	\$ 500
Portable Fire Pumps ** (per hour)	\$ 50
Portable Tank (per day)	\$ 50
Fire Hose, each section (all sizes) (per day)	\$ 20
Self-contained Breathing Apparatus (SCBA) ** (per day)	\$ 100
SCBA Spare Cylinder (includes refilling) (per day)	\$ 25
Additional fees will be charged for replacement of consumable items used (i.e. fuel for fires, wood supplies, etc.)	

** Additional fees will be charged for an Operator/Supply Officer of these items at the rate of \$18 per hour.

Fire Training Center Rental Fees	
Classroom, each (per day, includes A/V and restrooms)	\$ 150
Copy machine (per copy)	\$.25
CPR Mannequins, each (per day)	\$ 20
First-aid Training Kit (per day)	\$ 10
Airway Training Kit (per day)	\$ 20
Firefighting Small Classroom Props (per day)	\$ 10
Fire Behavior Carmody Kit (per day)	\$ 20
Hydrant Cutaway Large Prop (per day)	\$ 20
Pump Cutaway Large Prop (per day)	\$ 20
Training ground (per day, includes hydrant usage and field)	\$ 100

Fire Training Ground Items	
Smoke house (per hour)	\$ 50
Smoke Generator Machine ** (per day)	\$ 50
Tower Building and Burn Room (per hour)	\$ 50
Vehicle Extrication Training Grounds (per day – approximately)	\$ 100
Roof Simulator ** (per hour)	\$ 30
Hazmat Props (per hour)	\$ 20
Live Fire Class A Exterior Props ** (per hour)	\$ 20
Live Fire Class B Exterior Props ** (per hour)	\$ 50
Portable Fire Extinguishers 2.5 LB (per day)	\$ 10
Portable Fire Extinguishers 20 LB (per day)	\$ 10
Portable Fire Extinguishers 10 LB (per day)	\$ 15

Miscellaneous	
Notary fee (per act)	\$ 10
NFS Check Fee	\$ 30
Administrative fees on credit card charges of \$5,000 or higher (in person or phone transactions only)	3%

MTA Events Center	
Events Center Rental (ice covered) per day	\$ 2,500
Events Center Rental (dry floor) per hour, minimum 3 hours – up to 8 hours	\$ 100
Events Center Rental (dry floor) per day	\$ 1,000
Prime Ice Hour	\$ 230
Non-Prime Ice Hour	\$ 180
Paid Gate (Ice) Event Per Hour	\$ 255
Curling per hour	\$ 180
Curling Stone Rental Monthly	\$ 100
Public Skate Youth (4 & under) Helmet Mandatory	\$ Free
Public Skate	\$ 5
Public Skate Senior Ages 60+	\$ 4
Public Skate Family Pass (up to 4 people, each additional is \$4)	\$ 15
Public Skate Senior 10 punch card (60+)	\$ 35
Public Skate 10 punch card	\$ 45
Freestyle all ages	\$ 5
Freestyle 5 punch card	\$ 25
Skate Rental	\$ 3
Skate Rental 10 punch card	\$ 25
Skate Sharpen	\$ 7
Skate Sharpen 10 punch card	\$ 60
Shinny Hockey (by age group, full gear required)	\$ 7
Shinny Hockey 10 punch card (by age group, full gear required)	\$ 60
Stick Time (Helmets & gloves required)	\$ 5
Stick Time 10 punch card (Helmets & gloves required)	\$ 45
Broomball (Helmets & gloves required)	\$ 5
Birthday Party (up to 15 skaters, \$5 per additional skater)	\$ 100
Gym (daily)	\$ 5
Gym (monthly)	\$ 25

Neighborhood Park Development Fee Schedule

Dwelling Type:	
Single Family (per dwelling unit)	\$ 200
Multi-family (per dwelling unit)	\$ 150
Mobile home (per dwelling unit)	\$ 150

Palmer Public Library Fees

Overdue items (per day, maximum \$5 per item)	\$.25
Library community room rental (per hour with two hour minimum)	\$ 25
Library community room rental (nonprofit – annually, entitles renter one use per month)	\$ 100
Copying fee (per page)	\$.25
Replacement library cards	\$ 3
Temporary card (4 months)	\$ 10

Damaged Books

TBD = To Be Determined	
Chewed edge corner (per corner)	\$ 2
Defaced pages (per page or replacement cost)	\$ 2
Torn pages in book that cannot be repaired (replacement cost)	\$ TBD
Torn pages in book that can be repaired (per page)	\$ 2
Repeated dog eared pages (per book)	\$ 2
Chewed spine (top or bottom)	\$ 2
Rebinding (replacement cost of item plus administrative fee)	\$ TBD
Water/fluid damage (replacement cost plus administrative fee)	\$ TBD
Mildew (replacement cost plus administrative fee)	\$ TBD
Missing barcodes and spine labels on any library item (per item)	\$ 1
Missing or damaged any library item jacket or case	\$ 2
Lost or Damaged book Bag (replacement cost)	\$ TBD
Items returned to wrong book drop	\$ 1
Administrative reprocessing fee for lost or damaged books, DVD, audios, E-Readers	\$ 5

Damaged Videos/DVDs/CDs:

Damaged video, DVD, or CD (actual cost of repair plus administrative fee)	\$ TBD
Taping over a library video (replacement cost plus administrative fee)	\$ TBD
Broken or lost case	\$ 5

Damaged Audio Tapes:

Replacement (actual replacement cost)	\$ TBD
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Equipment:

E-Readers (actual replacement cost)	\$ TBD
Equipment loaned out (per day) plus \$100 refundable deposit	\$ 5
Damages to equipment (actual repair cost plus administrative fee)	\$ TBD

Permits

Itinerant Vendor permit	\$ 50
Fence permits	\$ 26
Shed Permit (up to 320 square feet)	\$ 26
Non-electrical sign permit (base fee plus \$1.50 per sq. ft of sign area)	\$ 25
Electrical sign permit (base fee plus \$3 per sq. ft of sign area)	\$ 50
Loud equipment permit (valid for eight hours)	\$ 25

Noise permit	\$	25
Water/Sewer Permits:		
Connection fee – water (new construction)	\$	400
Connection fee – sewer (new construction)	\$	400
Disconnect/abandonment fee – water (back to main)	\$	500
Disconnect/abandonment fee – sewer (back to main)	\$	500
Encroachment Permit (before construction)	\$	150
Encroachment Permit (after construction)	\$	250

Public Information Requests		
Copies (per page)	\$.25
Copies of drawings, plans, books, etc. – actual cost	\$	
Audio recording (per meeting)	\$	15
Public Safety audio recordings (per individual incident)	\$	20
Police Video Recording (per individual incident)	\$	20
Fire Report Copy	\$	20
Charge for staff time above five hours for research/copying costs – actual personnel cost	\$	
Collision Report (Per report, exceeds 10 pages, additional fee of \$0.35 per page)	\$	10
Officer Report (Per report, exceeds 10 pages, additional fee of \$0.35 per page)	\$	10
Dispatch Log (Per log, exceeds 10 pages, additional fee of \$0.35 per page)	\$	5
CD/DVD (Per CD/DVD)	\$	20
Public Safety Audio Recording - \$20.00 per individual incident plus \$0.54 a minute for review and \$5.40 a minute for redaction		
Public Safety Video Recording - \$50.00 per individual incident plus \$0.54 a minute for review and \$5.40 a minute for redaction		

Sales Tax		
Sales Tax Rate (\$1,000 cap per item/service)		3%
Sales Tax – late filing fee	\$	25
Sales Tax – delinquency tax interest rate – per year		15%
Sales Tax – late payment penalty a penalty of 5% of the tax for each month late or fraction there of after the due date, until total penalty of 20% has been accrued.	\$	
Sales Tax – collection upon sale – failure to collect	\$	150
Sales Tax – lien for tax, interest, and administration costs for penalties violation	\$	150
Sales Tax – PMC 3.16.260 – violation	\$	150
Online Sales Tax Credit Card Convenience Fee		3%
Contractor Certification of Exemption (for sales tax/per calendar year)	\$	250
Owner/Builder Exemption (for sales tax/per calendar year)	\$	30

Special Assessments	
Special Assessment District billing fee	\$ 3
Special Assessment Interest Rate	3%
Special Assessment Penalty Rate	3%

Utilities	
Deposit – water and sewer (new active customers)	\$ 100
Utility late fees (percentage of balance owed)	10%
Service call fee	\$ 50 25
Connection/Disconnect fee	\$ 25
Door tag fee for non-payment of prior months' utility bill	\$ 20 15
Transfer Tenant Utilities to Landlord for non-payment	\$ 15
Miscellaneous Repair Work hourly labor rate, contact the Department of Public Works for material costs	\$ 50
After Hours/Holiday/Weekend Inspection Fee (hourly)	\$ 125
Online Utility Payments Convenience Fee (transaction limit - \$5,000)	\$ 2.25
Monthly Water Rates:	
0 to 5,000 gallons (plus meter charge plus sales tax)	\$ 20.95 19.95
Over 5,000 gallons (plus meter charge and \$0.419 \$0.399 per 100 gallons plus sales tax)	\$ 20.95 19.95
Monthly Wastewater Rates:	
0 to 5,000 gallons (plus sales tax)	\$ 45.75 43.60
Over 5,000 gallons (plus \$0.915 \$0.872 per 100 gallons plus sales tax)	\$ 45.75 43.60
Dump Station Fee (per month)	\$ 180
Monthly Meter Charges:	
5/8" meter (plus sales tax)	\$ 16.15 15.40
3/4" meter (plus sales tax)	\$ 23.30 22.20
1" meter (plus sales tax)	\$ 41.20 39.25
1 1/2" meter (plus sales tax)	\$ 93.10 88.65
2" meter (plus sales tax)	\$164.95 \$ 157.10
3" meter (plus sales tax)	\$370.30 \$ 352.65
4" meter (plus sales tax)	\$659.80 \$ 628.40
6" meter (plus sales tax)	\$1,484.60 \$ 1,413.90
8" meter (plus sales tax)	\$2,639.15 \$ 2,513.50
Hydrant Meter Connection (3" Bulk) (per month plus \$.01 per gallon) (plus sales tax)	\$315.00 300.00
Monthly Unmetered Wastewater Service Rates:	
Unmetered wastewater service flat rate, 4 inch service line (plus sales tax)	\$ 52.50 50.00
Unmetered wastewater service flat rate, 6 inch service line (plus sales tax)	\$ 76.65 73.00
Service Fee for Utilities Outside City Limits:	
Monthly Service Fee for Outside City Limits	3%

Summer Sewer Rates:

Residential Rates:

Because summer month water consumption for residential customers increases due to lawn and garden irrigation without a related increase in the use of sewer service, residential customers shall be charged for water actually used for each month of the year, but their sewer service charges for each of the billing cycles to include the months of May, June, July and August shall be set to the flat rate fee equivalent to 0 - 5000 gallons of waste water usage plus sales tax as outlined in the current fee schedule.

Commercial Rates:

Commercial users may install separate water meters to meter water used exclusively for irrigation purposes during the months of May, June, July and August, provided that the commercial customer pays for the purchase and installation of a separate water meter for that purpose, and such installation is approved by the utility. The customer shall pay fees for all water used, but the amount of water used for irrigation through an irrigation system water meter will be deducted from the commercial account's total metered water consumption for the purpose of calculating monthly charges for sewer service.

Treatment Rates:	
0 - 5000 gallons (plus sales tax)	\$ 56.80
Over 5001 gallons (plus \$1.10 per 100 gallons) (plus sales tax)	\$ 56.80
Solid Waste Collection:	
Weekly refuse collection service (per month plus sales tax) 96 gallon can	\$ 29 28
Weekly refuse collection service (per month plus sales tax) 64 gallon can	\$ 23 22
Each additional container/bag 30 lb or less (per item)	\$ 5
64 and 96 gallon Residential Container Replacement cost	\$ 100
Oversize/special Item Collection/Disposal Fee	\$ 30
Freon Removal Fee	\$ 25
On-Call Dumpster (Residential Only) Monthly Fee	\$ 50
On-Call Commercial Dumpster (other Dumpster Service Required) – Monthly Fee	\$ 50
Disconnected Utility Container Removal Fee	\$ 10
Container Loss Recovery Fee	\$ 35 25
Container Delivery/Removal fee	\$ 25 10
Unscheduled Service Fee (different collection vehicle required)	\$ 50 40
Three Cubic Yard Container - Residential - each dump (plus sales tax)	\$ 31.50 30
Four Cubic Yard Container - Residential - each dump (plus sales tax)	\$ 40 38
Eight Cubic Yard Container - Residential - each dump (plus sales tax)	\$ 78 74
Three Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ 126 120
Three Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ 252 240
Three Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$ 378 360
Four Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ 160 152
Four Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ 320 304
Four Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$ 480 456
Eight Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ 312 296
Eight Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ 624 592
Eight Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$ 936 888
Locking Dumpster (three or four yard includes delivery and pickup)	\$ 175

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey
Date: October 25, 2022
Public Hearing: October 25, 2022
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 23-003

A Resolution of the Palmer City Council Adopting the 2023 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2023, and Ending December 31, 2023

WHEREAS, portions of the Palmer Municipal Code refer to fines “established in the current adopted budget”; and

WHEREAS, the Fine Schedule establishes the fines for 2023 and becomes a part of the current, adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby, through the budget process, adopts the attached fine schedule for a period of one (1) year, that being from January 1, 2023, through December 31, 2023.

Approved by the Palmer City Council this 22nd day of November, 2022.

Steve Carrington, Mayor

Shelly Acteson, CMC, City Clerk



City of Palmer

2023 Fine Schedule

(Adopted by Resolution No. 23-003)

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As provided by the Palmer Municipal Code, the following fine schedule applies to all offenses in the Palmer Municipal Code unless a different penalty is specified. Citations for these offenses may be disposed of as provided in AS 12.25.195-230, without a court appearance, upon payment of the amounts listed plus the state surcharge required by AS 12.55.039 and AS 29.25.074. If a person charged with one of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the amount listed for that offense in this schedule.

Palmer Municipal Code (PMC) Title 1 General Provisions
Chapter 1.08 General Penalty
Section 1.08.011 General Fine Penalties
<p>If no other penalty is specifically or by adoption prescribed by a particular ordinance or in this document, the general penalty for violation of the ordinance is:</p> <ul style="list-style-type: none"> • \$75 for the first offense. • \$150 for the second offense of the same ordinance within 365 days of the first offense. • \$300 for the third offense of the same ordinance within 365 days of the second offense. <p>In accordance with AS 12.25.195 through 12.25.230, for a violation that cannot result in incarceration or the loss of a valuable license, a person may dispose of the citation without a court appearance by submitting to the clerk of court all of the following:</p> <ol style="list-style-type: none"> 1. Payment of the fine amount and the applicable surcharge listed in AS 12.55.039 and AS 29.25.074; and 2. A copy of the citation signed by the person indicating the person’s waiver of court appearance, entry of plea of no contest, and forfeiture of the fine. <p>When the fine is forfeited, a judgment of conviction shall be entered. The fine and applicable surcharge paid is complete satisfaction for the offense.</p>
Section 1.08.013 Other Remedies
<ol style="list-style-type: none"> A. The city may institute a civil action against a person, including a minor as provided in AS 29.25.072, who violates an ordinance. B. A person who violates a provision of this code may be subject to injunctive relief, compensatory relief, and a civil penalty not to exceed \$1,000 for each violation. C. An action to enjoin a violation may be brought notwithstanding the availability of any other remedy. D. On application for injunctive relief and a finding of a violation or threatened violation, the superior court shall grant the injunction. E. Each day that a violation of a provision of this code continues constitutes a separate violation. F. This section does not bar other civil remedies.
Section 1.08.020 Penalty Surcharge
<ol style="list-style-type: none"> A. In addition to any fine or other penalty prescribed by law, a person who pleads guilty or nolo contendere to, forfeits bail for, or is convicted of: <ol style="list-style-type: none"> 1. A violation of this code comparable to a misdemeanor offense under AS 28.33.030, 28.33.031, 28.35.030, or 28.35.032 and adopted under AS 28.01.010 shall be assessed the maximum surcharge pursuant to AS 12.55.039 and 29.25.074; 2. A misdemeanor or other violation of this code if a sentence of incarceration may be imposed for the misdemeanor or ordinance violation, other than a provision identified in subsection

(A)(1) of this section, shall be assessed the maximum surcharge allowable to Alaska Statutes 12.55.039 and 29.25.074; and

3. A misdemeanor or a violation of this code if a sentence of incarceration may not be imposed for the misdemeanor or ordinance violation shall be assessed the maximum surcharge allowable pursuant to Alaska Statutes 12.55.039 and 29.25.074 if the fine or bail forfeiture amount for the offense is \$30.00 or more.

B. The surcharge shall be deposited into the general fund of the state in accordance with AS 29.25.072.

Palmer Municipal Code (PMC) Chapter 1.10 City Seal

Palmer Municipal Code (PMC) Chapter 1.10 City Seal			
Chapter 1.10 City Seal			
Section Title:	Section Citation:	Fine:	Fine Citation:
Use of Seal without Permission Prohibited	1.10.020	\$ 300	1.10.020 B

Palmer Municipal Code (PMC) Title 5 Business Licenses

Palmer Municipal Code (PMC) Title 5 Business Licenses			
Chapter 5.04 Business Licenses; Chapter 5.13 Door-to-Door Solicitors			
Section Title:	Section Citation:	Fine:	Fine Citation:
License Failure-Unlawful Acts	5.04.110	Applicable to all of PMC Chapter 5.13:	5.04.110
License Fee and Failure to Apply	5.13.040		5.13.040
Carrying of License Required	5.13.100		5.13.100
Prohibitions	5.13.110		5.13.110
			First offense: \$ 75
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 6 Animals

Palmer Municipal Code (PMC) Title 6 Animals			
Chapter 6.08 Animal Regulations			
Section Title:	Section Citation:	Fine:	Fine Citation:
Cruelty to Animals	6.08.010	Applicable to all of PMC Chapter 6.08:	6.28.010
Animal Restrictions	6.08.020		6.28.010
Depositing Poison	6.08.030		6.28.010
Diseased Animals	6.08.040	First offense: \$ 75	6.28.010
Animal Noise	6.08.050	Second offense: \$ 150	6.28.010
Animal Odor	6.08.060	Third offense: \$ 300	6.28.010
Animals at Large	6.08.065		6.28.010
Animal Annoyance	6.08.067		6.28.010
Unattended Secure Animal	6.08.070		6.28.010
Disposal of Dead Animal	6.08.080		6.28.010
Confinement Requirements	6.08.090		6.28.010
Carrying Dogs Outside of Vehicle	6.08.100		6.28.010

Chapter 6.12 Licensing			
Section Title:	Section Citation:	Fine:	Fine Citation:
Registration – Dogs and cats	6.12.005	Applicable to all of PMC Chapter 6.12:	6.28.010
Application	6.12.010		6.28.010
Immunization	6.12.012		6.28.010
License Transfer	6.12.018	First offense: \$ 25	6.28.010
Fees	6.12.020	Second offense: \$ 50	6.28.010
Tag and Collar	6.12.030	Third offense: \$ 75	6.28.010
Chapter 6.14 Domestic Animal Bite and Attack Incidents			
Section Title:	Section Citation:	Fine:	Fine Citation:
Owner Compliance	6.14.060	First offense: \$ 100	6.28.010
		Second offense: \$ 200	
		Third offense: \$ 300	
Chapter 6.24 Hindering officers prohibited			
Section Title:	Section Citation:	Fine:	Fine Citation:
Hindering Officer Prohibited	6.24.010	First offense: \$ 75	6.28.010
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 8 Health & Safety			
Chapter 8.09 Prohibiting the Distribution of Single-Use Disposable Plastic Shopping Bags			
Section Title:	Section Citation:	Fine:	Fine Citation:
Single-Use Disposable Plastic Shopping Bags Prohibited	8.09.030	First Offense: Warning Second Offense: \$ 100 Third Offense: \$ 300	8.09.050
Chapter 8.10 Prohibiting Smoking in Places of Employment and Public Places			
Section Title:	Section Citation:	Fine:	Fine Citation:
Smoking Prohibited	8.10.020	Applicable to all of PMC Chapter 8.10:	8.10.070
Reasonable Distance	8.10.030		8.10.070
Areas Where Smoking Not Prohibited	8.10.040		8.10.070
Sign Posting and Other Requirements	8.10.050	First offense: \$ 100 Plus required surcharges	8.10.070
No Retaliation nor Waiver of Rights	8.10.060	Second offense: \$ 150 Plus required surcharges, for a second violation with 24 month period	8.10.070
Violations and Penalties	8.10.070	Third offense: \$ 300 Plus required surcharges, for a third or additional violation within a 24 month period Civil penalties may not exceed \$300 per violation	8.10.070

Enforcement	8.10.080		8.10.070
Other Applicable Laws	8.10.090		8.10.070
Chapter 8.11 Marijuana Use and Prohibitions			
Section Title:	Section Citation:	Fine:	Fine Citation:
Consuming in a public place	8.11.030	\$ 100	8.11.030
Marijuana oil, flammable extraction	8.11.050	\$ 100	8.11.050
Chapter 8.12 Fluoridation			
Section Title:	Section Citation:	Fine:	Fine Citation:
Public Water System	8.12.010	\$ 300	1.08.011
Chapter 8.16 Sewage Disposal			
Section Title:	Section Citation:	Fine:	Fine Citation:
Waste Disposal Systems Required	8.16.010	\$ 300	1.08.011
Chapter 8.20 Garbage Collection and Disposal			
Section Title:	Section Citation:	Fine:	Fine Citation:
Garbage Disposal System Use Required	8.20.010	Applicable to all of PMC Chapter 8.20:	8.20.130
Adequate Receptacles Required, Time Limit	8.20.050		8.20.130
Depositing Restrictions	8.20.060	First offense: \$ 75	8.20.130
Unauthorized Dumpster and Container Usage	8.20.070	Second offense: \$ 150 Third offense: \$ 300	8.20.130
Clean Premises Required	8.20.080		8.20.130
Unauthorized Dumping Prohibited	8.20.090	First offense: \$ 150	8.20.130
Occupant Duties – Containers	8.20.100	Second offense: \$ 300	8.20.130
Vehicles	8.20.110	Third offense: \$ 600	8.20.130
Refuse Accumulation Prohibited	8.20.120		8.20.130
Chapter 8.36 Nuisances			
Section Title:	Section Citation:	Fine:	Fine Citation:
Designated – Prohibited	8.36.010	Applicable to all of PMC Chapter 8.36:	8.36.130
Specific Acts Designated	8.36.020		8.36.130
Acts Requiring Permit	8.36.025	First offense: \$ 150	8.36.130
Snow and Ice Removal	8.36.050	Second offense: \$ 300	8.36.130
Dumping Debris/Blocking Ditch	8.36.060	First offense: \$ 250	8.36.130
Pump Locations	8.36.080	Second offense: \$ 450	8.36.130

Chapter 8.37 Junk Vehicles			
Section Title:	Section Citation:	Fine:	Fine Citation:
Junk Vehicles Unlawful	8.37.020	First offense: \$ 75	8.37.090
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 8.38 Nuisance – Junk, Litter and Unsightly Premises			
Section Title:	Section Citation:	Fine:	Fine Citation:
Final Notice to Abate Violation	8.38.060	Actual Recovery Cost to the City	1.08.011 or 1.08.013
Remedies	8.38.075	Actual Recover Cost to the City	1.08.011 or 1.08.013
Chapter 8.42 Fireworks			
Section Title:	Section Citation:	Fine:	Fine Citation:
Sales Prohibited	8.42.020	Applicable to all of PMC Chapter 8.42:	8.42.070
Authorized Uses	8.42.040		8.42.070
Permit Required	8.42.050		8.42.070
Permissible Uses	8.42.060	First offense: \$ 75	8.40.040
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 9 Public Peace, Morals & Welfare			
Chapter 9.02 Tampering with Public Notices			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.02.010	First offense: \$ 75	9.02.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.04 Impersonating an Officer			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.04.010	First offense: \$ 100	9.04.020
		Second offense: \$ 200	
		Third offense: \$ 300	
Chapter 9.06 Interference with Public Justice			
Section Title:	Section Citation:	Fine:	Fine Citation:
Interfering with Officer Prohibited	9.06.010	First offense: \$ 75	9.06.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.12 Assault and Battery			
Section Title:	Section Citation:	Fine:	Fine Citation:

Prohibited When – Definitions	9.12.010	First offense: \$ 75	9.12.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.20 Alcoholic Beverages			
Section Title:	Section Citation:	Fine:	Fine Citation:
Licensed Premises Closing Hours	9.20.010	Applicable to all of PMC Chapter 9.20:	9.20.050
Prohibited Acts Designated	9.20.020		9.20.050
Personal Liability	9.20.030		9.20.050
Election Day Sales Permitted	9.20.040	First offense: \$ 75	9.20.050
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.22 Gambling			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.22.010	First offense: \$ 75	9.22.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.24 Indecent Exposure			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.22.010	First offense: \$ 75	9.22.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.28 Obscenity			
Section Title:	Section Citation:	Fine:	Fine Citation:
Obscene Language Prohibited	9.28.010	Applicable to all of PMC Chapter 9.28:	9.28.050
Selling Obscene Materials Prohibited	9.28.020		9.28.050
Obscene Exhibitions Prohibited	9.28.030		9.28.050
Obscene Public Writing and Drawing Prohibited	9.28.040	First offense: \$ 75	9.28.050
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.30 Prostitution			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited – Procuring Prohibited	9.30.020	Applicable to all of PMC Chapter 9.30:	9.30.090
House of Ill Fame	9.30.030		9.30.090
Aiding in Prostitution Prohibited	9.30.040		9.30.090
Receiving Money from Prostitute Prohibited	9.30.50	First offense: \$ 75	9.30.090
		Second offense: \$ 150	
Remaining in House of Prostitution Prohibited	9.30.060	Third offense: \$ 300	9.30.090
Loitering for Prostitution Purposes Prohibited	9.30.070		9.30.090
Reputation Testimony Permitted	9.30.080		9.30.090

Chapter 9.38 Disturbing Public Assemblies			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited Acts Designated	9.38.010	First offense: \$ 75	9.38.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.39 Excessive Police Responses			
Section Title:	Section Citation:	Fine:	Fine Citation:
Excessive Police Responses	9.39.010	First offense: \$ 75	9.39.040
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.40 Trespass – Posting of Property			
Section Title:	Section Citation:	Fine:	Fine Citation:
Trespass – Posting of Property	9.40.010	First offense: \$ 75	9.40.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.48 Petit Larceny			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.48.010	First offense: \$ 75	9.48.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.50 Injury to Property			
Section Title:	Section Citation:	Fine:	Fine Citation:
Defacing Property– Injuring Animals	9.50.010	Applicable to all of PMC Chapter 9.50:	9.50.040
Injuring Plants or Fences	9.50.020		9.50.040
Injuring Monuments and Markers	9.50.030		9.50.40
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.56 Interference with Utilities			
Section Title:	Section Citation:	Fine:	Fine Citation:
Pollution of Drinking Water	9.56.010	Applicable to all of PMC Chapter 9.56:	9.56.030
Damage to Water or Utility System	9.56.020		9.56.030
		First offense: \$ 300	\$800
		Second offense: \$ 500	\$900
		Third offense: \$ 750	\$1,000
Chapter 9.58 Sale of Poison			
Section Title:	Section Citation:	Fine:	Fine Citation:

Selling Poison Without Label	9.58.10	First offense: \$ 75	9.58.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.60 Sale of Unwholesome Food			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.60.010	First offense: \$ 75	9.60.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.67 Curfew Hour for Minors			
Section Title:	Section Citation:	Fine:	Fine Citation:
Curfew Violations	9.67.020	Applicable to all of PMC Chapter 9.56:	9.67.050
Exceptions	9.67.030		9.67.050
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.74 Discharge of Firearms			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When – Exceptions	9.74.010	First offense: \$ 75	9.74.020
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 10 Vehicles & Traffic *			
Chapter 10.04 Traffic Code			
Section Title:	Section Citation:	Fine:	Fine Citation:
Parking Prohibitions During Snow Accumulation and/or Drifting Snow Conditions	10.04.050	Applicable to all of PMC Chapter 10.04	10.04.050
Towing	10.04.055		10.04.055
No-Parking Areas – Identification	10.04.060 (B)	First offense: \$ 75 150	10.04.060
Parking Prohibited for Longer than 24 Hours	10.04.080	Second offense: \$ 150 300	10.04.080
		Third offense: \$ 300 500	
Prohibiting Parking that Obstructs Traffic	10.04.090		10.04.090
Prohibiting Parking in Construction Zones	10.04.100		10.04.100
Chapter 10.08 Regulation of Off-Highway Vehicles			
Section Title:	Section Citation:	Fine:	Fine Citation:

Operation Requirements	10.08.020	Applicable to all of PMC Chapter 10.08:	10.08.100
Equipment	10.08.030		10.08.100
Speed and Time Restrictions	10.08.040		10.08.100
Driver's License Required	10.08.050	First offense: \$ 75	10.08.100
Towing	10.08.060	Second offense: \$ 150	10.08.100
Parent, Guardian or Other Person Responsible	10.08.070	Third offense: \$ 300	10.08.100

*

1. The fine amounts are doubled for motor vehicle or traffic offenses committed in a highway work zone or traffic safety corridor, as those terms are defined in AS 28.90.990 and 13 AAC 40.010 (b).
2. An offense may not be disposed of, without court appearance, if the offense is in connection with a motor vehicle accident that results in the death of a person.

Palmer Municipal Code (PMC) Title 12 Streets, Sidewalks & Public Places

Chapter 12.16 Skateboards, Rollerblades and Similar Devices

Section Title:	Section Citation:	Fine:	Fine Citation:
Skateboards, Prohibition and Regulation	12.16.010	First offense: \$ 75	12.16.020
		Second offense: \$ 150	
		Third offense: \$ 300	

Chapter 12.24 Park and Recreational Facility Regulations

Section Title:	Section Citation:	Fine:	Fine Citation:
General Rules	12.24.025	First offense: \$ 75	12.24.050
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 14 Signs

Chapter 14.08 Sign Regulations

Section 14.08.0240 Remedies and Civil Penalties (applicable to entire chapter):

The city or an aggrieved person may institute a civil action against a person who violates a provision of this title or a term, condition or limitation imposed pursuant to this title. In addition to other relief, a civil penalty not to exceed \$300.00 may be imposed for each violation. Each day that a violation or an unlawful act or condition continues constitutes a separate violation. An action to enjoin a violation may be brought notwithstanding the availability of any other remedy. Upon application for injunctive relief and a finding of a violation or threatened violation, the superior court shall grant the injunction.

Palmer Municipal Code (PMC) Title 15 Buildings and Construction

Chapters 15.00 through 15.70

All chapters within Title 15 are subject to the following fines:	First offense: \$ 75	15.60.020
	Second offense: \$ 150	10.08.100
	Third offense: \$ 300	10.08.100

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey
Date: October 25, 2022
Public Hearing: October 25, 2022
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 23-004

A Resolution of the Palmer City Council Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2023, and Ending December 31, 2023

WHEREAS, Palmer Municipal Code 3.28 defines a "Five-year capital improvement program as an annual update and long-range need projection of the city included as part pf the annual budget".

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby, through the budget process, adopts the attached five-year capital improvement program for a period of one (1) year, being from January 1, 2023, through December 31, 2023.

Approved by the Palmer City Council this 22nd day of November, 2022.

Steve Carrington, Mayor

Shelly Acteson, CMC, City Clerk

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2022 total	2022 Remaining	2023 Addition	2023 Total	2024 Addition	2025 Addition	2026 Addition	2027 Addition
Prior Years Ongoing												
N	MTA Equipment Arena	COP	Annually		\$ 86,154	\$ 71,294	\$ 50,000	\$ 121,294	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
N	Water Reservoir Repair	COP-W/S	2017	\$ 183,265	\$ 44,034	\$ 44,034	\$ -	\$ 44,034				
N	ADA Sidewalk Match	COP/Grant	2017	\$ 250,000	\$ 70,029	\$ 70,029	\$ -	\$ 70,029				
N	Paving Upgrades/ Street Maintenance	COP	As needed	\$ 500,000	\$ 623,778	\$ 609,233	\$ -	\$ 609,233	\$ 200,000	\$ 200,000	\$ 100,000	\$ 100,000
N	Public Video	COP	2018	\$ 75,000	\$ 30,423	\$ 30,423	\$ -	\$ 30,423				
N	W/S Lift station and well pumps	COP-W/S	Annually	\$ 155,000	\$ 155,000	\$ 134,760	\$ 90,000	\$ 224,760	\$ 90,000	\$ 80,000	\$ 70,000	\$ 70,000
N	Water/Sewer Truck	COP-W/S	2018	\$ 55,000	\$ 10,655	\$ 10,655	\$ -	\$ 10,655		\$ 75,000		\$ 75,000
N	Police Vehicle Annual Replacement	COP	Annually	\$ 65,000	\$ 214,249	\$ -	\$ 42,000	\$ 42,000	\$ 135,000	\$ 135,000	\$ 140,000	\$ 140,000
N	Park Improvements	COP	As needed		\$ 99,104	\$ 99,104	\$ -	\$ 99,104				
N	Public Building Maintenance	COP	As needed	\$ 500,000	\$ 88,965	\$ 80,143	\$ -	\$ 80,143				
N	Airport Safety - Avigation Easement Phase I	COP	2019	\$ 450,000	\$ 16,600	\$ 2,260	\$ -	\$ 2,260				
N	Golf Course-Golf Carts	COP	Annually	\$ 55,000	\$ 55,000	\$ 36,379	\$ 70,000	\$ 106,379	\$ 70,000	\$ 70,000	\$ 70,000	\$ -
N	Golf Course Infrastructure	COP	Annually	\$ 20,000	\$ 15,000	\$ -	\$ -	\$ -	\$ 135,000	\$ 40,000	\$ -	\$ -
N	Depot updates-piping	COP	2019	\$ 15,000	\$ 3,262	\$ 3,262	\$ -	\$ 3,262				
N	Roads-Sander truck with plow blade	COP	2020	\$ 175,000	\$ 175,264	\$ -	\$ -		Prior Year Funded (Carry over) \$11,350,252 2023 Recommended additional funding \$1,560,104 			
N	Traffic Safety Planning	COP	2020	\$ 135,000	\$ 105,891	\$ 105,891	\$ -	\$ 105,891				
N	Airport Safety - Avigation Easement Phase II	FAA/COP	2021	\$ 395,482	\$ 310,996	\$ 265,105	\$ -	\$ 265,105				
N	Taxiway November Design Project	FAA/COP	2021	\$ 446,093	\$ 296,320	\$ 32,326	\$ -	\$ 32,326				
N	Garbage Truck	COP	2021	\$ 352,000	\$ 351,927	\$ -	\$ -	\$ -				
2022												
N	City Hall Copier	COP	2022	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000				
N	City Hall Folding Machine	COP	2022	\$ 20,000	\$ 20,000	\$ 11,573	\$ -	\$ 11,573				
N	Com Dev Vehicles	COP	2021/2022	\$ 60,000	\$ 39,232	\$ 5,897	\$ -	\$ 5,897	\$ 50,000	\$ 50,000		
N	Palmer Tennis Courts	COP	2022	\$ 50,000	\$ 75,000	\$ 5,619	\$ -	\$ 5,619				
N	Fire Support Vehicle	COP	2022	\$ 80,000	\$ 80,000	\$ 43,173	\$ -	\$ 43,173				
N	Fire Command Vehicle & Equipment	COP	2022	\$ 80,000	\$ 80,000	\$ 43,173	\$ -	\$ 43,173				
N	PW Vehicles	COP	2022	\$ 92,000	\$ 92,000	\$ 21,046	\$ 74,000	\$ 95,046		\$ 85,000		\$ 85,000
N	PW-Street Sweeper	COP	2022	\$ 335,000	\$ 335,000	\$ 442	\$ -	\$ 442				
N	PW Bobcat	COP	2022	\$ 91,588	\$ 87,387	\$ 4,201	\$ -	\$ 4,201				
N	Vactor Truck	COP	2022	\$ 227,750	\$ 227,750	\$ -	\$ -					
N	Vactor Truck	W/S	2022	\$ 227,750	\$ 227,750	\$ -	\$ -					
N	Mud Cat Dredge	W/S	2022	\$ 222,605	\$ 222,605							
N	Library Sidewalk	COP	2022	\$ 70,000	\$ 70,000	\$ 70,000	\$ 120,000	\$ 190,000				
N	Road Paving 2022	COP	2022	\$ 400,000	\$ 400,000	\$ 200,000	\$ 300,000	\$ 500,000	\$ 300,000	\$ 300,000	\$ 200,000	\$ 200,000
N	Airport Plow Truck	COP	2022	\$ 48,000	\$ 48,000	\$ 12,523	\$ -	\$ 12,523				

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2022 total	2022 Remaining	2023 Addition	2023 Total	2024 Addition	2025 Addition	2026 Addition	2027 Addition
N	Construct Taxiway November, Phase 1	FAA	2022	\$ 6,846,666	\$ 6,846,666	\$ 6,846,666	\$ -	\$ 6,846,666				
N	Apron E Construction	FAA/COP	2022	\$ 2,383,041	\$ 2,383,041	\$ 2,383,041	\$ -	\$ 2,383,041				
N	Engine Bolt Heaters on Apron E	COP	2022	\$ 88,000	\$ 88,000	\$ 88,000	\$ -	\$ 88,000				
			2023									
N	City Hall Carpet Replacement & Interior Paint	COP	2023	\$ 115,000			\$ 115,000	\$ 115,000				
N	City Hall Phone System Update/Replacement	COP	2023	\$ 35,000			\$ 35,000	\$ 35,000				\$ 150,000
N	MTA Flooring Replacement - Locker Rooms	COP	2023	\$ 15,000			\$ 15,000	\$ 15,000				
N	Parks & Facility Storage Shed/Maintenance	COP	2023	\$ 150,000			\$ 150,000	\$ 150,000				
N	Depot Building Back Deck Replacement	COP	2023	\$ 10,000			\$ 10,000	\$ 10,000				
N	Library Parking Lot	COP	2023	\$ 25,000			\$ 25,000	\$ 25,000				\$ 100,000
N	Police Evidence Room (Carpet & Flooring)	COP	2023	\$ 20,000			\$ 20,000	\$ 20,000				
N	Fire Engine	COP	2023	\$ 950,000			\$ 950,000	\$ 950,000				
N	Install Drainage Parking Lot Training Ctr/Com Dev	COP	2023	\$ 80,000			\$ 80,000	\$ 80,000				
N	Purchase Fire Hose	COP	2023	\$ 100,000			\$ 100,000	\$ 100,000				
N	City Wide Curb painting	COP	2023	On Going			\$ 46,000	\$ 46,000	\$ 48,000		\$ 51,000	\$ 51,000
N	Water Correlator	W/S	2023	\$ 50,000			\$ 50,000	\$ 50,000				
			2024									
N	Railroad ROW Improvements	COP	2024	\$ 500,000					\$ 200,000	\$ 200,000	\$ 100,000	\$ -
N	Community Development Bldg Landing & Stairs	COP	2024	\$ 30,000					\$ 30,000			
N	Library Air Handler	COP	2024	\$ 50,000					\$ 50,000			
N	Parks Improvements Bleachers, Pavilion for Curtis Arcala	COP/Grants	2024	On Going					\$ 50,000	\$ 100,000	\$ 60,000	\$ 60,000
N	Replace Brush Truck	COP	2024	\$ 200,000					\$ 200,000			
N	Replace Support 3-1	COP	2024	\$ 100,000					\$ 100,000			
N	Update Fire classroom building	COP	2024	\$ 150,000						\$ 150,000		
N	Fire Support vehicle (replacement/equip) with lift gate	COP	2024	\$ 80,000						\$ 80,000		
N	Training Center EOC Addition	COP	2024	\$ 1,000,000					\$ 1,000,000			
N	Purchase Air Packs	COP	2024	\$ 80,000					\$ 80,000			
N	Depot Updates- Windows	COP	2024	\$ 60,000					\$ 60,000			
N	Storm Drain Design	COP	2024	\$ 500,000					\$ 500,000			

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2022 total	2022 Remaining	2023 Addition	2023 Total	2024 Addition	2025 Addition	2026 Addition	2027 Addition
N	PW Bucket Truck	COP	2024	\$ 230,000					\$ 230,000			
N	Construct PW Sand Storage Building	COP	2024	\$ 91,000					\$ 91,000			
2025												
N	Public Safety Bldg Updates	COP/Grant	2025	\$ 185,000						\$ 185,000	\$ 260,000	
N	Remodel Station 3-1	COP/Grant	2025	\$ 1,000,000						\$ 1,000,000		
N	Pave Vehicle Area Fire Training Ctr/Com Dev	COP	2025	\$ 120,000						\$ 120,000		
N	PW Loader	COP	2025	\$ 350,000						\$ 350,000		
N	Airport Sand Storage/AARF Truck	COP	2025	\$ 750,000						\$ 750,000		
N	Acquire Avigation Easement, Construct Mitigation & Relocate RW16 Threshold	FAA/COP	2025	\$ 2,218,900						\$ 2,218,900		
2026												
N	City Hall Exterior Painting	COP	2026	\$ 100,000							\$ 100,000	
N	Replace Rescue 3-1	COP	2026	\$ 500,000							\$ 500,000	
2027												
N	Purchase Turnouts	COP	2027	\$ 120,000								\$ 120,000
N	Aviation Campground	FAA/COP	Undetermined	\$ 1,001,100								
N	Acquire Buffer Lands	FAA/COP	Undetermined	\$ 3,033,500								
N	Emergency Generator City Hall	Grant	Undetermined	\$ 400,000								
N	Generator for Fire St36 (training center)	COP	Undetermined	\$ 50,000								
N	Roof over Fire conexas	COP	Undetermined	\$ 55,000								
N	Design new Library buiding	COP	Undetermined	\$ 100,000								
N	Public Library Extension Ph II	Bond	Undetermined	\$ 5,000,000								
N	Design Museum phase 2	COP	Undetermined	\$ 250,000								
Y	Historic Palmer Water Tower Purchase		Undetermined	\$ 100,000								
Y	Park Project Walk to the Fair		Undetermined	\$ 300,000								
Totals	Totals			\$ 35,824,879	\$ 14,150,082	\$ 11,350,252	\$ 2,342,000	\$ 13,692,252	\$ 3,669,000	\$ 6,238,900	\$ 1,701,000	\$ 1,201,000

2023 Funding Breakdown		\$ 2,272,000	additional
General Fund	\$ 2,132,000	\$571,896 from annual contribution	\$1,560,104 from General Fund unassigned balance
Airport Fund	\$ -	Enterprise Fund	

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2022 total	2022 Remaining	2023 Addition	2023 Total	2024 Addition	2025 Addition	2026 Addition	2027 Addition
Solid Waste Fund	\$ -	Enterprise Fund										
W/S	\$ 140,000	Enterprise Fund										

2024 Funding Breakdown \$ 3,669,000 additional

General Fund	\$ 3,579,000	\$500,000 from annual contribution	\$3,079,000 from General Fund unassigned balance
W/S	\$ 90,000	from enterprise funds	
Airport Fund	\$ -	Enterprise Fund	

2025 Funding Breakdown \$ 6,238,900 additional

General Fund	\$ 3,115,000	\$450,000 from annual contribution	\$2,665,000 from General Fund unassigned balance
W/S	\$ 155,000	from enterprise funds	
Airport Fund	\$ 2,968,900	Enterprise Fund	

2026 Funding Breakdown \$ 1,701,000 additional

General Fund	\$ 1,631,000	\$400,000 from annual contribution	\$1,231,000 from General Fund unassigned balance
W/S	\$ 70,000	from enterprise funds	
Airport Fund		Enterprise Fund	

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey
Date: October 25, 2022
Public Hearing: October 25, 2022
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 23-005

A Resolution of the Palmer City Council Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2023, and Ending December 31, 2023, and Appropriating Monies

WHEREAS, as required in Chapter VI of the City of Palmer Municipal Charter, a public hearing regarding the City of Palmer Fiscal Year 2023 Budget was held on Tuesday, October 25, 2022, and continued on Tuesday, November 22, 2022; and

WHEREAS, the Palmer City Council has reviewed the budget presented by the City Manager for the 2023 fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council:

Section 1. That the budget presented to the Council by the City Manager for the fiscal year 2021 has been reviewed by the City Council.

Section 2. That money shall be appropriated from all City funds as follows:

	Revenues
General Fund (01)	\$ 13,637,920
Enterprise Funds	
Water/Sewer (02)	\$ 3,706,500
Airport (03)	\$ 549,274
Solid Waste (05)	\$ 853,000
Golf Course (15)	\$ 697,155
Capital	
General CIP Projects (08)	\$ -
General CIP Equipment (09)	\$ -
Road Fund (10)	\$ -
Water & Sewer Projects (24)	\$ 140,000
Airport CIP Projects (30)	\$ -
Special Revenue Funds	
Police Grants (52)	\$ 125,000
Narcotics Grant (53)	\$ 133,780
Total Revenues	\$ 19,842,629

	Expenditures
General Fund (01)	\$ 13,599,758
Enterprise Funds	
Water/Sewer (02)	\$ 2,935,652
Airport (03)	\$ 446,393
Solid Waste (05)	\$ 852,765
Golf Course (15)	\$ 697,155
Capital Improvements	
General CIP Projects (08)	\$ -
General CIP Equipment (09)	\$ -
Road Fund (10)	\$ -
Water & Sewer Projects (24)	\$ 140,000
Airport CIP Projects (30)	\$ -
Special Revenue Funds	
Police Grants (52)	\$ 125,000
Narcotics Grant (53)	\$ 133,780
Total Expenditures/Expenses	\$ 18,930,503

Section 3. That the rate of the tax levy for the City of Palmer, Alaska for the fiscal year 2023 shall be fixed at 3.00 mills upon each dollar of assessed taxable real and personal property. The revenue from this tax levy is to be used for city purposes.

Section 4. That the 2023 budget is hereby approved for all funds in the amounts and for the purposes as stated above. The supporting line item budget detail as presented by the administration and reviewed by council is incorporated as part of this budget resolution.

Section 5. That the City of Palmer Fiscal Year 2023 operating budget is adopted for a period of one (1) year, that being from January 1, 2023, through December 31, 2023.

Approved by the Palmer City Council this 22nd day of November, 2022.

Steve Carrington, Mayor

Shelly Acteson, CMC, City Clerk

**City of Palmer
Resolution No. 22-034**

Subject: Authorizing the City Manager to Accept, Appropriate and Execute a Grant in the Amount of \$322,177.71 Awarded By the U.S. Department of Homeland Security Under the 2022 State Homeland Security Grant Program for the Purchase of Motorola APX8500 Mobile Radios and Necessary Equipment

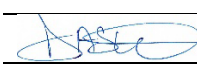
Agenda of: November 22, 2022

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: Dwayne A. Shelton, Chief of Police

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police		11-4-2022
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ 322,177.71

This legislation (√):

- Creates revenue in the amount of: \$ 322,177.71
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 09-00-00-3358 HLS Grant – PD; 09-01-10-7125 HLS SHSP Grant - PD
- Not budgeted

Director of Finance Signature: 

Approved for Presentation By:

Signature:	Remarks:
City Manager _____	_____
City Attorney _____	_____
City Clerk _____	_____

Attachment(s):

1. Resolution No. 22-034
2. 2022 SHSP Grant Award Letter

Summary Statement/Background:

The City of Palmer Currently uses Motorola XTL5000 and XTL 2500 series mobile radios. The XTL5000 radios currently in-service average approximately 15 years of age and are approaching the end of their useful life. These radios are also not Time Division Multiple Access (TDMA) compliant. Reliable mobile radios are essential for law enforcement, Fire, Public Works, and emergency operations. Without them safety is compromised, investigations cannot be completed, personnel cannot talk to each other, dispatch, or other agencies, and public safety would be seriously damaged.

The City of Palmer proposes to use funds from this project to purchase new Motorola APX8500 mobile radios along with the necessary equipment to be able to deploy them, such as antennas, microphones, wiring, display heads, and programming. The new radios will be compatible with ALMR, are dual band capable and are TDMA compliant. The purchase of the mobile radios will allow the City of Palmer to replace every mobile radio in its first response vehicle fleet with a new up to date radio with dual band capability which allows for the best communication possible in all emergency settings. They will be used for interoperable communications with multiple other agencies including police, fire, EMS, public works, the Department of Defense, etc.

This project will ensure reliable communications for City of Palmer Departments and will allow them to communicate with outside local state and federal agencies which is critical for terrorism preparedness. This is a recently recognized deficiency gap that is brought about by our mobile radios reaching their end of life, they are not dual band capable and are being phased out. The purchase of new mobile radios will enable the City of Palmer to continue to have Quality Operational Communications for the foreseeable future.

The project will allow continued interagency communications between City of Palmer Departments as well as multiple outside organizations.

Administration's Recommendation:

Approve Resolution No. 22-034.

LEGISLATIVE HISTORY

Introduced by: Manager Moosey

Date: 11.22.2022

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Resolution No. 22-034

A Resolution of the Palmer City Council Authorizing the City Manager to Accept, Appropriate and Execute a Grant in the Amount of \$322,177.71 Awarded By the U.S. Department of Homeland Security Under the 2022 State Homeland Security Grant Program for the Purchase of Motorola APX8500 Mobile Radios and Necessary Equipment

WHEREAS, The City of Palmer Currently uses Motorola XTL5000 and XTL 2500 series mobile radios; and

WHEREAS, The XTL5000 radios currently in-service average approximately 15 years of age and are approaching the end of their useful life; and

WHEREAS, These radios are also not Time Division Multiple Access (TDMA) compliant and Reliable mobile radios are essential for law enforcement, Fire, Public Works, and emergency operations; and

WHEREAS, without TDMA compliant and reliable radios safety is compromised, investigations cannot be completed, personnel cannot talk to each other, dispatch, or other agencies, and public safety would be seriously damaged.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby authorizes the City Manager to accept, appropriate and execute the Homeland Security Program grant funds awarded by the State of Alaska, Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management's Homeland Security Program in the amount of \$322,177.71 for the purchase of Motorola APX8500 mobile radios and necessary equipment.

Approved by the Palmer City Council this 22nd day of November, 2022.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Military and
Veterans Affairs**

Division of Homeland Security and
Emergency Management

P.O. Box 5750
JBER, AK 99505-0800
Main: 907.428.7000
Fax: 907.428.7009
ready.alaska.gov

October 25, 2022

John Moosey, Borough Manager
City of Palmer
350 E. Dahlia Avenue
Palmer, AK 99645

RE: 2022 State Homeland Security Grant Program, EMW-2022-SS-00034-S01
State Grant No.: 22SHSP-GY22

Mr. Moosey:

We received funds from the U.S. Department of Homeland Security under the 2022 State Homeland Security Grant Program. We are pleased to award the City of Palmer the amount of \$322,177.71 under this grant. Funding from this program is provided to support, build, and sustain the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events.

Please review the Grant Requirements, and Program Terms and Conditions as articles have changed to incorporate the provisions of 2 CFR Part 200. All changes to these items will be discussed at the 2022 Grant Kick-Off Meetings. Participation at a Kick-Off Meeting is required.

Please review the Project Budget Details for Environmental and Historical Preservation (EHP) requirements and approved project specifics. As a reminder, all procurement transactions must be conducted in a manner providing full and open competition. To ensure this, we require a Procurement Method Report with every expense (with the exception of local advertising, legal notices, and travel arrangements) submitted for reimbursement under this grant, and pre-approvals may be required at multiple steps in the procurement process. Please see the Procurement Method Report for additional details.

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

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

Mr. Moosey
October 25, 2022
Page 2 of 2

If signatory points of contact have changed since submittal of the application, please complete, and return a Signatory Authority Form with the signed OAD. The Signatory Authority Form is available for download on our Grants website. If needed, Electronic Payment enrollment forms are also available upon request.

If you have any questions, please contact the Division Project Manager for this grant, Tiffany Peltier, at (907) 428-7026 or by email at mva.grants@alaska.gov.



Sincerely,



William A. Dennis
Administrative Operations Manager

Enclosure(s): Obligating Award Document
Project Budget Details Report
Quarterly Activities Plan

cc: Dwayne Shelton, Jurisdiction Project Manager
Gina Davis, Jurisdiction Chief Financial Officer

State of Alaska						Page 1 of 7	
Division of Homeland Security and Emergency Management						FEDERAL AWARD DATE	
Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						September 20, 2022	
OBLIGATING AWARD DOCUMENT						FEDERAL GRANT PROGRAM	
						2022 State Homeland Security Grant Program	
RECIPIENT NAME AND ADDRESS						FEDERAL GRANT NUMBER	
PERFORMANCE PERIOD						EMW-2022-SS-00034-S01	
AMENDMENT						CFDA: 97.067	
City of Palmer 350 E. Dahlia Avenue Palmer, AK 99645			FROM: October 01, 2022	AMENDMENT #:	AWARD AMOUNT		
			TO: September 30, 2024	EFFECTIVE DATE:			
STATE PROGRAM NUMBER						Palmer	
UEI NUMBER		F449BMLTS5N3		FUNDING ALLOCATION			
EIN		92-6000194		PLANNING		EXERCISE	
METHOD OF PAYMENT		Electronic		TRAINING		EQUIPMENT \$322,177.71	
PURPOSE OF AWARD							
The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.							
GRANT REQUIREMENTS AND PROGRAM TERMS AND CONDITIONS							
The acceptance of a grant from the United States government creates a legal duty on the part of the recipient to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)]. See attached for continued Grant Requirements and Program Terms and Conditions.							
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)							
See Attached							
				AGENCY INFORMATION			
ADDRESS		Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750		WEBSITE	http://ready.alaska.gov		
				EMAIL	mva.grants@alaska.gov		
				PHONE	907-428-7000		
				FAX	907-428-7009		
STATE PROJECT MANAGER		PHONE		FAX		EMAIL	
Tiffany Peltier		(907) 428-7026		(907) 428-7009		tiffany.peltier@alaska.gov	
AGENCY APPROVAL				RECIPIENT ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL			
William A. Dennis, Administrative Operations Mgr.				John Moosey, Borough Manager			
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL			
			DATE				DATE
			10-26-2022				
FOR STATE USE ONLY							
Division File Number:				Date Returned			
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC
1004	2001	099180010	7001	2022	22SHSPPAL	2SHSP2022	GYSHSP

Program Requirements

(A) Monies may not be obligated outside of the time period as stated on the grant document. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 45 days of the end of the performance period (unless otherwise specified in the Program Terms and Conditions) when the *Final Performance Progress Reports* are due.

(B) The signature of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The jurisdiction shall follow the financial management requirements imposed on them by the Division of Homeland Security and Emergency Management (DHS&EM).

(C) The signature of the signatory officials on this award attests to the jurisdiction's understanding, acceptance, and compliance with Acknowledgement of Federal Funding; Lobbying; Debarment, Suspension, and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant state or local funds. Federal funds may be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit. Any cost allocable to a particular Federal award or cost objectives under the principles provided for in 2 CFR Part 200, subpart E, may not be charged to other Federal awards to overcome fund deficiencies.

(D) The jurisdiction shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state, or local agencies, and each award is accounted for separately.

(E) The jurisdiction shall comply with the requirements under 2 CFR 25.110, to maintain and keep jurisdiction information current within the System of Award Management (SAM). Also, the jurisdiction has the requirement to be non-delinquent to the Federal government as required in OMB Circular A-129.

(F) The jurisdiction shall comply with Federal Laws and Regulations: *Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990*. Per *Executive Order 13166*, the jurisdiction will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. *Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. *Executive Order 13224* prohibits transactions with and support to organizations associated with terrorism. Energy Policy and Conservation Act, National Environmental Policy Act (NEPA) of 1969 and the Coastal Wetlands Planning, Protection, and Restoration Act of 1990 (as applicable.) The USA PATRIOT Act of 2001, Trafficking Victims Protection Act of 2000, Hotel and Motel Fire Safety Act of 1990, and the Fly America Act of 1974. Subrecipients who collect Personally Identifiable Information (PII) are required to have a publicly available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate. All recipients must comply with statutory requirement for whistleblower protections (if applicable) at 10 U.S.C 2409, 41 U.S.C 4712, and 10 U.S.C 2324, 41 U.S.S 4304 and 4310. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R Part 19 and other applicable statutes, regulations, and guidance governing the participants of faith-based organizations in individual DHS programs.

(G) The jurisdiction certifies that it has an *Affirmative Action Plan/Equal Employment Opportunity Plan*. An *EEOP* is not required for subrecipients of less than \$25,000.00 or fewer than 50 employees.

(H) The jurisdiction certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.

(I) It is the responsibility of the jurisdiction as the subrecipient of these federal funds to fully understand and comply with the requirements of:

1. Administrative requirements
2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
<https://ecfr.io/Title-2/Part-200>
2. Cost Principles
2 CFR Part 200 Subpart E *Cost Principles*
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.e>
3. Audit Requirements
2 CFR Part 200 *Subpart F Audit Requirements*
[Title 2 Part 200 Subpart E - Code of Federal Regulations \(ecfr.io\)](#)
 - a. **Federal:** The applicant agrees that, as a condition of receiving any federal financial assistance, a Single audit of those federal funds will be performed, if required by law, and further agrees it will comply with all applicable audit requirements.
 - b. **State:** If the applicant is an entity that received state financial assistance the applicant shall submit to the State coordinating agency, within one year after the end of the audit period, an annual audit report covering the audit period as required by 2 AAC 45.010.

- c. Subrecipients identified as "non-compliant" by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator shall be subject to the following grant payment restrictions:
 - 1) The Division of Homeland Security & Emergency Management (DHS&EM) will not process grant payments of any nature directly to the subrecipient.
 - 2) Subrecipients will be required to fully comply with the Single Audit requirements as specified by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator.
 - 3) Subrecipients will provide compliance evidence to DHS&EM from the state audit coordinator before any payment will be processed.
 - 4) DHS&EM may process On-Behalf-Of (OBO) payments to vendors for costs directly associated to the scope of work on approved awards.
 - 5) Performance periods will not be extended due to a subrecipient's failure to comply with Single Audit requirement.
 - 6) Payments made in error to subrecipients that are "non-compliant" must be repaid to the State of Alaska within 90 days of receipt of notice from DHS&EM.

4. Procurement and Contracts. Contracts must be of a reasonable cost, generally be competitively bid, and must comply with Federal, State, and local procurement standards. Detailed requirements for eligible procurement methods and contract types can be found in 2 CFR Part 200 Subpart D. The applicant agrees to review and follow procurement and contract requirements necessary for compliance with the grant program. Further, the applicant understands that failure to comply with these requirements may result of loss of funding for the entire project.
 - a. Debarred/Suspended Vendors. As required by Executive Orders 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, the applicant certifies that it and its principals:
 - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.
 - 2) Have not within a three-year period preceding this award been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal ,State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
 - 4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
 - 5) Domestic Preferences for Procurement. As appropriate and to the greatest extent consistent with law, state and non-state entities should, to the greatest extent practicable under its FEMA award, provide a preference for the purchase of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. 2 C.F.R. § 200.322 also provides specific definitions for "Produced in the United States" and "manufactured products" that states should review.

5. Conflict of Interest
2 CFR Part 200.112 – the jurisdiction must disclose in writing to DHS&EM any potential conflict of interest per the applicable Federal awarding agency policy in the award's performance period.

6. False Claims Act, Program Fraud Civil Remedies, and Mandatory Disclosures
 - a. 31 U.S.C. §3729, no recipient of federal payments shall submit a false claim for payment.
 - b. 38 U.S.C. §3801-3812, details the administrative remedies for false claims and statements made.
 - c. 2 CFR Part 200.113 – the jurisdiction must disclose, in a timely manner and in writing to DHS&EM, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the award.

7. Technology Requirements
28 CFR Part 23, Criminal Intelligence System Operating Policies

8. Research and Development (R&D) Requirements
Grants awarded to DHS&EM are not R&D

9. Duplication of Benefits
2 CFR Part 200, Subpart E, Cost Principles

10. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities, where applicable.

11. Reducing Text Messaging while Driving
All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

12. Reporting of Matters Related to Recipient Integrity and Performance

If the total value recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R Part 200, Appendix XII.

13. Reporting Subawards and Executive Compensation

All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R Part 170, Appendix A.

14. SAFECOM

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

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

16. State Requirements

Alaska State Procurement Code AS 36.30, AS36.30.005–.030 <http://www.akleg.gov/basis/statutes.asp#36.30>

Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. [DOC Frame Page \(state.ak.us\)](#)

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

SHSP Program Terms and Conditions

The total allocation of the 2022 State Homeland Security Grant Program awarded to the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) is \$4,847,500.00 under *Federal Grant EMW-2022-SS-00034-S01, CFDA# 97.067*. The City of Palmer has been awarded \$322,177.71, which shall be used to support activities essential to the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events. All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO and State program guidance. The performance period of this grant award is October 1, 2022 through September 30, 2024. Project conditions must be completed by this date. The City of Palmer cannot sub-grant all or any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that activities toward projects will be made, or DHS&EM may execute de-obligation of the funds.

(A) Changes to Award: All change requests must be submitted in writing, or electronically to the DHS&EM project manager, accompanied by a justification narrative and budget/spending plan, for review and approval. Changes must be consistent with the scope of the project and grant guidelines. Requests for changes will be considered only if the reporting requirements are current, and if terms and conditions have been met at the time of the request. Changes in the programmatic activities, or purpose of the project, changes in key persons specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions may result in an amendment to this award. No transfers of funds between budget categories will be authorized, only de-obligation of funds, except on a case-by-case basis.

(B) Reporting Requirements: The City of Palmer shall submit timely quarterly *Performance Progress Reports* and *Financial Progress Reports* to the project manager at DHS&EM. Instructions and blank forms are located electronically at <http://ready.alaska.gov/grants>, and may be reproduced. Jurisdictions must check the web site quarterly for the most current forms. Use of outdated forms **will not** be accepted. Quarterly reports are due:

Number of Scheduled Report Due	Jurisdiction Performance Period	Performance Progress and Financial Progress Report Due Dates
1	10/01/2022–12/31/2022	01/20/2023
2	01/01/2023–03/31/2023	04/20/2023
3	04/01/2023–06/30/2023	07/20/2023
4	07/01/2023–09/30/2023	10/20/2023
5	10/01/2023–12/31/2023	01/20/2024
6	01/01/2024–03/31/2024	04/20/2024
7	04/01/2024–06/30/2024	07/20/2024
8	07/01/2024–09/30/2024	10/20/2024
9	Final Report	11/15/2024

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

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

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

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

- **Personnel Costs:** Payroll reports signed and certified by the Chief Financial Officer that capture the employee's name, position, coded allocation to the project, amount paid, are acceptable. Staff may not self-certify their own time and wages. The City of Palmer shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants as per the recordkeeping requirements in Section N. Limited to 50 percent for employees assigned to program management functions, not operational duties. The limit does not apply to contractors.

- **Contracts:** All sole-source procurements, single vendor response to a competitive bid and service contracts of any value require DHS&EM pre-approval prior to implementation. Final signed copies of all contracts are required for submission to DHS&EM with the request for reimbursement. Please review the Procurement Method Report for specific requirements.
- **Program Income and Local Match:** Program income may be used to supplement project costs, reduce project costs, or may be refunded to the federal government, and must be used for allowable program costs and be expended prior to requests for reimbursement. Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.
- **Equipment:** Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB). Documentation required per instructions attached to DHS&EM quarterly reports.
- **Travel: Travel must be listed in the approved budget.**
- **Training:** Requires DHS&EM pre-approval prior to registering or participating in training opportunities.
- **Exercise:** Requires submission of an AAR/IP within 30 days after conduct of the exercise.
- **Food and Beverages:** All food and/or beverage expenses require pre-approval by DHS&EM and are only allowable costs if related to a grant funded sheltering exercise, such as a Mass Care Shelter Exercise where food is prepared as part of the exercise objectives in evaluating food preparation capabilities.

(E) Non-reimbursable Expenses:

- Reimbursable training and related travel costs not pre-approved by DHS&EM
- Construction and renovation
- Indirect costs
- Management and Administration (M&A) costs to manage subcontracts
- Supplanting
- Maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances) Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus during exercises.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of the conclusion of the exercise.
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Weapons, weapons accessories, ammunition
- Entertainment and sporting events
- Personal items such as laundry, personal hygiene items, magazines, in-room movies, personal travel
- Travel insurance, visa, and passport charges
- Lodging costs in excess of federal per diem, as appropriate
- Lodging fees associated with violation of the lodging facility's policies, such as smoking in a non-smoking room
- Lunch when travel is wholly within a single day
- Stand-alone working meals
- Bar charges, alcoholic beverages
- Tips
- Finance, late fees, or interest charges
- Lobbying, political contributions, legislative liaison activities
- Organized fund-raising, including salaries of persons while engaged in these activities
- Land acquisition
- Organizational Costs
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.

(F) Property and Equipment Management: The City of Palmer shall maintain an effective property management system; safeguards to prevent loss, damage, or theft; maintenance procedures to keep equipment in good condition; and disposition procedures. A *Property Inventory Report* is available at <http://ready.alaska.gov/grants> shall be submitted to DHS&EM annually each **June 20** with the *Financial Progress Report*, and continued submission is required annually until final disposition of the equipment. No equipment purchased with these grant funds may be assigned to other entities or organizations without the expressed approval in writing from DHS&EM, prior to the jurisdiction's encumbrance or expenditure for that equipment. Management of property and equipment shall be in accordance with state laws and procedures as outlined, and 44 CFR Part 13, sections 13.31 and 13.32. For items over \$5,000.00, a Single Equipment Reporting Form must be submitted at the time of reimbursement at the time of reimbursement request

(G) Procurement: A *Procurement Method Report* documenting method of solicitation is required for reimbursement for every procurement (with the exception of local advertising, legal notices and travel arrangements). Contractors that develop or draft specifications, requirements, *Statements of Work* (SOW), and/or *Requests for Proposals* (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder's preference is not allowed for federally funded procurements. Procurement transactions shall be conducted to provide maximum open and free competition. Pre-approvals may be required at multiple steps in the procurement process. Please see the Procurement Method Report for additional details.

(H) Contracts: Any contract entered into during this grant period shall comply with local, state and federal government contracting regulations. To the extent that subrecipients of a grant use contractor, subrecipients shall use small, minority, women-owned or disadvantaged business concerns and contractors to the extent practicable. Contracts for professional and consultant services must include local, state, and federal government required contract language, a project budget, and require pre-approval by DHS&EM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the marketplace. Detailed invoices and time and effort reports are required for consultants. A *Procurement Method Report* documenting method of solicitation is required for reimbursement for every procurement.

(I) Use of DHS Seal, Logo, and Flags: All subrecipients must obtain DHS&EM approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests, or reproductions of flags or likenesses of Coast Guard officials.

(J) Publications and Copyright: All recipients must affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations) Publications created with funding under this grant should prominently contain the following statement: ***This document was prepared under a grant from the Federal Emergency Management Agency (FEMA)'s Grant Programs Directorate, U.S. Department of Homeland Security and the Alaska Division of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the***

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

(K) Acknowledgement of Federal Funding: All subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

(L) Federal Debt Status: All subrecipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424, item number 17 for additional information and guidance.

(M) False Claims Act and Program Fraud Civil Remedies: All subrecipients must comply with the requirements of 31 U.S.C. § 3729 which set forth that no subrecipient of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

(N) Recordkeeping Requirements: Grant financial and administrative records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained. Property and equipment records shall be maintained for a period of three (3) years following the final disposition, replacement or transfer of the property and equipment.

(O) Performance Measures: Quarterly Progress Reports shall demonstrate performance and progress relative to:

1. Acceptable performance on applicable critical tasks in Exercises using approved scenarios
2. Progress in achieving project timelines and milestones identified on the Grant Activities Plan
3. Percent measurable progress toward completion of project
4. How funds have been expended during reporting period, and explains expenditures related to the project

(P) Subrecipient Monitoring Policy: Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets, and other related program criteria are being met. DHS&EM reserves the right to periodically monitor, review and conduct analysis of the City of Palmer's financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The Monitoring Policy is available in the Grants Management Handbook at <http://ready.alaska.gov/grants>.

(Q) Penalty for Non-Compliance: For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHS&EM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. DHS&EM shall notify the City of Palmer of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The City of Palmer must respond within five (5) days of receipt of notification.

1. Unwillingness or inability to attain project goals
2. Unwillingness or inability to adhere to Special Conditions or Grant Assurances.
3. Failure or inability to adhere to grant guidelines and federal compliance requirements
4. Improper procedures regarding contracts and procurements
5. Inability to submit reliable and/or timely reports
6. Management systems which do not meet federal required management standards

(R) Termination for Cause: If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHS&EM will provide five (5) days' notice to City of Palmer stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHS&EM will reimburse City of Palmer only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHS&EM until completion of a final DHS&EM review. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(S) Termination for Convenience: Any project may be terminated upon convenience, in whole or in part, for the convenience of the Government. The U.S. Department of Homeland Security and the DHS&EM, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(T) Project Implementation: Due to the competitiveness of the 2022 State Homeland Security Grant, approved projects must be ready-to-go. Project implementation shall begin within the first reporting quarter.

1. If a project cannot be operational within the first reporting quarter of the approved award date, the subrecipient should provide notice to DHS&EM, stating the implementation delay and expected starting date. At the discretion of DHS&EM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects if project implementation is unjustifiably delayed.

(U) The City of Palmer shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2022 Homeland Security Grant Program (HSGP) Program Guidance, State Overview and Guidelines, State Preparedness Report, and the State Homeland Security Strategy. By signing this obligating award document, the City of Palmer certifies it has read, understood, and accepted these documents as binding.

(V) No funds will be reimbursed until City of Palmer fiscal and programmatic representatives attend a 2022 Grant Kick-Off Meeting to be held by teleconference in November, 2022. Activity towards grant acceptance and projects may take place prior to Kick-Off meeting attendance.

(W) The City of Palmer must complete a Quarterly Activities Plan by December 31, 2022. Information on this requirement will be emailed and provided at 2022 Grant Kick-off meetings.

(X) The City of Palmer must complete/update the Alaska Assessment annually by September 30.

(Y) The City of Palmer must have programmatic jurisdictional representatives at the annual DHS&EM Multiyear Training and Exercise Plan Workshop (TEPW).

(Z) The signature of the signatory officials on this award attests to the City of Palmer's understanding and acceptance of the National Incident Management System (NIMS) compliance requirements. For FFY 2022, the Alaska Assessment will be the required means to report NIMS compliance for future preparedness award eligibility.

(AA) The City of Palmer must complete the Nationwide Cybersecurity Review (NCSR) by December 31, 2022. More information on this online, self-assessment is will be provided at the 2022 electronic Kick-Off Meeting and can be found in the 2022 HSGP NOFO: <https://www.cisecurity.org/ms-isac/services/ncsr/>

Special Conditions

None

We certify we have read, understood, and accept the Grant Terms and Conditions, the Grant Requirements, and Assurances and Agreements, and Special Conditions in accordance with this Award.

Project Manager's Signature

Chief Financial Officer's Signature

Signatory Official's Signature



Project Budget Details 2022 State Homeland Security Program Palmer, City of Reported Revision 0

PBD #	Expense Category	Solution Area	Discipline	Budgeted Cost	PBD Amount Spent	PBD Balance
1	Equipment	Info.Tech	Law Enforcement	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> EHP		<input type="checkbox"/> Canceled	State: Federal:	\$322,177.71	\$0.00	\$322,177.71
Item: Mobile Radios						
Description: Purchase of Motorola APX8500 mobile radios along with the necessary equipment and accessories. This project will ensure reliable communications for the City of Palmer Departments and will allow communication with outside agencies.						
Investment: Enhancing Statewide Emergency Communications						

	Adjusted Grant Total	Total PBD Allocations	Total Expenses	Summary Balance
State:	\$0.00	\$0.00	\$0.00	\$0.00
Federal:	\$322,177.71	\$322,177.71	\$0.00	\$322,177.71
Grand Total:	\$322,177.71	\$322,177.71	\$0.00	\$322,177.71

**City of Palmer
Resolution No. 22-034**

Subject: Authorizing the City Manager to accept to funds in the amount of \$322,177.71 from the U.S. Department of Homeland Security under the 2022 State Homeland Security Grant Program for the purchase of Motorola APX8500 mobile radios along with the necessary equipment to be able to deploy them, such as antennas, microphones, wiring, display heads, and programming

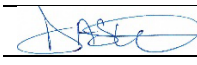
Agenda of: November 22, 2022

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: Dwayne A. Shelton, Chief of Police

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police		11-4-2022
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ 322,177.71

This legislation (√):

- Creates revenue in the amount of: \$ 322,177.71
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted _____

Director of Finance Signature: _____

Approved for Presentation By:

	Signature:	Remarks:
City Manager	_____	_____
City Attorney	_____	_____
City Clerk	_____	_____

Attachment(s):

1. Resolution No. 22-034
2. 2022 SHSP Grant Award Letter

Summary Statement/Background:

The City of Palmer Currently uses Motorola XTL5000 and XTL 2500 series mobile radios. The XTL5000 radios currently in-service average approximately 15 years of age and are approaching the end of their useful life. These radios are also not Time Division Multiple Access (TDMA) compliant. Reliable mobile radios are essential for law enforcement, Fire, Public Works, and emergency operations. Without them safety is compromised, investigations cannot be completed, personnel cannot talk to each other, dispatch, or other agencies, and public safety would be seriously damaged.

The City of Palmer proposes to use funds from this project to purchase new Motorola APX8500 mobile radios along with the necessary equipment to be able to deploy them, such as antennas, microphones, wiring, display heads, and programming. The new radios will be compatible with ALMR, are dual band capable and are TDMA compliant. The purchase of the mobile radios will allow the City of Palmer to replace every mobile radio in its first response vehicle fleet with a new up to date radio with dual band capability which allows for the best communication possible in all emergency settings. They will be used for interoperable communications with multiple other agencies including police, fire, EMS, public works, the Department of Defense, etc.

This project will ensure reliable communications for City of Palmer Departments and will allow them to communicate with outside local state and federal agencies which is critical for terrorism preparedness. This is a recently recognized deficiency gap that is brought about by our mobile radios reaching their end of life, they are not dual band capable and are being phased out. The purchase of new mobile radios will enable the City of Palmer to continue to have Quality Operational Communications for the foreseeable future.

The project will allow continued interagency communications between City of Palmer Departments as well as multiple outside organizations.

Administration's Recommendation:

Approve Resolution No. 22-0XX

LEGISLATIVE HISTORY

Introduced by:

Date:

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Resolution No. 22-034

A Resolution of the Palmer City Council Authorizing the City Manager to accept to funds in the amount of \$322,177.71 from the U.S. Department of Homeland Security under the 2022 State Homeland Security Grant Program for the purchase of Motorola APX8500 mobile radios along with the necessary equipment to be able to deploy them, such as antennas, microphones, wiring, display heads, and programming

WHEREAS, The City of Palmer Currently uses Motorola XTL5000 and XTL 2500 series mobile radios; and

WHEREAS, The XTL5000 radios currently in-service average approximately 15 years of age and are approaching the end of their useful life; and

WHEREAS, These radios are also not Time Division Multiple Access (TDMA) compliant and Reliable mobile radios are essential for law enforcement, Fire, Public Works, and emergency operations; and

WHEREAS, without TDMA compliant and reliable radios safety is compromised, investigations cannot be completed, personnel cannot talk to each other, dispatch, or other agencies, and public safety would be seriously damaged.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Palmer City Council hereby authorizes the City Manager to accept, appropriate and execute the Homeland Security Program grant funds awarded by the State of Alaska, Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management's Homeland Security Program in the amount of \$322,177.71 for the purchase of Motorola APX8500 mobile radios along with the necessary equipment to be able to deploy them, such as antennas, microphones, wiring, display heads, and programming

Approved by the Palmer City Council this 22nd day of November, 2022.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk

**City of Palmer
Action Memorandum No. 22-064**

Subject: Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection of the License Renewal of Matanuska Brewing Company, Bottling Works license #5978, Brewery license #5566, and Distillery #5966.

Agenda of: November 22, 2022

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: John Moosey, City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ _____

This legislation (√):

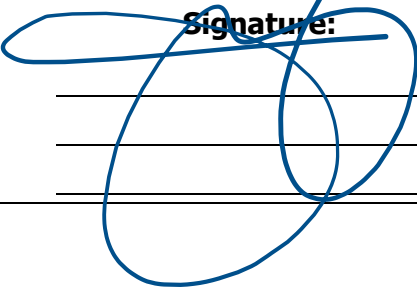
- Creates revenue in the amount of: \$ unknown
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted

Director of Finance Signature: 

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<u></u>	_____
City Attorney	_____	_____
City Clerk	_____	_____

Attachment(s):

1. #5978 Bottling Works
2. #5566 Brewery
3. #5966 Distillery

Summary Statement/Background:

Matanuska Brewing Company has applied for renewal of its three licenses. Per State law a local governing body may protest the approval of an application pursuant to AS 04.11.480 by providing the applicant with a clear and concise written statement of the reason for the protest or may voice a non-objection to a request.

Administration's Recommendation:

Approve Action Memorandum No. 22-064.

City of Palmer • Liquor License Review Form

BUSINESS NAME: Matanuska Brewing Company **OWNER:** Matanuska Brewing Company, LLC
LICENSE TYPE: Bottling Works
LOCATION: 513 South Valley Way Palmer, AK 99645

Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current: Yes No

If no, explain: _____

Other Comments: _____

Finance Director _____ 10/26/2022
Date

Route to: Department of Community Development

Department of Community Development

Code (PMC/Bldg/Fire) Compliant: Yes No

If no, explain: _____

Other Comments: _____

Community Development Director _____ Date

Route to: Police Department

Police Department

Excessive Calls: Yes No

If yes, explain: _____

Other Comments: _____

Dwayne A Shelton _____ 10-27-2022
Chief of Police Date

TO COUNCIL FOR AGENDA OF: November 22, 2022



Alaska Alcoholic Beverage Control Board

AB-17: 2023/2024 License Renewal Application

Alcohol and Marijuana Control Office
550 W 7th Avenue,
Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Licensee (Owner):	Matanuska Brewing Company LLC	License #:	5978
License Type:	Bottling Works		
Doing Business As:	Matanuska Brewing Company		
Local Governing Body:	Palmer, Matanuska-Susitna Borough		
Community Council:	Palmer, AK		

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Kevin Burton	Contact Phone:	907-351-2615
Contact Email:	BURTONBEER@HOTMAIL.COM		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:		Contact Phone:	
Contact Email:			

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023?

YES NO



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

Section 4 – Ownership Structure Certification

Did the ownership structure of the licensed business change in 2021/2022? YES [] NO [X]

If Yes, and you have NOT notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.



Section 5 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

Table with 4 rows and 2 columns (2021, 2022) describing license operation hours. Row 1: more than 240 hours (2021 [], 2022 [X]). Row 2: specified time (2021 [], 2022 []). Row 3: minimum requirement (2021 [], 2022 []). Row 4: not operated (2021 [], 2022 []).

Section 6 - Violations and Convictions

Have ANY Notices of Violation been issued for this license? YES [] NO [X]

Has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022? YES [] NO [X]

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application... I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business. I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.



OCT 14 2022



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

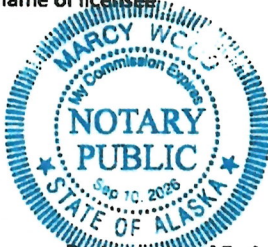
[Signature]
Signature of licensee

Marcy Wood
Signature of Notary Public

Kevin BURTON
Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 9/10/24



Subscribed and sworn to before me this 13 day of October, 2023

- Restaurant and Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site** applications must include a completed AB-36: Recreational Site Statement
- Tourism** applications must include a completed AB-37: Tourism Statement
- Wholesale** applications must include a completed AB-25: Supplier Certification
- Common Carrier** applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:
<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>

FOR OFFICE USE ONLY

License Fee:	\$ 500.00	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ 800

\$100474061



Department of Commerce, Community, and Economic Development
CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

[State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Corporations / Entity Details](#)

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Matanuska Brewing Company, LLC

Entity Type: Limited Liability Company

Entity #: 10037728

Status: Good Standing

AK Formed Date: 4/16/2016

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2024

Entity Mailing Address: 513 S VALLEY WAY, PALMER, AK 99645

Entity Physical Address: 513 SOUTH VALLEY WAY, PALMER, AK 99645

Registered Agent

Agent Name: David Shoup

Registered Mailing Address: 508 W. 2ND AVENUE, THIRD FLOOR, ANCHORAGE, AK 99501

Registered Physical Address: 508 W. 2ND AVENUE, THIRD FLOOR, ANCHORAGE, AK 99501

Officials

Show Former

AK Entity #	Name	Titles	Owned
	Dave Lucey	Member	3.84
	Doug Johnson	Member	8.33
	Edwin Torrison	Member	9.99

AK Entity #	Name	Titles	Owned
	Elizabeth Tomter	Member	2.40
	Gerald Moriarty	Member	5.84
	Kara Moriarty	Member	5.84
	Karla Cespedes Lopez	Member	4.28
	Kathryn Tomter	Member	2.40
	Kevin Burton	Member, Manager	14.01
	Matthew Tomter	Member	9.99
	Rhonda Dunlap	Member	9.18
	Robin Johnson	Member	8.33
	Russell Dunlap	Member	9.18
	Shannon Faber	Member	6.23

Filed Documents

Date Filed	Type	Filing	Certificate
4/16/2016	Creation Filing	Click to View	Click to View
4/16/2016	Initial Report	Click to View	
8/01/2016	Amendment	Click to View	Click to View
8/01/2016	Change of Officials	Click to View	
10/31/2016	Change of Officials	Click to View	
10/19/2017	Biennial Report	Click to View	
10/08/2019	Biennial Report	Click to View	
2/25/2022	Biennial Report	Click to View	

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LICENSE DETAILS

License #: 1037700

[Print Business License](#)

Business Name: MATANUSKA BREWING COMPANY, LLC

Status: Active

Issue Date: 05/27/2016

Expiration Date: 12/31/2023

Mailing Address: 513 SOUTH VALLEY WAY
9073512615
PALMER, AK 99645

Physical Address: 513 South Valley Way
9073512615
Palmer, AK 99645

Owners

MATANUSKA BREWING COMPANY, LLC

Activities

Line of Business	NAICS	Professional License #
31 - Manufacturing	312120 - BREWERIES	

Endorsements

No Endorsements Found

License Lapse(s)


If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

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Signature: 
Email: gdavis@palmerak.org

Signature: 
Brad Hanson (Oct 27, 2022 07:41 AKDT)
Email: bahanson@palmerak.org

Signature: 
Email: dashelton@palmerpolice.com

City of Palmer • Liquor License Review Form

BUSINESS NAME: Matanuska Brewing Company **OWNER:** Matanuska Brewing Company, LLC
LICENSE TYPE: Brewery
LOCATION: 513 South Valley Way Palmer, AK 99645

Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current: Yes No

If no, explain: _____

Other Comments: _____

Finance Director 10/24/2022
Date

Route to: Department of Community Development

Department of Community Development

Code (PMC/Bldg/Fire) Compliant: Yes No

If no, explain: _____

Other Comments: _____

Brad Hanson 10/24/22
Community Development Director Date

Route to: Police Department

Police Department

Excessive Calls: Yes No

If yes, explain: _____

Other Comments: _____

Dwayne Shelton 10-24-22
Chief of Police Date

TO COUNCIL FOR AGENDA OF: November 22, 2022

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD
FORM CONTROL

LICENSE NUMBER

XXXX

ISSUED
10/21/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024
TEMPORARY

5566

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Brewery

LICENSE FEE: \$1,000.00

1080

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

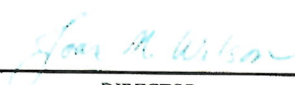
D/B/A: Matanuska Brewing Compa.
513 South Valley Way, Palmer,

Mail Address:
Matanuska Brewing Company LLC
513 South Valley Way
Palmer, AK 99645

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 10/20/22)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD
FORM CONTROL

LICENSE NUMBER

XXXX

ISSUED
10/21/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024
TEMPORARY

5566

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Brewery

LICENSE FEE: \$1,000.00

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

D/B/A: Matanuska Brewing Company
513 South Valley Way, Palmer AK 99645

Mailing Address:
Matanuska Brewing Company LLC
513 South Valley Way
Palmer, AK 99645

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 5/9/22)



Alaska Alcoholic Beverage Control Board

1 AB-17: 2023/2024 License Renewal Application

Alcohol and Marijuana Control Office
 550 W 7th Avenue,
 Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Licensee (Owner):	Matanuska Brewing Company LLC	License #:	5566
License Type:	Brewery		
Doing Business As:	Matanuska Brewing Company		
Local Governing Body:	Palmer, Matanuska-Susitna Borough		
Community Council:	PALMER, AK NONE		

If your mailing address has changed, write the NEW address below:

Mailing Address:			
City:		State:	
		ZIP:	

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Kevin BURTON	Contact Phone:	907-351-2615
Contact Email:	BURTONBEER@HOTMAIL.COM		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:		Contact Phone:	
Contact Email:			

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023? YES NO



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

Section 4 – Ownership Structure Certification

YES NO
[] [X]

Did the ownership structure of the licensed business change in 2021/2022?

If Yes, and you have NOT notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.



Section 5 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- 1. The license was operated for more than 240 hours throughout each year. (Year-round) [X] [X]
2. The license was only operated during a specified time each year. (Not to exceed 6 months per year) [] []
3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year. [] []
4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. [] []

Section 6 - Violations and Convictions

YES NO
[] [X]

Have ANY Notices of Violation been issued for this license?

Has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022?

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

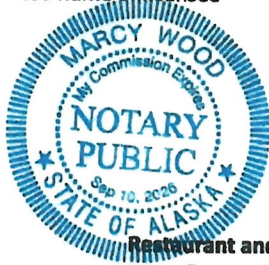
[Signature]
Signature of licensee

Kevin BURTON
Printed name of licensee

Marcy Wood
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 9/10/26



Subscribed and sworn to before me this 13 day of October, 2022.

- Restaurant and Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site applications must include a completed AB-36: Recreational Site Statement
- Tourism applications must include a completed AB-37: Tourism Statement
- Wholesale applications must include a completed AB-25: Supplier Certification
- Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:
<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>

FOR OFFICE USE ONLY

License Fee:	\$ 1000.00	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ 1300.00

100474061



OCT 14 2022

Department of Commerce, Community, and Economic Development
CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

[State of Alaska](#) / [Commerce](#) / [Corporations, Business, and Professional Licensing](#) / [Search & Database Download](#) / [Corporations](#) / [Entity Details](#)

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Matanuska Brewing Company, LLC

Entity Type: Limited Liability Company

Entity #: 10037728

Status: Good Standing

AK Formed Date: 4/16/2016

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2024

Entity Mailing Address: 513 S VALLEY WAY, PALMER, AK 99645

Entity Physical Address: 513 SOUTH VALLEY WAY, PALMER, AK 99645

Registered Agent

Agent Name: David Shoup

Registered Mailing Address: 508 W. 2ND AVENUE, THIRD FLOOR, ANCHORAGE, AK 99501

Registered Physical Address: 508 W. 2ND AVENUE, THIRD FLOOR, ANCHORAGE, AK 99501

Officials

Show Former

AK Entity #	Name	Titles	Owned
	Dave Lucey	Member	3.84
	Doug Johnson	Member	8.33
	Edwin Torrison	Member	9.99

AK Entity #	Name	Titles	Owned
	Elizabeth Tomter	Member	2.40
	Gerald Moriarty	Member	5.84
	Kara Moriarty	Member	5.84
	Karla Cespedes Lopez	Member	4.28
	Kathryn Tomter	Member	2.40
	Kevin Burton	Member, Manager	14.01
	Matthew Tomter	Member	9.99
	Rhonda Dunlap	Member	9.18
	Robin Johnson	Member	8.33
	Russell Dunlap	Member	9.18
	Shannon Faber	Member	6.23

Filed Documents

Date Filed	Type	Filing	Certificate
4/16/2016	Creation Filing	Click to View	Click to View
4/16/2016	Initial Report	Click to View	
8/01/2016	Amendment	Click to View	Click to View
8/01/2016	Change of Officials	Click to View	
10/31/2016	Change of Officials	Click to View	
10/19/2017	Biennial Report	Click to View	
10/08/2019	Biennial Report	Click to View	
2/25/2022	Biennial Report	Click to View	

[State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Business License / License #1037700](#)

LICENSE DETAILS

License #: 1037700

[Print Business License](#)

Business Name: MATANUSKA BREWING COMPANY, LLC

Status: Active

Issue Date: 05/27/2016

Expiration Date: 12/31/2023

Mailing Address: 513 SOUTH VALLEY WAY
9073512615
PALMER, AK 99645

Physical Address: 513 South Valley Way
9073512615
Palmer, AK 99645

Owners

MATANUSKA BREWING COMPANY, LLC

Activities

Line of Business	NAICS	Professional License #
31 - Manufacturing	312120 - BREWERIES	

Endorsements

No Endorsements Found

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

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Signature: 
Email: gdavis@palmerak.org

Signature: 
Brad Hanson (Oct 24, 2022 13:39 AKDT)
Email: bahanson@palmerak.org

Signature: 
Email: dashelton@palmerpolice.com

City of Palmer • Liquor License Review Form

BUSINESS NAME: Matanuska Brewing Company **OWNER:** Matanuska Brewing Company, LLC
LICENSE TYPE: Brewery
LOCATION: 513 South Valley Way Palmer, AK 99645

Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current: Yes No

If no, explain: _____

Other Comments: _____

Finance Director 10/26/2022
Date

Route to: Department of Community Development

Department of Community Development

Code (PMC/Bldg/Fire) Compliant: Yes No

If no, explain: _____

Other Comments: _____

Community Development Director _____
Date

Route to: Police Department

Police Department

Excessive Calls: Yes No

If yes, explain: _____

Other Comments: _____

Dwayne A Shelton 10-24-22
Chief of Police Date

TO COUNCIL FOR AGENDA OF: November 22, 2022

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD
FORM CONTROL

LICENSE NUMBER

XXXX

5966

ISSUED
10/21/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024
TEMPORARY

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Distillery

LICENSE FEE: \$1,000.00

1090

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

D/B/A: Matanuska Brewing Compa.
513 South Valley Way

Mail Address:
Matanuska Brewing Company LLC
513 South Valley Way
Palmer, AK 99645

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 10/20/22)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD
FORM CONTROL

LICENSE NUMBER

XXXX

5966

ISSUED
10/21/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024
TEMPORARY

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Distillery

LICENSE FEE: \$1,000.00

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

D/B/A: Matanuska Brewing Company
513 South Valley Way

Mailing Address:
Matanuska Brewing Company LLC
513 South Valley Way
Palmer, AK 99645

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 5/9/22)



Alaska Alcoholic Beverage Control Board

AB-17: 2023/2024 License Renewal Application

Alcohol and Marijuana Control Office
 550 W 7th Avenue,
 Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Licensee (Owner):	Matanuska Brewing Company LLC	License #:	5966
License Type:	Distillery		
Doing Business As:	Matanuska Brewing Company		
Local Governing Body:	Palmer, Matanuska-Susitna Borough		
Community Council:	PALMER, AK NONE		

If your mailing address has changed, write the NEW address below:

Mailing Address:			
City:	State:	ZIP:	

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Kevin BURTON	Contact Phone:	907-351-2615
Contact Email:	BURTON.BEER@HOTMAIL.COM		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:	KEVIN BURTON	Contact Phone:	907-351-2615
Contact Email:	BURTONBEER@HOTMAIL.COM		

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023?

YES NO



OCT 14 2022



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

Section 4 – Ownership Structure Certification

Did the ownership structure of the licensed business change in 2021/2022? YES [] NO [X]

If Yes, and you have NOT notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.

[Handwritten initials]

Section 5 – License Operation

Check ONEBOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- 1. The license was operated for more than 240 hours throughout each year. (Year-round) [X] 2021 [X] 2022
2. The license was only operated during a specified time each year. (Not to exceed 6 months per year) [] 2021 [] 2022
3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year. [] 2021 [] 2022
4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year... [] 2021 [] 2022

Section 6 - Violations and Convictions

Have ANY Notices of Violation been issued for this license? YES [] NO [X]

Has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022? [] YES [X] NO

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2) If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application...
I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license...



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

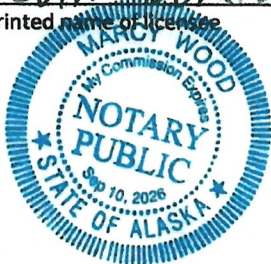
[Signature]
Signature of licensee

Marcy Wood
Signature of Notary Public

Kevin BURTON
Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 9/10/26



Subscribed and sworn to before me this 13 day of October, 2022.

- Restaurant and Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site applications must include a completed AB-36: Recreational Site Statement
- Tourism applications must include a completed AB-37: Tourism Statement
- Wholesale applications must include a completed AB-25: Supplier Certification
- Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:
<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>

AMCO
OCT 14 2022

FOR OFFICE USE ONLY

License Fee:	\$1000.00	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ 1300

100474061

Department of Commerce, Community, and Economic Development
CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

[State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Corporations / Entity Details](#)

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Matanuska Brewing Company, LLC

Entity Type: Limited Liability Company

Entity #: 10037728

Status: Good Standing

AK Formed Date: 4/16/2016

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2024

Entity Mailing Address: 513 S VALLEY WAY, PALMER, AK 99645

Entity Physical Address: 513 SOUTH VALLEY WAY, PALMER, AK 99645

Registered Agent

Agent Name: David Shoup

Registered Mailing Address: 508 W. 2ND AVENUE, THIRD FLOOR, ANCHORAGE, AK 99501

Registered Physical Address: 508 W. 2ND AVENUE, THIRD FLOOR, ANCHORAGE, AK 99501

Officials

Show Former

AK Entity #	Name	Titles	Owned
	Dave Lucey	Member	3.84
	Doug Johnson	Member	8.33
	Edwin Torrison	Member	9.99

AK Entity #	Name	Titles	Owned
	Elizabeth Tomter	Member	2.40
	Gerald Moriarty	Member	5.84
	Kara Moriarty	Member	5.84
	Karla Cespedes Lopez	Member	4.28
	Kathryn Tomter	Member	2.40
	Kevin Burton	Member, Manager	14.01
	Matthew Tomter	Member	9.99
	Rhonda Dunlap	Member	9.18
	Robin Johnson	Member	8.33
	Russell Dunlap	Member	9.18
	Shannon Faber	Member	6.23

Filed Documents

Date Filed	Type	Filing	Certificate
4/16/2016	Creation Filing	Click to View	Click to View
4/16/2016	Initial Report	Click to View	
8/01/2016	Amendment	Click to View	Click to View
8/01/2016	Change of Officials	Click to View	
10/31/2016	Change of Officials	Click to View	
10/19/2017	Biennial Report	Click to View	
10/08/2019	Biennial Report	Click to View	
2/25/2022	Biennial Report	Click to View	

[State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Business License / License #1037700](#)

LICENSE DETAILS

License #: 1037700

[Print Business License](#)

Business Name: MATANUSKA BREWING COMPANY, LLC

Status: Active

Issue Date: 05/27/2016

Expiration Date: 12/31/2023

Mailing Address: 513 SOUTH VALLEY WAY
9073512615
PALMER, AK 99645

Physical Address: 513 South Valley Way
9073512615
Palmer, AK 99645

Owners

MATANUSKA BREWING COMPANY, LLC

Activities

Line of Business	NAICS	Professional License #
31 - Manufacturing	312120 - BREWERIES	

Endorsements

No Endorsements Found

License Lapse(s)


If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

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Signature: 
Email: gdavis@palmerak.org

Signature: 
Brad Hanson (Oct 24, 2022 13:40 AKDT)
Email: bahanson@palmerak.org

Signature: 
Email: dashelton@palmerpolice.com

**City of Palmer
Action Memorandum No. 22-065**

Subject: Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection of the Liquor License Renewal of Palmer Municipal Golf Course Liquor License #4064.

Agenda of: November 22, 2022

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: John Moosey, City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ _____

This legislation (√):

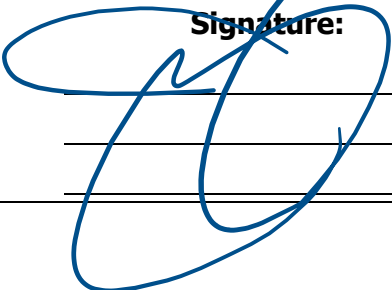
- Creates revenue in the amount of: \$ unknown
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted _____

Director of Finance Signature: 

Approved for Presentation By:

	Signature:	Remarks:
City Manager		_____
City Attorney	_____	_____
City Clerk	_____	_____

Attachment(s):

1. #4064 Complete Renewal Packet

Summary Statement/Background:

The Palmer Municipal Golf Course has applied for a liquor license renewal. Per State law a local governing body may protest the approval of an application pursuant to AS 04.11.480 by providing the applicant with a clear and concise written statement of the reason for the protest or may voice a non-objection to a request.

Administration's Recommendation:

Approve Action Memorandum No. 22-065.

City of Palmer • Liquor License Review Form

BUSINESS NAME: Palmer Municipal Golf Course **OWNER:** City of Palmer
LICENSE TYPE: Golf Course
LOCATION: 1000 LePak Avenue

Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current: Yes No

If no, explain: _____

Other Comments: _____

Finance Director _____ 10/27/2022
Date

Route to: Department of Community Development

Department of Community Development

Code (PMC/Bldg/Fire) Compliant: Yes No

If no, explain: _____

Other Comments: _____

Community Development Director _____ Date

Route to: Police Department

Police Department

Excessive Calls: Yes No

If yes, explain: _____

Other Comments: _____

Dwayne Shelton _____ 10-27-2022
Chief of Police Date

TO COUNCIL FOR AGENDA OF: November 22, 2022



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

October 26, 2022

City of Palmer, Matanuska-Susitna Borough

Via Email: keliEFF@palmerak.org; bahanson@palmerak.org; license.reviews@matsugov.us;
alex.strawn@matsugov.us

Re: Notice of 2023/2024 Liquor License Renewal Application

License Type:	Golf Course	License Number:	4064
Licensee:	City of Palmer		
Doing Business As:	Palmer Municipal Golf Course		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Joan Wilson, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD
FORM CONTROL

LICENSE NUMBER

XXXX

4064

ISSUED
10/26/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024
TEMPORARY

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Golf Course

LICENSE FEE: \$400.00

1197

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

D/B/A: Palmer Municipal Golf Cour.
1000 LePak Avenue

Mail Address:
City of Palmer
231 W Evergreen Ave Attn: City Mgr
Palmer, AK 99645

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

John M. Wilson
DIRECTOR

04-900 (REV 10/20/22)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD
FORM CONTROL

LICENSE NUMBER

XXXX

4064

ISSUED
10/26/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024
TEMPORARY

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Golf Course

LICENSE FEE: \$400.00

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

D/B/A: Palmer Municipal Golf Course
1000 LePak Avenue

Mailing Address:
City of Palmer
231 W Evergreen Ave Attn: City Mgr
Palmer, AK 99645

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 5/9/22)



Alcohol and Marijuana Control Office
 550 W 7th Avenue,
 Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board
Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Licensee (Owner):	City of Palmer		License #:	4064
License Type:	Golf Course			
Doing Business As:	Palmer Municipal Golf Course			
Local Governing Body:	City of Palmer			
Community Council:	None			

If your mailing address has changed, write the NEW address below:

Mailing Address:	231 W Evergreen Ave		
City:	Palmer	State:	AK
		ZIP:	99645

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	John Moosey	Contact Phone:	907-761-1304
Contact Email:	jmoosey@palmerak.org		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:	Gina Davis	Contact Phone:	907-761-1314
Contact Email:	gdavis@palmerka.org		

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023?

YES NO



Alaska Alcoholic Beverage Control Board
Form AB-17: 2023/2024 License Renewal Application

Section 4 – Ownership Structure Certification

Did the ownership structure of the licensed business change in 2021/2022?

YES NO

If Yes, and you have NOT notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.
 If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.

Section 5 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | 2021 | 2022 |
|--|-------------------------------------|-------------------------------------|
| 1. The license was operated for more than 240 hours throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specified time each year. (Not to exceed 6 months per year)
<i>if your operation dates have changed, list them below:</i>
_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i>
<i>if you have not met the minimum number of hours of operation in 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "Other" and COVID is listed as the reason.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 6 - Violations and Convictions

Have ANY Notices of Violation been issued for this license?

YES NO

Has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022?

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.

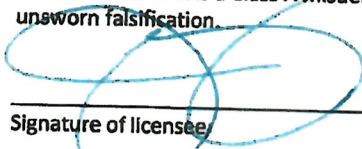


Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

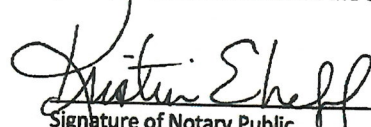
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.



 Signature of licensee
John Moosey

 Printed name of licensee



 Signature of Notary Public
 Notary Public in and for the State of ALASKA

My commission expires: WITH OFFICE

Subscribed and sworn to before me this 24th day of October, 2022.

- Restaurant and Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site applications must include a completed AB-36: Recreational Site Statement
- Tourism applications must include a completed AB-37: Tourism Statement
- Wholesale applications must include a completed AB-25: Supplier Certification
- Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:
<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>



Signature: 
 Email: gdavis@palmerak.org

Signature: 
 Brad Hanson (Oct 27, 2022 10:28 AKDT)
 Email: bahanson@palmerak.org

Signature: 
 Email: dashelton@palmerpolice.com

FOR OFFICE USE ONLY

License Fee:	\$	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$

**City of Palmer
Action Memorandum No. 22-066**

Subject: Authorizing the City Manager to Execute a Contract with HDL Engineering Consultants in the Amount not to exceed \$18,000 for Engineering Services for Reservoir #4 Wind Storm Insulation Damage Repairs

Agenda of: November 22, 2022

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: Jude Bilafer, Director of Public Works

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
X	Public Works	<i>JPB</i>	11/03/2022

Certification of Funds:

Total amount of funds listed in this legislation: \$ Unknown-event based

- This legislation (√):
- Creates revenue in the amount of: \$ _____
 - Creates expenditure in the amount of: \$ _____
 - Creates a saving in the amount of: \$ _____
 - Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted Insurance reimbursement from January 202 Windstorm Damage

Director of Finance Signature: _____

Approved for Presentation By:

	Signature:	Remarks:
City Manager	_____	_____
City Attorney	_____	_____
City Clerk	_____	_____

Attachment(s): HLD Design Estimate

Summary Statement/Background:

Staff is requesting the Approval \$18,000 for HDL to design the necessary repairs to the reservoir #4 insulation which was heavily damaged during the January 2022 windstorm. Insurance monies finally arrived which will cover this cost.

Administration's Recommendation:

To Approve Action Memorandum No. 22-066

November 2, 2022

Jude Bilafer
Director of Public Works
City of Palmer
231 West Evergreen
Avenue Palmer, AK 99645

Subject: Proposal for Engineering Services
Palmer Reservoir 4 Insulation Repairs

HDL Engineering Consultants, LLC (HDL) is pleased to provide this proposal to the City of Palmer (Palmer) to prepare bidding and construction documents to repair insulation damage to Palmer's Reservoir 4 resulting from the January 2022 wind storm.

Background

On Saturday, January 1 and Sunday, January 2, 2022, a severe windstorm struck the Matanuska-Susitna Borough (MSB). Severe damage was reported throughout the MSB core area with thousands losing power, windows being shattered, and even small planes being flipped by the wind. According to the National Weather Service, a gust of 91 mph was reported on January 2, 2022; although gusts in other areas of the affected zone were likely even higher. As a result of this severe windstorm, several water reservoirs in the area including Palmer's Reservoir 4 received damage to their insulation systems. In spring 2022, HDL and our structural engineer, BBFM, Inc., performed an insulation damage assessment of Reservoir 4 and compiled an assessment memo noting several recommendations for improved performance of the replacement insulation system. The recommendations from the memo have been fully incorporated into the scope of services detailed below.

Scope of Services

We understand that repairs will include complete replacement of the insulation system for Reservoir 4, as recommended by the damage assessment memo completed in May 2022. Designs will be for a pre-engineered insulation package with a clip attachment system and vertical standing seams. Roof attachments will also be similar to what was previously installed. We have teamed with BBFM Engineers, Inc. for assistance with structural designs and specification of insulation systems. We anticipate the following general scope of work for the project:

- Perform a site visit to verify that insulation system attachment mechanisms are intact and structurally sound.

Civil
Engineering

Geotechnical
Engineering

Transportation
Engineering

Aviation
Engineering

W/WW
Engineering

Environmental
Services

Surveying &
Mapping

Construction
Administration

Material
Testing

- Coordination with insulation system manufacturers and review of potential systems for compatibility with Reservoir 4.
- Compile a set of bidding and construction documents suitable for public bidding of the proposed work. We anticipate providing contract documents based on the City of Palmer Standard Specifications (CPSS) along with a performance specification for the insulation system based on loading values calculated via the 2018 version of the International Building Code. Other contractual documents will include a location map, photos/drone footage of the existing tank, record drawing information, and an exterior painting specification for replacement of the tank mural. We do not anticipate compiling a complete set of drawings for the project.
- Provide assistance during bidding consisting of: responding to questions from bidders, attending a pre-bid conference, issuing written addendums, tabulating bids and checking proposal for completeness, reviewing bonding and insurance submittals, and providing a recommendation of award.

Assumptions

1. Alaska Department of Environmental Conservation (ADEC) Approval to Construct is not required.
2. Design of the actual insulation system is not included. We intend to utilize an “off the shelf” insulation package as manufactured by a variety of different companies. We will select an insulation system to serve as the basis of design for the project and will provide a performance based specification for the supplier/installer to meet. This will include delegated design of any additional supports necessary to handle loading from the specified insulation system.
3. Although we are performing an inspection to verify that the insulation attachment points have not been compromised, this will consist only of visual inspection to note any easily accessible deficiencies. Complete structural analysis of the tank is not included nor is modification/repair of reservoir structural components and/or coatings. If deficiencies are noted which require repair, a contract amendment will be required.
4. Services during construction are not included but will be added by amendment after a contractor has been selected.
5. Professional services beyond this scope will be performed upon written authorization of Palmer and will be compensated for on a Time and Expenses basis in accordance with HDL’s published hourly rate schedule.

Schedule

We anticipate completing the design scope within six weeks of receipt of notice to proceed.

Cost Proposal

We propose to provide the aforementioned services on a lump sum basis for a cost not to exceed **\$18,000**.

We look forward to working with you on this project. If you have any questions, you can contact me at (907) 746-5230.

Sincerely,

HDL ENGINEERING CONSULTANTS, LLC



Chris Bowman, PE

Senior Civil Engineer

e: cbowman@HDLalaska.com | o: 907.746.5230

CC: David Lundin, PE, HDL

**City of Palmer
Action Memorandum No. 22-067**

Subject: Authorize the City Manager to Enter into a One Year Agreement to Purchase Healthcare Insurance Coverage with Premera through the City's Healthcare Insurance Broker, USI Insurance Services

Agenda of: November 22, 2022

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: John Moosey

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ **2,226,517.00**

This legislation (√):

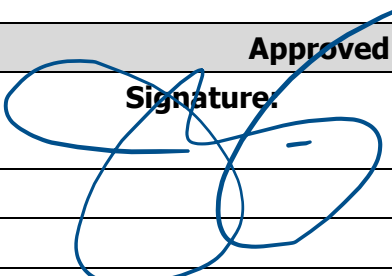
- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ \$2,226,517.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): Included in the 2023 Budget in various accounts (ending in 6012)
- Not budgeted _____

Director of Finance Signature: 

Approved for Presentation By:

	Signature:	Remarks:
City Manager		_____
City Attorney	_____	_____
City Clerk	_____	_____

Attachment(s):

1. USI Insurance Services Premera Proposal

Summary Statement/Background:

The City's Healthcare Insurance Broker, USI presented the attached proposal to the administration for the 2023 Healthcare City's requirements for the year beginning January 1, 2023.

USI Insurance Services surveyed Premera, the City's current insurance provider. After reviewing the available quote and negotiations were completed, it was determined that Premera offered the most comprehensive coverage. Premera originally proposed a 12.1% increase however USI was able to negotiate to reduce the increase to 7.2% over the City's 2022 health insurance costs.

Administration's Recommendation:

Approve Action Memorandum No. 22-067.



November 01, 2022

GROUP BENEFITS RENEWAL ANALYSIS

City of Palmer



Matt Lewis | Erin McNally | Nic Trout
www.usi.com





Disclaimer

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Section I

Summaries



**City of Palmer
Cost Summary
January 1, 2023 Renewal Date**

Carriers	Current	Renewal	Negotiated Renewal
Medical / Vision	Premera Blue Cross	Premera Blue Cross	Premera Blue Cross (Neg.)
Dental	Premera Blue Cross	Premera Blue Cross	Premera Blue Cross (Neg.)
Life / AD&D	MetLife	MetLife	MetLife
Voluntary Life / AD&D	MetLife	MetLife	MetLife
Short Term Disability	N/A	MetLife (Opt. 1)	MetLife (Opt. 1)

Total Annual Cost

Medical / Vision	\$1,978,305	\$2,211,766	\$2,116,808
Dental	\$95,340	\$102,012	\$97,245
Life / AD&D	\$3,321	\$3,579	\$3,321
Short Term Disability	N/A	\$9,143	\$9,143
Annual Total	\$2,076,966	\$2,326,500	\$2,226,517
Change from Current		\$249,534	\$149,551
Percentage Change		12.0%	7.2%

Net Employer Annual Total

Less Employee Payroll Contributions	-\$146,312	-\$146,312	-\$146,312
Net Employer Annual Total	\$1,930,655	\$2,180,189	\$2,080,206
Change from Current		\$249,534	\$149,551
Percentage Change		12.9%	7.7%

Notes

1. Voluntary Life / AD&D and Voluntary Long Term Disability is omitted from total annual cost as this coverage is fully employee paid.



Section II

Medical / Vision Plan



City of Palmer
 Medical / Vision Plan
 Benefit Outline and Cost Summary
 January 1, 2023 Renewal Date

Benefit Outline	Current	Renewal	Negotiated Renewal
Carrier	Premera Blue Cross	Premera Blue Cross	Premera Blue Cross
Plan Type, Name, Network	Preferred Choice PPO, Heritage	Preferred Choice PPO, Heritage	Preferred Choice PPO, Heritage
Deductible (Individual / Family)	\$1,000 / \$2,000	\$1,000 / \$2,000	\$1,000 / \$2,000
Out-of-Pocket Maximum (Individual / Family)	\$4,500 / \$9,000	\$4,500 / \$9,000	\$4,500 / \$9,000
Annual HRA Contribution	\$2,000 PEPY	\$2,000 PEPY	\$2,000 PEPY
Coinsurance (Pref. / Part. / Out)	80% / 60% / 40%	80% / 60% / 40%	80% / 60% / 40%
Primary Care Office Visit	\$25 Copay (dw)	\$25 Copay (dw)	\$25 Copay (dw)
Specialist Office Visit	\$60 Copay (dw)	\$60 Copay (dw)	\$60 Copay (dw)
Emergency Room	\$100 Copay / 80%	\$100 Copay / 80%	\$100 Copay / 80%
Outpatient Lab / X-Ray	80%	80%	80%
Retail Prescription Drug Copays	\$15 / \$30 / 30% (dw)	\$15 / \$30 / 30% (dw)	\$15 / \$30 / 30% (dw)
Mail Order Prescription Drug Copays	\$37.50 / \$75 / 30% (dw)	\$37.50 / \$75 / 30% (dw)	\$37.50 / \$75 / 30% (dw)
Vision			
Adult Eye Exam	90% (dw); 1 Exam PCY, \$350	90% (dw); 1 Exam PCY, \$350	90% (dw); 1 Exam PCY, \$350
Adult Hardware	100% (dw); \$350 PCY Combined with Exam, Frames per 2 CY	100% (dw); \$350 PCY Combined with Exam, Frames per 2 CY	100% (dw); \$350 PCY Combined with Exam, Frames per 2 CY
Pediatric Eye Exam	\$25 Copay (dw); 1 Per 12 Mos.	\$25 Copay (dw); 1 Per 12 Mos.	\$25 Copay (dw); 1 Per 12 Mos.
Pediatric Hardware	One Pair of Lenses/Frames OR Contacts PCY	One Pair of Lenses/Frames OR Contacts PCY	One Pair of Lenses/Frames OR Contacts PCY

Rates & Total Cost

Employee	20	\$1,321.51	\$1,477.46	\$1,414.03
Employee + Spouse	7	\$2,973.40	\$3,324.29	\$3,181.57
Employee + Child(ren)	8	\$2,312.66	\$2,585.58	\$2,474.57
Employee + Spouse & Child(ren)	25	\$3,964.54	\$4,432.40	\$4,242.10
Total Employees	60			
HRA Total		\$120,000	\$120,000	\$120,000
Annual Premium Total (w/out HRA)		\$1,978,305	\$2,211,766	\$2,116,808
Change from Current			\$233,461	\$138,502
Percentage Change			11.8%	7.0%

Notes

1. All coinsurance applies after deductible unless denoted "(dw)" for deductible waived.
2. Enrollment provided by Premera August 2022.
3. All benefits listed at the in-network, preferred level only.
4. Adult vision hardware: Frames covered 100% (dw) to \$90 max. Contacts covered 100% (dw) to \$170 max.
5. HRA is administered through Premera's partner Optum at no additional cost.



Section III

Dental Plan



**City of Palmer
Dental Plan
Benefit Outline and Cost Summary
January 1, 2023 Renewal Date**

Benefit Outline	Current	Renewal	Negotiated Renewal
Carrier	Premera Blue Cross	Premera Blue Cross	Premera Blue Cross
Plan Type	Preferred Choice PPO	Preferred Choice PPO	Preferred Choice PPO
Deductible (Individual / Family)	\$50 / \$150	\$50 / \$150	\$50 / \$150
Annual Maximum	\$2,000	\$2,000	\$2,000
Preventive Services	100%	100%	100%
Basic Services	80%	80%	80%
Major Services	50%	50%	50%
Endodontics / Periodontics	Basic	Basic	Basic
Implants	Major	Major	Major
Orthodontia	100% (dw)	100% (dw)	100% (dw)
Eligibility	Adult and Child	Adult and Child	Adult and Child
Lifetime Maximum	\$1,500	\$1,500	\$1,500
Non-Network	80th UCR	80th UCR	80th UCR
Prev. / Basic / Major	100% / 80% / 50%	100% / 80% / 50%	100% / 80% / 50%
Rate Guarantee	To 1/1/2023	To 1/1/2024	To 1/1/2024

Rates & Total Cost

Employee	20	\$56.01	\$59.93	\$57.13
Employee + Spouse	7	\$120.23	\$128.65	\$122.64
Employee + Child(ren)	8	\$134.74	\$144.17	\$137.43
Employee + Spouse & Child(ren)	25	\$196.21	\$209.94	\$200.13
Total Employees	60			
Annual Total		\$95,340	\$102,012	\$97,245
Change From Current			\$6,672	\$1,905
Percentage Change			7.0%	2.0%

Notes

1. Enrollment provided by Premera August 2022.



City of Palmer
 Medical / Dental / Vision Plan
 Contribution Analysis
 January 1, 2023 Renewal Date

	Current			Renewal			Negotiated Renewal								
	Enroll	Premiums	ER Cost	EE Cost	Enroll	Premiums	ER Cost	EE Cost	\$ EE Change	Enroll	Premiums	ER Cost	EE Cost	\$ EE Change	
	EE Flat Dollar			EE Flat Dollar			EE Flat Dollar								
Employee	20	\$1,377.52	\$1,377.52	\$0.00	20	\$1,537.39	\$1,537.39	\$0.00	\$0.00	20	\$1,471.16	\$1,471.16	\$0.00	\$0.00	
Employee + Spouse	7	\$3,093.63	\$2,896.73	\$196.90	7	\$3,452.94	\$3,256.04	\$196.90	\$0.00	7	\$3,304.21	\$3,107.31	\$196.90	\$0.00	
Employee + Child(ren)	8	\$2,447.40	\$2,274.42	\$172.98	8	\$2,729.75	\$2,556.77	\$172.98	\$0.00	8	\$2,612.00	\$2,439.02	\$172.98	\$0.00	
Employee + Spouse & Child(ren)	25	\$4,160.75	\$3,783.53	\$377.22	25	\$4,642.34	\$4,265.12	\$377.22	(\$0.00)	25	\$4,442.23	\$4,065.01	\$377.22	\$0.00	
Annual HRA Contribution		\$120,000	\$120,000			\$120,000	\$120,000				\$120,000	\$120,000			
Annual Total	60	\$2,193,645	\$2,047,333	\$146,312	60	\$2,433,779	\$2,287,467	\$146,312		60	\$2,334,053	\$2,187,741	\$146,312		
Change from Current						\$240,133	\$240,133	\$0			\$140,408	\$140,408	\$0		
Percentage Change						10.9%	11.7%	0.0%			6.4%	6.9%	0.0%		
						Affordability Minimum Salary ⁽³⁾		Affordable			Affordability Minimum Salary ⁽³⁾		Affordable		

Notes

1. Analysis does not consider enrollment changes that may occur as a result of a contribution change. Actual costs will vary.
2. Please note, carriers reserve the right to re-rate if enrollment changes by +/- 10%.
3. The ACA requires that employers offer coverage that is 'affordable' to employees, or they may be subject to a penalty. Affordability standards require coverage costing less than the specified percentage of the federal poverty level (FPL) or the specified safe harbor dollar amount. See compliance resources for details. The 'Affordability Minimum Salary' row calculates the lowest annual employee income that would still constitute 'affordable' coverage under the given contribution scenario.



Section IV

Life & Disability



City of Palmer
 Life / AD&D Plan
 Benefit Outline and Cost Summary
 January 1, 2023 Renewal Date

Benefit Outline	Current	Renewal	Negotiated Renewal
Carrier	MetLife	MetLife	MetLife
Eligibility	FTE Working ≥ 30 HPW	FTE Working ≥ 30 HPW	FTE Working ≥ 30 HPW
Benefit Amount	Flat \$20,000	Flat \$20,000	Flat \$20,000
Guarantee Issue	Full Benefit Amount	Full Benefit Amount	Full Benefit Amount
Portability	Life: Included	Life: Included	Life: Included
Conversion	Life: Included	Life: Included	Life: Included
Rate Guarantee	To 1/1/2023	To 1/1/2024	To 1/1/2024

Volumes, Rates & Total Cost

Number of Employees	60	60	60
Benefit Volume	\$1,193,000	\$1,193,000	\$1,193,000
Life Rate Per \$1,000	\$0.204	\$0.222	\$0.204
AD&D Rate Per \$1,000	\$0.028	\$0.028	\$0.028
Annual Total	\$3,321	\$3,579	\$3,321
Change From Current		\$258	\$0
Percentage Change		7.8%	0.0%

Notes

1. Enrollment provided by MetLife August 2022.



**City of Palmer
Voluntary Life / AD&D Plan
Benefit Outline and Cost Summary
January 1, 2023 Renewal Date**

Benefit Outline	Current / Renewal
Carrier	MetLife
Definition of Earnings	Base Salary Only
Eligibility	FTE Working ≥ 30 HPW
Child Age Requirement	Birth to Age 26
Benefit Increments	
Employee	\$10,000
Spouse	\$5,000
Children	
Under 15 Days	Flat \$100
15 Days to 6 Mos.	Flat \$1,000
6 Mos. Or Older	Flat: \$1,000 / \$2,000 / \$4,000 / \$5,000 / \$10,000
Benefit Maximums	
Employee	5x Earnings to \$500,000
Spouse	50% of EE Amt to \$100,000
Children	\$10,000
Guarantee Issue	
Employee	\$100,000
Spouse	\$25,000
Children	\$10,000
Portability	Life: Included
Conversion	Life: Included
Participation (Req. / Actual)	Greater of 25% Or 5 Ees / 8 Ees
Rate Guarantee	To 1/1/2024

Life Per \$1,000	Employee / Spouse
Under Age 25	\$0.076
25-29	\$0.076
30-34	\$0.103
35-39	\$0.128
40-44	\$0.170
45-49	\$0.236
50-54	\$0.445
55-59	\$0.753
60-64	\$1.139
65-69	\$1.836
70-74	\$3.479
75-99	\$3.479
Child Life	\$0.240

AD&D Per \$1,000	
EE / SP AD&D	\$0.029
Child AD&D	\$0.051

Notes

1. Enrollment provided by MetLife August 2022.



City of Palmer
Short Term Disability Plan
Benefit Outline and Cost Summary
January 1, 2023 Proposed Implementation Date

Benefit Outline	Option 1	Option 2
Carrier	MetLife	MetLife
Definition of Earnings	Base Salary Only	Base Salary Only
Eligibility	FTE Working ≥ 30 HPW	FTE Working ≥ 30 HPW
Elimination Period		
Accident	14 Days	7 Days
Sickness	14 Days	7 Days
Benefit Percentage	60%	60%
Maximum Weekly Benefit	\$1,500	\$1,500
Definition of Disability	Earnings Only	Earnings Only
Benefit Duration (after EP)	11 Weeks	12 Weeks
Pre-Existing Conditions Exclusion	Not Included	Not Included
Rate Guarantee	To 1/1/2025	To 1/1/2025

Volumes, Rates & Total Cost

Number of Employees	60	60
Volume: Covered Benefit	\$46,743	\$46,743
STD Rate Per \$10	\$0.163	\$0.215
Annual Total	\$9,143	\$12,060



Section V
Renewal Timeline



Benefits Renewal Timeline for City of Palmer

January 01, 2023

Pre-Renewal

Action	Responsibility	Due Week of	Date Completed
Request Employee Census	USI	08/01/2022	07/26/2022
Receive Employee Census	City of Palmer / USI	08/15/2022	08/11/2022
Pre-Renewal Meeting	City of Palmer / USI	08/29/2022	N/A

Marketing

Action	Responsibility	Due Week of	Date Completed
Carrier Renewals Due	Carriers / USI	10/03/2022	10/17/2022
Request for Proposal Sent to Market*	USI	10/03/2022	N/A
Proposals Received from Market*	USI	10/17/2022	N/A
Renewal / Analysis Meeting	City of Palmer / USI	10/31/2022	11/01/2022

Implementation

Action	Responsibility	Due Week of	Date Completed
Carrier/Benefit Decisions Due	City of Palmer	11/07/2022	
Enrollment Material	USI	11/21/2022	
Employee Meetings	USI	11/21/2022	
Open Enrollment Paperwork Complete	City of Palmer / USI	12/05/2022	
Enrollment Complete	USI	12/12/2022	

Post-Renewal

Action	Responsibility	Due Week of	Date Completed
Post-Renewal Meeting	City of Palmer / USI	02/06/2023	
Population Health Management Strategy	USI		
Creditable Coverage Reminder	USI	02/13/2023	
Creditable Coverage Notification to CMS	City of Palmer / USI	03/01/2023	

*If deemed to be necessary



Section VI

Compensation Analysis



City of Palmer
USI Administered Employee Benefit Plans
Compensation Disclosure
January 1, 2023 Renewal Date

USI is making the following compensation information available effective with the renewal date above. For ERISA group health plan fiduciaries this is in accordance with requirements under ERISA 408(b)(2).

1. The direct compensation USI expects to receive for servicing your health benefits is:

Broker Fee, independent from any specific coverage/plan below

Fee for Service - Consulting/Project: \$45,000

	<u>Plan Type</u>		<u>Renewal</u>
Medical (Fully Insured)	Medical PPO	Premera Blue Cross	0.0%
Dental	Dental PPO	Premera Blue Cross	0.0%
Vision	Vision	Premera Blue Cross	0.0%
HRA Plan	Health Reimbursement Arrangement	Premera Blue Cross	0.0%

Non health plans; one or more of life, disability, non-ERISA stop loss, other ancillary

2. The expected indirect compensation USI expects to receive is:

It is possible that some of the insurance companies from which USI obtains coverage may pay it additional incentive commissions, sometimes referred to as contingent, supplemental, or bonus commissions, which may be based on the total volume of business we sell for them, and/or the growth rate of that business, retention rate, claims loss ratio, or other factors considering our entire book of business with an insurance company for a designated period of time. Such additional commissions, if any, would be in addition to any other compensation USI may receive. By coverage type indirect compensation ranges are as follows:

Medical & Stop Loss approximately 0% to 5%

Dental, Vision, Ancillary approximately 0% to 15%

3. The transaction-based compensation USI expects to receive is:

Renewal

N/A

4. USI will receive compensation in connection with the contract’s termination as follows: This must be approved with EB practice leadership and approved language must be used.

5. The services USI will provide include some or all of the following:

Design of health care plans, cost-containment and other plan design recommendations. Preparation of bid specifications (RFP). Analysis of proposals and presentation of findings. Renewal analysis and negotiation. Reporting/Service Meetings. Contract Review. Employee Meetings. Employer/Employee Communications.

6. USI does not offer or provide fiduciary services to the plan.

7. In some cases USI may involve the services of a general agent based carrier requirements or distribution model. In some cases general agent may be owned by USI, and will receive compensation in addition to what is detailed above, and will be in the range of 1% to 2% of medical premium or \$3.00 to \$16 PEPM based on enrolled and 1% to 6% on dental and vision premium.

8. This disclosure document includes the disclosures USI is required to make in accordance with ERISA Section 408(b)(2). Any other plan service provider that is subject to the 408(b)(2) disclosure requirements is required to make its own independent 408(b)(2) disclosure and any such disclosures are not included in this disclosure.

**City of Palmer
Action Memorandum No. 22-054**

Subject: Authorizing Utility Connection for Quantum Laundry Lounge, Located at 2151 South Woodworth Loop, Palmer, Alaska

Agenda of: September 13, 2022

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: John Moosey, City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ _____

This legislation (√):

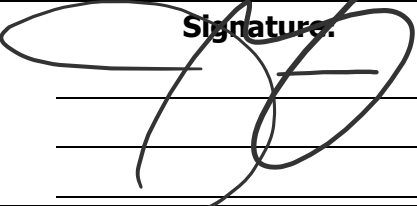
- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted _____

Director of Finance Signature: 

Approved for Presentation By:

	Signature:	Remarks:
City Manager		_____
City Attorney	_____	_____
City Clerk	_____	_____

Attachment(s):

1. Acculogic Laundry Break
2. Acculogic Laundry Color Safe Bleach
3. Acculogic Laundry Destainer
4. Acculogic Laundry Detergent
5. Acculogic Laundry Rust Removing Sour
6. Acculogic Laundry Softner SDS
7. Land Survey
8. Low Salt Sodium Hypochlorite 12.5% SDS
9. SDS-19270-Synergy-EN

Summary Statement/Background:

Quantum Laundry will be servicing large commercial operations throughout Mat-Su and reaching into the northern part of the Municipality of Anchorage. To provide this needed service, Quantum Laundry will need approval from the City Council to connect to our utilities per City Code. This customer will be a benefit to the City's water and wastewater enterprise operation. The Manager is recommending City Council approval.

Administration's Recommendation:

Approve Action Memorandum No. 22-054.