

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**  
**December 13, 2022, at 6:00 PM**  
City Council Chambers  
231 W. Evergreen Avenue, Palmer  
[www.palmerak.org](http://www.palmerak.org)

## **AGENDA**

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### **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 15, 2022, Special Meeting
  - b) November 22, 2022, Regular Meeting

### **E. COMMUNICATIONS AND APPEARANCE REQUESTS**

1. Presentation by Michelle Overstreet, CEO and Founder, MY House
2. Proclamation Recognizing Ally Hrcncir Earning State Championship in Diving

### **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. 22-035:** Authorizing the City Manager to accept to funds in the amount of \$1,299,999.00 from the 2022 BJA FY 22 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program for the hiring of a Drug Endangered Children Multi-Disciplinary Team Coordinator, and to pay for the purchase of related office equipment, training, training supplies and other pertinent items contained within the terms and conditions of the grant

### **I. ACTION MEMORANDA**

1. **Action Memorandum No. 22-068:** Request for approval of policy change regarding non-work hours of Public Works Transportation operator requirements
2. **Action Memorandum No. 22-069:** Request for approval of policy change regarding non-work hours of Public Works Water & Sewer operator requirements

### **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**

<b>Meeting Date</b>	<b>Meeting Type</b>	<b>Time</b>	<b>Notes</b>
<b>December 27, 2022</b>	Regular		CANCELLED
<b>January 10, 2023</b>	Regular	6 pm	
<b>January 24, 2023</b>	Regular	6 pm	
<b>February 14, 2023</b>	Regular	6 pm	
<b>February 28, 2023</b>	Regular	6 pm	

**A. CALL TO ORDER**

A special meeting of the Palmer City Council was held on November 15, 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
Richard W. Best	Thomas Ojala, IV
Pam Melin, Deputy Mayor	Josh Tudor

John Alcantra was absent and excused.

Staff in attendance were the following:

John Moosey, City Manager	Holly Dubose, Deputy Clerk
Shelly M. Acteson, CMC, City Clerk	Kimberly Green, HR Director
Sarah Health, Attorney	Rosalie Kelly, Airport Superintendent
Jude Bilafer, Public Works, Director	

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

**Main Motion: To Approve the Agenda as presented**

Moved by:	Best
Seconded by:	Tudor
Vote:	Unanimous Consent
Action:	Motion Carried

**E. AUDIENCE PARTICIPATION**

Mayor Carrington opened audience participation. Seeing no one come forward, audience participation was closed.

**F. NEW BUSINESS**

1. **City Manager Presentation**
2. **Committee of the Whole:** Presentation of the 2023 Budget (Note: action may be taken by the Council following Committee of the Whole)
  - a. Budget Presentation by Palmer Public Works
  - b. Budget Presentation by Palmer Airport
  - 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 Five-Year Capital Improvement Program
- g. Resolution No. 23-005: City of Palmer 2023 Budget

**Main Motion: To Enter into Committee of the Whole at 6:03 pm**

Moved by:	Best
Seconded by:	Ojala
Vote:	Unanimous Consent
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 7:11 p.m.

**G. RECORDS OF ITEMS PLACED ON THE TABLE**

2 budget documents from the Finance Director, Gina Davis

**H. COUNCIL MEMBER COMMENTS**

**I. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 7:13 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 22, 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
Richard W. Best	Thomas Ojala, IV
Pam Melin, Deputy Mayor	Josh Tudor
John Alcantra	

Staff in attendance were the following:

John Moosey, City Manager	Brad Hanson, CD Director
Shelly M. Acteson, CMC, City Clerk	Holly Dubose, Deputy Clerk
Sarah Health, Attorney	Gina Davis, Finance Director
Dwayne Shelton, Police Chief	Chad Cameron, Fire Chief

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

**Main Motion: To Approve the Agenda as presented**

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

**E. COMMUNICATION AND APPEARANCE REQUESTS**

1. Proclamation Recognizing the Colony Knights 2022 Football Team  
Council Member Ojala presented the proclamation recognizing the Colony Football Team.

**F. F. REPORTS**

1. City Manager's Report
  - Trash pick-up will be on Wednesday due to Thanksgiving
  - Swearing in on Police Officers on December 1st, 2022
  - Quantum Laundry changing disposal status to commercial laundry
2. Mayor's Report
  - Deputy Mayor Melin attended the Mayors & Managers meeting and toured the new High Middle School
  - Flags lowered to half staff due the Railroad

- December 17<sup>th</sup> is the "Ring Off" for the cities to see who can raise the most money for the Salvation Army
  - Encouraged everyone to shop local in Palmer
3. City Clerk's Report
- No Report
4. City Attorney's Report
- No Report
  - Mayor Melin asked for follow up on the meeting with the Palmer Museum Director. Attorney Health has rescheduled the meeting for next week in honor of former Governor Bill Sheffield.

**G. G. AUDIENCE PARTICIPATION**

Mayor Carrington opened the audience participation.

Jackie Goforth: Commented regarding the Palmer Museum contract and Director.

Cindy Hudgins: Commented on the use of Dominion Machines.

Erik Anderson: Commented positively on the budget, noted ways to increase the revenue streams to meet the employee wages.

Mike Chmielewski: Encouraged the City of Palmer to investigate an alternative solution for power at City Hall in the event of an emergency.

Seeing no one else come forward, the audience participation was closed.

**H. PUBLIC HEARINGS**

**1. Resolution No. 23-001: Adopting the 2023 City of Palmer Employee Pay Plan (Second Public Hearing)**

Mayor Carrington opened the public hearing on Resolution 23-001.

Seeing no one come forward, the public hearing was closed.

Manager Moosey gave an overview of Resolution 23-001.

**Main Motion: To Adopt Resolution 23-001, as amended**

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

**Secondary Amendment Motion: To Amend Resolution 23-001, Add \$1000 Bonus for Regular Employee, \$500 for Part Time Employees**

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

**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)**

Mayor Carrington opened the public hearing on Resolution No. 23-002.

Seeing no one come forward, the public hearing was closed.

Gina Davis, Finance Director gave an overview of the fee schedule recommended changes.

**Main Motion: To Adopt Resolution No. 23-002, as amended**

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

**Main Motion: To Amend Resolution No. 23-002 with recommended library fees as submitted**

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

**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)

Mayor Carrington opened the public hearing on Resolution No. 23-003.

Seeing no one come forward, the public hearing was closed.

**Main Motion: To Adopt Resolution No. 23-003**

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

**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)

Mayor Carrington opened the public hearing on Resolution No. 23-004.

Erik Anderson: Commented that the golf cart rental revenue at the golf course should cover the cost of the new golf carts, not the general fund.

Seeing no one come forward, the public hearing was closed.

Brad Hanson, Community Development Director responded to questions from the Council.

**Main Motion: To Adopt Resolution No. 23-004, with recommended amendments**

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

**Primary Amendment #1: To Amend Resolution No. 23-004, with recommended amendments**

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

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)

Mayor Carrington opened the public hearing on Resolution No. 23-005.

Seeing no one come forward, the public hearing was closed.

Manager Moosey gave an overview of the utilities service fee increase.

Gina Davis, Finance Director responded to questions from Council.

**Main Motion: To Adopt Resolution No. 23-005**

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

**Primary Amendments #1-4: To Approve Resolution No. 23-005, as amended**

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

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

Mayor Carrington opened the public hearing on Resolution No. 23-034.

Seeing no one else come forward, the public hearing was closed.

Manager Moosey gave a staff report.

**Main Motion: To Adopt Action Memorandum 22-034**

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



**I. UNFINISHED BUSINESS**

1. **Action Memorandum No. 22-064:** Liquor License Renewal for Matanuska Brewing Company

**Main Motion: To Adopt Action Memorandum 22-064**

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

2. **Action Memorandum No. 22-065:** Liquor License Renewal for Palmer Municipal Golf Course

**Main Motion: To Adopt Resolution 22-065**

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

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.

**Main Motion: To Adopt Resolution 22-066**

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

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

**Main Motion: To Adopt Resolution 22-067**

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

5. **Action Memorandum No. 22-054:** Authorizing Utility Connection for Quantum Laundry Lounge, Located at 2151 South Woodworth Loop, Palmer, Alaska

Manager Moosey provided Council a staff report.

**Main Motion: To Adopt Resolution 22-054**

Moved by:	Best
Seconded by:	Alcantra
Vote:	5/2 No (Tudor/Alcantra)
Action:	Motion Carried

**J. UNFINISHED BUSINESS**

**K. NEW BUSINESS**

## **L. RECORD OF ITEMS PLACED ON THE TABLE**

Records request from Jackie Goforth and document from Wasilla resident.

## **M. AUDIENCE PARTICIPATION**

Mike Chmielewski: Suggested that Neil Fried present to the Palmer City Council, Encourage the Council to investigate electronic vehicle (EV) charging stations and how those fit into the City of Palmer.

Erik Anderson: Commented on the 2023 City of Palmer budget.

## **N. EXECUTIVE SESSION**

## **O. COUNCIL MEMBER COMMENTS**

Council Member Tudor:

- Commented on the dedicated staff at the City of Palmer
- Thanked the City of Palmer responders for their contributions

Council Member Ojala:

- Thanked everyone for responding to Council budget questions

Council Member Best:

- Thanked the staff for their budget and working together

Council Member Alcantra:

- Thanked the public for participating
- Commented on the economy
- Thanked the City staff for their participation

Council Member Anzilotti:

- Thanked the staff for their hard work

Deputy Mayor Melin:

- Thanked Gina Davis for her hard work
- Proud of Council for getting the budget done

Mayor Carrington:

- Happy Thanksgiving

## **P. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 8:21 p.m.

**Approved this 13th day of December, 2022.**

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Shelly M. Acteson, CMC, City Clerk

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Steve Carrington, Mayor



## PROCLAMATION

### RECOGNIZING ALLY HRNCIR EARNING STATE CHAMPIONSHIP IN DIVING

*WHEREAS*, Ally Hrcir is a born athlete; and

*WHEREAS*, she trained in gymnastics for many years prior to beginning her diving career in 8th grade; and

*WHEREAS*, Ally is a strong individual, persevering and not shying away from hard work; and

*WHEREAS*, not only is she successful but is also a role model and mentor for others; and

*WHEREAS*, Ally Hrcir took first place in the girls one meter diving competition, setting a new record for the school with a final score of 425.55. The former record was held for 22 years, and

*WHEREAS*, Ally will be diving for Division II Colorado Mesa University in the fall, studying Studio Arts with a minor in Welding; and

*WHEREAS*, the Palmer City Council is proud of her accomplishment and her representation of our community.

***NOW, THEREFORE, IT IS PROCLAIMED*** by the Mayor and City Council of the City of Palmer, Alaska, do hereby proclaim December 14, 2022, to be Ally Hrcir Day.

**IN WITNESS WHEREOF**, I have hereunto set my hand and cause the seal of the City of Palmer to be affixed on this 13th day of December 2022.

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Steve Carrington, Mayor

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Shelly Acteson, CMC, City Clerk

**City of Palmer  
Resolution No. 22-035**

**Subject:** Authorizing the City Manager to accept to funds in the amount of \$1,299,999.00 from the 2022 BJA FY 22 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program for the hiring of a Drug Endangered Children Multi-Disciplinary Team Coordinator, and to pay for the purchase of related office equipment, training, training supplies and other pertinent items contained within the terms and conditions of the grant

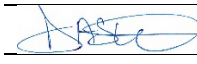
**Agenda of:** December 13, 2022

**Council Action:**     **Approved**                     **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    Dwayne A. Shelton, Chief of Police

**Department Review:**

<b>Route to:</b>	<b>Department Director:</b>	<b>Signature:</b>	<b>Date:</b>
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police		11-28-2022
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ 1,299,999.00

This legislation (√):

- Creates revenue in the amount of:                    \$ 1,299,999.00
- 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:**

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

**Attachment(s):**

1. Resolution No. 22-035
2. 2022 BJA Award Letter
3. 2022 BJA Award Information
4. MATSU DEC MOU

**Summary Statement/Background:**

In April 2022, a Drug Endangered Children (DEC) Multi-Disciplinary Team (MDT) was formed, and a Memorandum of Understanding was signed among the following agencies: Alaska Youth and Family Network, Chickaloon Village Traditional Council, The Children's Place, City of Palmer, City of Wasilla, Knik Tribe, Mat-Su Regional Medical Center, Matanuska Susitna Borough School District, Set Free Alaska, State of Alaska, Department of Law, Attorney General's Office, Civil Division State of Alaska, Department of Law, Palmer District Attorney's Office, State of Alaska, Department of Public Safety, State of Alaska, Office of Children's Services

The mission of the Mat-Su Valley MDT is to develop a coordinated response among referral agencies that adequately addresses the needs of DEC and their parents/caregivers, collectively enhances the mission of each individual agency, recognizes that cases involving the misuse of legal or illegal substance poses a risk to children of child abuse and/or neglect, ensures the availability of resources to meet the individual needs of drug endangered children and their families, and to protect and serve this population.

The MDT was created in response to community recognition that systemic gaps exist in how DEC cases are handled and that drug endangered children face an increased risk of trauma due to a lack of interagency communication, lack of interagency understanding of the role of other agencies, and lack of a consistent definition of DEC. The MDT therefore decided to create an interagency protocol to address these gaps and collectively protect these children.

The role of the MDT is to coordinate systems interventions and create a systematic response to children and families affected by substance misuse that reduces potential trauma while simultaneously preserving each agency's ability to pursue its individual mandates. The MDT will accomplish this goal by delineating individual roles and shared responsibilities and developing appropriate trauma-informed protocols to include, but not be limited to, interagency staff training, culturally appropriate service referrals, follow-ups with families, and working toward expanding the continuum of care.

The DEC MDT Coordinator, will be a contracted position that is housed at the Palmer Police Department but will not be a City of Palmer employee. The position will get its oversight from the DEC MDT core team. This grant is a 3-year grant.

**Administration's Recommendation:**

Approve Resolution No. 22-035

**LEGISLATIVE HISTORY**

Introduced by: Manager Moosey  
Date: December 13, 2022  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Resolution No. 22-035**

**Authorizing the City Manager to accept to funds in the amount of \$1,299,999.00 from the 2022 BJA FY 22 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program for the hiring of a Drug Endangered Children Multi-Disciplinary Team Coordinator, and to pay for the purchase of related office equipment, training, training supplies and other pertinent items contained within the terms and conditions of the grant**

WHEREAS, in April 2022, a Drug Endangered Children (DEC) Multi-Disciplinary Team (MDT) was formed, and a Memorandum of Understanding was signed among the following agencies: Alaska Youth and Family Network, Chickaloon Village Traditional Council, The Children’s Place, City of Palmer, City of Wasilla, Knik Tribe, Mat-Su Regional Medical Center, Matanuska Susitna Borough School District, Set Free Alaska, State of Alaska, Department of Law, Attorney General’s Office, Civil Division State of Alaska, Department of Law, Palmer District Attorney’s Office, State of Alaska, Department of Public Safety, State of Alaska, Office of Children’s Services; and

WHEREAS, the mission of the Mat-Su Valley MDT is to develop a coordinated response among referral agencies that adequately addresses the needs of DEC and their parents/caregivers, collectively enhances the mission of each individual agency, recognizes that cases involving the misuse of legal or illegal substance poses a risk to children of child abuse and/or neglect, ensures the availability of resources to meet the individual needs of drug endangered children and their families, and to protect and serve this population; and

WHEREAS, the MDT was created in response to community recognition that systemic gaps exist in how DEC cases are handled and that drug endangered children face an increased risk of trauma due to a lack of interagency communication, lack of interagency understanding of the role of other agencies, and lack of a consistent definition of DEC. The MDT therefore decided to create an interagency protocol to address these gaps and collectively protect these children; and

WHEREAS, the role of the MDT is to coordinate systems interventions and create a systematic response to children and families affected by substance misuse that reduces potential trauma while simultaneously preserving each agency’s ability to pursue its individual mandates. The MDT will accomplish this goal by delineating individual roles and shared responsibilities and developing appropriate trauma-informed protocols to include, but not be limited to, interagency staff training, culturally appropriate service referrals, follow-ups with families, and working toward expanding the continuum of care; and

WHEREAS, the DEC MDT Coordinator, will be a contracted position that is housed at the Palmer Police Department but will not be a City of Palmer employee. The position will get its oversight form the DEC MDT core team. This grant is a 3-year grant.

NOW, THEREFORE, BE IT RESOLVED the Palmer City Council hereby Authorizes the City Manager to accept to funds in the amount of \$1,299,999.00 from the 2022 BJA FY 22 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program for the hiring of a Drug Endangered Children Multi-Disciplinary Team Coordinator, and to pay for the purchase of related office equipment, training, training supplies and other pertinent items contained within the terms and conditions of the grant.

**Approved** by the Palmer City Council this 13th day of December, 2022.

\_\_\_\_\_  
Steve Carrington, Mayor

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk

## **Award Letter**

September 28, 2022

Dear Dwayne Shelton,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Justice Programs (OJP) has approved the application submitted by PALMER, CITY OF for an award under the funding opportunity entitled 2022 BJA FY 22 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program. The approved award amount is \$1,299,999.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OWW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OJP, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.



Maureen Henneberg  
Deputy Assistant Attorney General

### **Office for Civil Rights Notice for All Recipients**

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance to give assurances that they will comply with those laws. Taken together, these civil rights laws prohibit recipients of federal financial assistance from DOJ from discriminating in services and employment because of race, color, national origin, religion, disability, sex, and, for grants authorized under the Violence Against Women Act, sexual orientation and gender identity. Recipients are also prohibited from discriminating in services because of age. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>.

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a nondiscriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEO requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5).

The OCR is available to help you and your organization meet the civil rights requirements that are associated with DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to contact the OCR at [askOCR@ojp.usdoj.gov](mailto:askOCR@ojp.usdoj.gov).

### **Memorandum Regarding NEPA**

NEPA Letter Type

OJP - Categorical Exclusion

NEPA Letter

Awards under the Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP) will be used to develop, implement, or expand comprehensive programs in response to illicit opioids, stimulants, or other substances of abuse. None of the following activities will be conducted whether under the Office of Justice Programs federal action or a related third party action:

1. New construction.
2. Renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species.
3. A renovation that will change the basic prior use of a facility or significantly change its size.
4. Research and technology whose anticipated and future application could be expected to have an effect on the environment.
5. Implementation of a program involving the use of chemicals.

Additionally, the proposed action is neither a phase nor a segment of a project which when reviewed in its entirety would not meet the criteria for a categorical exclusion. Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations

NEPA Coordinator

First Name

Orbin

Middle Name

Last Name

Terry

**Award Information**

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

**Recipient Information****Recipient Name**

PALMER, CITY OF

**UEI**

F449BMLTS5N3

**Street 1**

231 W EVERGREEN AVE

**Street 2****City**

PALMER

**State/U.S. Territory**

Alaska

**Zip/Postal Code**

99645

**Country**

United States

**County/Parish****Province****Award Details****Federal Award Date**

9/28/22

**Award Type**

Initial

**Award Number**

15PBJA-22-GG-04480-COAP

**Supplement Number**

00

**Federal Award Amount**

\$1,299,999.00

**Funding Instrument Type**

Grant

<b>Assistance Listing Number</b>	<b>Assistance Listings Program Title</b>
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16.838

Comprehensive Opioid, Stimulant, and Substance Abuse Program

<b>Statutory Authority</b>
----------------------------

34 U.S.C. 10701. Any awards under this solicitation would be made under statutory authority provided by the Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 127).

*I have read and understand the information presented in this section of the Federal Award Instrument.*

**Mat-Su Valley Drug Endangered Children Multidisciplinary Team  
Memorandum of Understanding**

This Memorandum of Understanding (MOU) is entered into this 1<sup>st</sup> day of April 2022, by and between the following:<sup>1</sup>

Alaska Youth and Family Network

Chickaloon Village Traditional Council

The Children's Place

City of Palmer

City of Wasilla

Knik Tribe

Mat-Su Regional Medical Center

Matanuska Susitna Borough School District

Set Free Alaska

State of Alaska, Department of Law, Attorney General's Office, Civil Division

State of Alaska, Department of Law, Palmer District Attorney's Office

State of Alaska, Department of Public Safety

State of Alaska, Office of Children's Services

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<sup>1</sup> The Chickaloon Police Department is working to have its officers recognized by the Alaska Police Standards Council. When this is finalized, CPD will be added to the Multidisciplinary Team.

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## **MISSION STATEMENT**

The mission of the Mat-Su Valley Drug Endangered Children Multidisciplinary Team (MDT) is to develop a coordinated response among referral agencies that adequately addresses the needs of Drug Endangered Children (DEC, or “deck”) and their parents/caregivers, collectively enhances the mission of each individual agency, recognizes that cases involving the misuse of legal or illegal substance poses a risk to children of child abuse and/or neglect, ensures the availability of resources to meet the individual needs of drug endangered children and their families, and to protect and serve this population.

## **HISTORY**

The MDT was created in response to community recognition that systemic gaps exist in how DEC cases are handled and that drug endangered children face an increased risk of trauma due to a lack of interagency communication, lack of interagency understanding of the role of other agencies, and lack of a consistent definition of DEC. The MDT therefore decided to create an interagency protocol to address these gaps and collectively protect these children. These protocols are outlined in a separate document signed by supervisory staff from each MOU signatory agency.

## **ROLE OF THE MULTIDISCIPLINARY TEAM**

The role of the MDT is to coordinate systems interventions and create a systematic response to children and families affected by substance misuse that reduces potential trauma while simultaneously preserving each agency’s ability to pursue its individual mandates. The MDT will accomplish this goal by delineating individual roles and shared responsibilities and developing appropriate trauma-informed protocols to include, but not be limited to, interagency staff training, culturally appropriate service referrals, follow-ups with families, and working toward expanding the continuum of care.

## **PURPOSE**

The purpose of this MOU is to define and clarify the roles and responsibilities of each signatory, increase interagency accountability when working on DEC cases, ensure that drug endangered children and their parents/caregivers are protected from current and future harm, and to ensure drug-endangered children and their families receive referrals to appropriate social services agencies. The MOU shall be signed by each agency’s commissioner or supervisor, or their designated representative.

Most of the roles and responsibilities assigned to each agency in the Protocols are already part of their normal practice; in that sense, the Protocols do not create new responsibilities. Instead, their purpose is to help agencies learn to examine DEC cases through a different lens, which will in

turn inform the collection of evidence and information and improve agencies' ability to serve this population.

## **OPERATIONAL DEFINITION OF DRUG ENDANGERED CHILDREN**

Children aged 17 and younger at risk of physical or emotional harm due to the use, possession, manufacture, cultivation, or distribution of legal or illegal substances by a parent or other caretaker. Physical or emotional harm includes children whose caretaker is unable to provide adequate care and/or a safe and nurturing environment due to the parent or caretaker's substance misuse.

## **AGENCY ROLES**

1. **Each signatory agrees to make a reasonable attempt to:**<sup>2</sup>
  - a. Participate in the continued development and implementation of operational protocols.
  - b. Understand the duties and responsibilities of the DEC Response Team.
  - c. Attend quarterly protocol development meetings, known as the Core Team.
  - d. Attend monthly DEC Case Review team meetings and share case information when able to do so and as permitted by MDT statute.
  - e. Arrange/provide appropriate DEC cross-training for MOU partners and participate in joint interagency training(s) on community protocols, each agency's roles and responsibilities on the team, the dynamics, signs, and symptoms of DEC. The Core Team will determine the frequency of these trainings.
  - f. Support community awareness related to the dynamics, signs, symptoms, and local systematic response to drug endangered children.
  - g. Support staff attendance at basic and/or advanced training courses on DEC-related topics.
  - h. Participate in the development of relevant data collection methods.
  - i. Establish internal protocols for flagging DEC cases.
  - j. Work to develop and modify interagency protocols for documentation and referrals to OCS, law enforcement, and other referral agencies.
  - k. Establish a procedure for sharing case information between signatories.
  - l. When able to, provide copies of reports, pictures, etc., to law enforcement and/or OCS to aid in their investigations.
  - m. Work to develop case tracking/management processes and protocols.

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<sup>2</sup> The duties and responsibilities outlined in this MOU are only guidelines. None of them shall be considered a legal responsibility of any signatory agency, except to the extent that they are already imposed on the agency by any Constitutional provision, federal or state statute, regulation, or the agency's internal policies.



- n. Work to collect relevant data from within their respective agency to create a baseline for evaluating the number of children and families being served and to help attract families for services.
- o. Continue working to develop initial screening protocols to help first responders determine whether child present at drug-related call is considered drug-endangered and whether MDT intervention and response is required.
- p. Collaborate to secure funding necessary to establish and support full-time MDT Coordinator.
- q. Collect and provide the MDT Coordinator or designated representative with quarterly data prior to each Core Team meeting.
- r. Refer all suspected cases of child endangerment to law enforcement and OCS.
- s. Consider sending staff to the National Alliance for Drug Endangered Children's DEC Academy training.

**2. Alaska Youth and Family Network, Chickaloon Village Traditional Council, Knik Tribe, and Set Free Alaska agree to the following additional responsibilities:**

- a. Provide or refer families identified by the MDT as being at risk for child abuse/neglect for services. Services may include, but are not limited to:
  - i. Recovery classes
  - ii. Abuse prevention classes
  - iii. Parenting classes
  - iv. Support groups
  - v. Activity groups
- b. Provide one-on-one Family Advocacy to families to help them navigate systems, connect with appropriate resources, and create goals. These may include:
  - i. Behavioral health
  - ii. Foster care and adoption
  - iii. Child welfare
  - iv. Domestic violence
  - v. Public assistance
  - vi. Housing and homelessness
  - vii. Substance use recovery
  - viii. Crisis intervention
  - ix. Functional and readiness assessments
  - x. In-home visits
  - xi. Supervised family contact
- c. For cases that OCS screens in, Alaska Youth and Family Network, Knik Tribe, Chickaloon Village Traditional Council, and Set Free Alaska will coordinate to determine which agency will provide family advocacy services.

- d. Work with the MDT to establish a consistent job description for the family advocate position.
  - e. Work with other referral agencies providing family advocacy to establish a streamlined process to prioritize need.
  - f. Establish an internal system to receive referrals from the MDT on a secure server.
  - g. Establish a system with OCS to coordinate services following OCS Intake's decision to screen a family in or out.
  - h. Ensure that all staff designated to accompany OCS on home visits have passed appropriate background checks.
  - i. Provide law enforcement and OCS copies of reports, pictures, etc., when relevant, to aid their investigations.
  - j. Contract with partner organizations as needed to provide on-site family advocacy.
  - k. Provide expertise on the impact of trauma on children and families and ensure that all MDT members' interactions with children and families operate from a trauma-informed place.
3. **The Children's Place (Regional Child Advocacy Center, herein referred to as TCP), agrees to the following additional responsibilities:**
- a. Accept referrals from OCS and law enforcement agencies for children harmed or potentially harmed by drug environments and/or other forms of neglect or abuse.
  - b. Provide a comprehensive evaluation of children removed from drug environments per established TCP and multidisciplinary team policies and protocols.
    - i. This may include developmental and behavioral health screening based on and the child's age and the presence or absence of a non-offending caregiver.
  - c. Facilitate a forensic interview for children who are developmentally able to be interviewed.
    - i. Per TCP policies, forensic interviews may be conducted by TCP staff, OCS staff, or law enforcement agents, provided they have completed and passed Child First forensic interview training.
  - d. Recommend and/or order drug testing as clinically indicated, which may include:
    - i. Gathering and sending urine sample to MSRMC lab for drug testing.
    - ii. Requesting child be taken to Valley Phlebotomy for hair drug testing.
    - iii. Requesting and placing order for child to have serum drug testing at MSRMC.
  - e. Provide follow up advocacy and referral services as indicated for child(ren) and non-offending custodial caregiver(s).

**4. State of Alaska, Department of Law, City of Palmer & City of Wasilla agree to the following additional responsibilities:**

- a. Investigate criminal cases of DEC-related abuse to agency standards and make a reasonable attempt to be cognizant of national best practices for investigation.
- b. Collect evidence of associated criminal activity (drugs, guns, paraphernalia, hazardous conditions, etc.) and pay for cost of testing children when OCS has not opened case and the evidence may be used in the criminal case.
- c. Have the necessary equipment (camera, tape measure, report forms, etc.) to document the crime scene.
- d. Document child endangerment crimes in police report.
- e. Make primary determination of whether the conditions at a DEC-related call are unsafe for the child and require intervention and response by the MDT. When making this determination first responders may consider the criteria for Level 1 and Level 2 DEC case classification as listed in the MDT Protocols but are not responsible for classifying a case as a Level 1 or Level 2.
- f. Encourage OCS or other agencies responsible for child's welfare to test the child for drugs, i.e., blood, urine, and hair tests.
- g. When parents are arrested, make a reasonable attempt to ensure that all children, whether currently present in the home or not, are accounted for.
- h. To extent possible, complete the Drug Endangered Children's On-Scene Risk Assessment and email to OCS and the referral agencies on the MOU. (See Attachment 1 in Mat-Su Valley DEC MDT Protocols)
- i. Using agency discretion and when feasible, make a reasonable attempt to establish location of children not currently present in the home and perform welfare check.
- j. Establish a procedure for OCS to request law enforcement assistance when they are conducting a home visit for a DEC-related call.
- k. Work with the Matanuska Susitna Borough School District to create procedures for reporting Handle with Care cases to child's school, which may include when such cases should be reported, who will make the report, who it should be made to, and how it will be made.
- l. Whenever possible, notify OCS in advance of planned drug raids if children are believed to live at the home. If advance notice is not possible, OCS should be notified as soon as possible afterward.
- m. In all drug cases where a child's caregiver is arrested, notify OCS to initiate response procedures.
- n. Hold caregivers accountable for criminal actions consistent with law enforcement's role in the legal process.
- o. Work with schools to obtain grants (safe schools/ healthy students, drug free communities, SRO) that could help DEC teams.

- p. Work with district attorney to improve understanding of Alaska's criminal laws related to DEC.
- q. Establish criteria to bring child to Child Advocacy Center to reduce need to screen child in the field.
- r. Undergo formal or informal training in forensic interview techniques of child victims/witnesses.

**5. Mat-Su Regional Medical Center agrees to the following additional responsibilities:**

- a. Refer suspected cases of DEC to OCS and law enforcement. Referrals may be made when a child accompanies a parent/guardian to the hospital due to a drug overdose or if, while treating parent/guardian, medical staff becomes aware that children are present in the home.
- b. Will work with the Team to develop an MDT response when a child is identified at the hospital of being a suspected DEC.
- c. If child is the patient, ensure that medical record includes documentation of any statements, diagrams, notes, etc., that support suspicion of child abuse or neglect.
- d. As able, establish a process to notify law enforcement and OCS of results/findings of medical exam.
- e. As able, provide law enforcement and OCS copies of reports, pictures, etc., to aid their investigations.

**6. Matanuska Susitna Borough School District agrees to the following additional responsibilities:**

- a. Establish contact person at each school to communicate directly with law enforcement and OCS regarding suspected child abuse or neglect.
- b. Assist law enforcement and/or OCS with requests for information to aid their active investigations while maintaining compliance with FERPA.
- c. Educate teachers on child endangerment and duties as a mandated reporter and work toward providing DEC training to school staff to aid in recognizing at-risk children.
- d. Work to become trauma-informed and provide training to staff on effects of trauma on children.
- e. Work with the MDT to create procedures for receiving reports. Procedures should include when such cases should be reported, how the reports should be sent by the MDT, which agency should send them, how they should be received, what information should be reported, who they should be made to, and any actions that will be taken regarding report.
- f. Provide questions to schools for the bi-annual drug/alcohol survey utilizing information to target at-risk youth.

- 7. State of Alaska, Department of Law, Attorney General's Office, Civil Division, agrees to the following additional responsibilities:**
  - a. Assist in developing interagency protocols and agreements.
  - b. Consistent with applicable statutes, regulations, and policies, assist in case tracking and data collection.
  - c. Consistent with applicable statutes, regulations, and policies, assist with the evaluation and revision of protocols for DEC cases to develop procedures which reduce the trauma for young victims.
  - d. Consistent with applicable statutes, regulations, and policies, provide law enforcement and OCS copies of reports, pictures, etc., to aid their investigations.
  
- 8. State of Alaska, Department of Law, Palmer District Attorney's Office, agrees to the following additional responsibilities:**
  - a. Assist in developing interagency protocols and agreements.
  - b. Familiarize state with statutes relevant to DEC cases.
  - c. Participate in cross-training in drug and child abuse cases.
  - d. When resources permit, provide training to MDT members on any special needs or requirements for prosecuting DEC cases.
  - e. Provide guidance to law enforcement related to the investigation and prosecution of DEC cases.
  - f. Consistent with AS 47.14.300, agree to cooperate with the exchange of information.
  - g. Assist with the evaluation and revision of protocols for DEC cases to develop procedures which reduce trauma to young victims.
  
- 9. State of Alaska, DHSS, Office of Children's Services, Southcentral Regional Office, agrees to the following additional responsibilities:**
  - a. Investigate screened-in DEC cases of maltreatment.
  - b. Respond to screened-in DEC cases according to priority of the case as per OCS policy.
  - c. Coordinate with law enforcement and other responding agencies to complete the Drug Endangered Children On-Scene Risk Assessment.
  - d. Coordinate with law enforcement to identify locations of children who live in the home or possibly involved in the DEC case.
  - e. Provide law enforcement case information in accordance with OCS policy and HIPAA regulations.
  - f. OCS will provide personnel, vehicles, and car seats when available to respond to screened-in DEC.
  - g. Coordinate response with Tribes and referral agencies on screened-in DEC cases.

- h. Notify appropriate agencies of screened-out DEC cases according to statute and OCS policy.
- i. Coordinate and pay for drug testing children in screened-in DEC cases according to OCS policies when children are suspected of having been exposed to drugs. Testing should be accomplished using the least intrusive methods possible.
- j. Notify DEC team members involved in the case when a child is removed from the home.
- k. Attend planned event briefings (search warrants, probation and parole searches, raids) to increase information sharing, intelligence, and safety.
- l. Attend DEC MDT Case Review meetings to coordinate services for families and share information according to applicable statutes, regulations, and policies.
- m. Provide training to MDT members on roles and statutory responsibilities of OCS and statutory definitions of child maltreatment.

**SIGNATURE PAGE**

The term of this MOU shall begin on the effective date written above and end on 3/31/24, unless extended, or terminated at an earlier date, by the written agreement of all MDT members.

Paul Cornils 4/1/22

Alaska Youth and Family Network

PAUL CORNILS

M3 Bayless 4/1/2022

Michelle Bayless  
The Children's Place

Chief Gary Harrison 4/1/22  
Chief, Gary Harrison  
Chickaloon Village Traditional Council

04.01.2022  
City of Palmer  
JOHN MOOSEY, CITY MANAGER

Glenda Lofsted 4-5-2022  
Glenda Lofsted  
City of Wasilla

5/4/22  
Knik Tribe

Alan Craft 4/1/22  
ALAN CRAFT  
Mat-Su Regional Medical Center

4/1/22  
Randy Trani  
Matanuska-Susitna Borough School District

4/1/22  
Philip Lohet  
Set Free Alaska

Shanna Johnston 4/1/22  
Shanna Johnston  
State of Alaska, Department of Law, Attorney  
General's Office, Civil Division

Melissa Winsler-Howard 4/1/22  
Melissa Winsler-Howard  
State of Alaska, Department of Law,  
Palmer District Attorney's Office

4/13/22  
James E. Coakley  
State of Alaska, Department of Public Safety

4/1/22  
Kim Guay  
State of Alaska, Office of Children's Services

**City of Palmer  
Action Memorandum No. 22-068**

**Subject:** Request for Approval of Policy Change Regarding Non-work Hours of Public Works Roads Operators

**Agenda of:** December 13, 2022

**Council Action:**     **Approved**             **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    John Moosey, City Manager

**Department Review:**

<b>Route to:</b>	<b>Department Director:</b>	<b>Signature:</b>	<b>Date:</b>
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

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

This legislation (√):

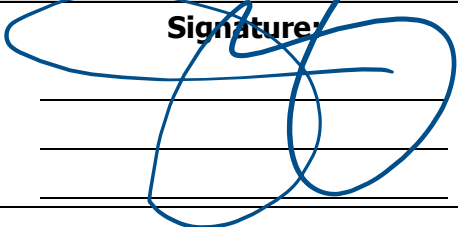
- Creates revenue in the amount of:            \$ \_\_\_\_\_
- Creates expenditure in the amount of:        \$ 4,405
- Creates a saving in the amount of:            \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted            Line item(s): \_\_\_\_\_
- Not budgeted            \_\_\_\_\_

Director of Finance Signature: 

**Approved for Presentation By:**

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



**Attachment(s):**

1. Action Memorandum

**Summary Statement/Background:**

The purpose of this policy change is to fairly compensate employees that are expected to limit their off-duty activities to be available to work emergency or unexpected hours and report to work within 30 minutes, any day of the week.

A Public Works Roads operators may be assigned to Standby to help with emergency calls related to all road issues within the City’s transportation system that may occur outside normal duty hours.

Typical hazards on call notifications include but are not limited to:

- 2” or more of snowfall
- Icy conditions due to freeze/thaw weather events
- High wind and drifting snow
- Missing/damaged manholes
- Sinkholes developing on roadway surfaces
- Trees or other obstacles blocking roadway
- Light poles damaged by vehicles

The Director of Public Works shall make the assignments on a regular basis and provide advanced scheduling. The Standby list shall be effective during the months of November through March.

For each day the employee is designated to be on standby but is not called out to work, the employee will receive two hours’ compensation at one and one-half times the employee’s normal hourly rate of pay. An employee on standby shall receive compensation at one and one-half times the employee’s normal hourly rate for the greater of two hours or the number of hours actually worked when notified to report to work. The employee commits to providing a response time of a maximum of thirty (30) minutes to report to work and shall refrain from all activities that prohibit full ability to provide service during a call to action in accordance with the City’s Drug Free Workplace Policy for both CDL and non-CDL drivers.

Policy shall be effective November 1, 2022.

**Administration’s Recommendation:**

Approve Action Memorandum No. 22-068.

**City of Palmer  
Action Memorandum No. 22-069**

**Subject:** Request for Approval of Policy Change Regarding Non-work Hours of Public Works Water & Sewer Operators

**Agenda of:** December 13, 2022

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    John Moosey, City Manager

**Department Review:**

<b>Route to:</b>	<b>Department Director:</b>	<b>Signature:</b>	<b>Date:</b>
_____	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:                      \$ 4,645
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): \_\_\_\_\_
- Not budgeted

Director of Finance Signature: *[Signature]*

**Approved for Presentation By:**

	<b>Signature:</b>	<b>Remarks:</b>
City Manager	<u><i>[Signature]</i></u>	_____
City Attorney	_____	_____
City Clerk	_____	_____

**Attachment(s):**

1. Action Memorandum

**Summary Statement/Background:**

The purpose of this policy change is to fairly compensate employees that are expected to limit their off-duty activities to be available to work emergency or unexpected hours and report to work within 30 minutes, any day of the week.

A Public Works Water and Sewer operator may be assigned to Standby to help with emergency calls related to water & sewer conditions within the City's water distribution system and sewer collection system that may occur outside normal duty hours.

Typical hazards include but are not limited to:

- Water leaks in roadways or houses
- Sewer backup at mains and manholes
- Missing/damaged manholes
- Alarm call outs from lift stations and reservoirs
- Gates open to Sewer or Water facilities
- Hydrants that need draining after fire department usage (winter)
- Hydrant opening and operating assistance during a fire/emergency event

The Director of Public Works shall make the assignments on a regular basis and provide advanced scheduling. This coverage will be year-round.

For each day the employee is designated to be on standby but is not called out to work, the employee will receive two hours' compensation at one and one-half times the employee's normal hourly rate of pay. An employee on standby shall receive compensation at one and one-half times the employee's normal hourly rate for the greater of two hours or the number of hours actually worked when notified to report to work. The employee commits to providing a response time of a maximum of thirty (30) minutes to report to work and shall refrain from all activities that prohibit full ability to provide service during a call to action in accordance with the City's Drug Free Workplace Policy for both CDL and non-CDL drivers.

Policy shall be effective November 1, 2022.

**Administration's Recommendation:**

Approve Action Memorandum No. 22-069.