

Mayor Edna B. DeVries
 Deputy Mayor Linda Combs
 Council Member Julie Berberich
 Council Member Richard W. Best
 Council Member Steve Carrington
 Council Member Sabrena Combs
 Council Member Jill Valerius

City Attorney Michael Gatti
 City Clerk Norma I. Alley, MMC
 City Manager Brad Hanson

City of Palmer, Alaska
City Council Meeting
May 12, 2020, at 7:00 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
 - a. **Action Memorandum No. 20-031:** Authorizing the City Manager to Amend the Professional Services Agreement with HDR, Inc. in an Amount Not to Exceed \$70,018.00 for Additional Engineering Services to Support the City in Consent Decree Negotiations/Coordination with the EPA/DOJ and On-Going Operations at the Palmer Wastewater Treatment Facility Page 3
 - b. **Action Memorandum No. 20-032:** Authorizing the City Manager to Execute a Design Contract Addendum with HDL Engineering Consultants, LLC in the Amount of \$93,960.00 for the Phase I Design Work on the 2020 Avigation Easement Planning Study..... Page 9
 - c. **Action Memorandum No. 20-033:** Authorizing the City Manager to Negotiate and Execute a Sole Source Contract with Adam Jenski, RK Ranch, in an Amount Not to Exceed \$17,000.00 for the Reconditioning of Approximately 22 Acres of Hay Field at the Palmer Airport Page 19
 - d. **Action Memorandum No. 20-034:** Authorizing the City Manager to Negotiate and Execute a Sole Source Contract with Dirtworks, Inc. in an Amount Not to Exceed \$18,000.00 for the Watering of Approximately 22 Acres of Reconditioned Hay Field at the Palmer Airport Page 23
 - e. **Action Memorandum No. 20-035:** Authorizing the City Manager to Apply for and Accept a Cares Act Grant from the Federal Aviation Administration for Assistance to Airports During the COVID-19 Public Health Emergency Page 27
 - f. **Action Memorandum No. 20-036:** Authorizing the City Manager to Apply, Accept, and Execute a Grant from the Federal Aviation Administration at 100% Funding for the 2020 Avigation Easement Planning Study Phase I..... Page 29
 - g. **Action Memorandum No. 20-037:** Authorizing the City Manager to Extend the Professional and Data Services Contract with AlasConnect, LLC for One Additional Year..... Page 33
 - h. **Action Memorandum No. 20-038:** Authorizing the City Manager to Negotiate and Execute Addendum Number 1 with the Matanuska-Susitna Borough to Provide Fire Emergency Response to the Greater Palmer Fire Service Area..... Page 35
2. Approval of Minutes of Previous Meetings
 - a. April 14, 2020, Regular Meeting..... Page 39

E. REPORTS

1. City Manager’s Report Page 43
2. City Clerk’s Report Page 53
3. Mayor’s Report Page 65
 - a. Palmer/Saroma Sister City 40th Anniversary Trip
4. City Attorney’s Report

F. AUDIENCE PARTICIPATION

G. PUBLIC HEARING

1. **Resolution No. 20-010:** Submitting the Question of Amending Charter Section 3.2: Terms of Office, to Limit Mayor and Councilmember Terms, to the City’s Qualified Voters at the October 6, 2020, City of Palmer Election..... Page 67
2. **Ordinance No. 20-003:** Amending Palmer Municipal Code Sections 2.04.031, 2.05.020, and 18.15.010 Relating to Mayor and Council Member Candidate Residency Requirements for Elections Page 77
3. **Ordinance No. 20-005:** Amending Palmer Municipal Code Section 2.04.160 Council Community Grants Page 81

H. NEW BUSINESS

1. **Action Memorandum No. 20-039:** Approving the City Manager to Enter into an Agreement with Resource Data, Inc., for Vote By Mail Feasibility Study Services for \$3,000.00..... Page 87
2. **Action Memorandum No. 20-040:** Approving the City Manager to Negotiate and Execute an Intergovernmental Agreement with the State of Alaska Department of Public Safety for Dispatch Services Page 97
3. **Action Memorandum No. 20-041:** Approving a Council Community Grant in the Amount of \$500.00 to the Greater Palmer Chamber of Commerce for the Virtual Cash Mob Page 109
4. **Information Memorandum No. 20-005:** Committee of the Whole for Discussion on General Financial Matters Related to COVID-19 (note: action may be taken by the Council following the Committee of the Whole) Page 115

I. RECORD OF ITEMS PLACED ON THE TABLE

J. AUDIENCE PARTICIPATION

K. COUNCIL COMMENTS

L. ADJOURNMENT

Tentative Future Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
May 26	Regular	7 pm	
Jun 9	Regular	7 pm	
Jun 23	Regular	7 pm	
Jul 14	Regular	7 pm	
Jul 28	Regular	7 pm	
Aug 11	Regular	7 pm	AML Summer Conf. 11-13 Last Day to Adopt Ballot Measures
Aug 25	Regular	7 pm	

**City of Palmer
Action Memorandum No. 20-031**

Subject: Authorizing the City Manager to Amend the Professional Services Agreement with HDR, Inc. in an Amount Not to Exceed \$70,018.00 for Additional Engineering Services to Support the City in Consent Decree Negotiations/Coordination with the EPA/DOJ and On-Going Operations at the Palmer Wastewater Treatment Facility

Agenda of: May 12, 2020

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


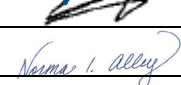
Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
√	Finance		_____
_____	Fire	_____	_____
_____	Police	_____	_____
√	Public Works		03/03/19

Approved for Presentation By:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ **70,018.00**

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
√	Creates expenditure in the amount of:	\$ <u>70,018.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

√	Budgeted	Line item(s): <u>02-01-50-6028 Engineering</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: 

Attachment(s):

- HDR PSA Amendment 07 Fee Proposal

Summary Statement/Background:

This PSA Amendment with HDR Engineers will take our contracted engineer support through 2020 and will have HDR provide coordination and negotiations support with DEC, EPA and DOJ for Phase II (installation of clarifiers) of the project.

The administration has submitted a consent decree amendment request to the EPA and DOJ requesting the decision for moving on to Phase II of the project be delayed until December 2023, after the city wastewater staff has had time to fine tune the MBBR and lagoon system.

HDR will play a key role in the negotiation process in helping the City achieve its desired outcome. Additionally, HDR will provide Engineering Services support to on-going operations at the Wastewater Treatment Facility to assist in achieving optimal operation of Palmer's wastewater treatment system.

Administration's Recommendation:

To approve Action Memorandum No. 19-031 authorizing the City Manager to amend the Professional Services Agreement with HDR, Inc. in an amount not to exceed \$70,018.00 for additional engineering services through 2020.



February 21, 2020

Mr. Chris Nall
Public Works Director
City of Palmer
1316A S. Bonanza Street
Palmer, Alaska 99645
Transmitted via email: cnall@palmerak.org

RE: City of Palmer Wastewater Treatment Facility Improvements - Additional Services for WWTF
EPA/DOJ Consent Decree Coordination

Dear Chris:

HDR Engineering, Inc. (HDR) is pleased to present this proposal to support the City of Palmer (COP) in negotiations with the EPA/DOJ for its Consent Decree and on-going operations for the Palmer Wastewater Treatment Facility (WWTF).

SCOPE OF SERVICES

The following is the proposed scope of services for the subject project.

Task 1 – Consent Decree Negotiation and Agency Coordination:

HDR will assist the COP with discussions and decisions necessary to address the upgraded plant performance as part of the EPA/DOJ Consent Decree and WWTF Improvements project. HDR will assist the COP in negotiations with the ADEC, EPA, and DOJ related to requirements of the Consent Decree, the upgraded plant performance, and the requirement for secondary clarifiers.

HDR's coordination may include meetings, phone/conference calls, email correspondence, technical memorandums (TMs), etc. to answer questions that the regulatory agencies may have on the plant performance and long-term operation of the facility.

Assumptions for Task 1:

- The agency negotiation services fee estimate is based on providing the services outlined above. The amount of time furnished and the cost of performing such services are estimates. The Engineer is not obligated to provide services beyond the amounts summarized in Attachment 1, nor is COP obligated to pay for such services unless such services are mutually agreed to by both parties in an amendment to this task order.

Deliverables for Task 1:

- Meeting agendas and notes (electronic file in .pdf format transmitted via e-mail).

Task 2 – Engineering Services to Support On-going WWTF Operations:

HDR will furnish the following engineering support services in preparation for and during 2020 lagoon dredging and performance review. The support services are estimated based upon the contract times set forth herein.

- 2.1 Lagoon Dredging and Ammonia Management Plan: To support COP negotiations with EPA/DOJ, HDR will work with COP staff to develop a detailed plan for managing the release of ammonia from the accumulated sludge in Lagoons 2 and 3. It is anticipated that the plan will include a detailed schedule for dredging and disposing of the solids from Lagoons 2 and 3, recommendations for operational targets and conditions to optimize nitrification in the lagoons during the summer months, and a sampling protocol to monitor ammonia and related parameters throughout the Palmer WWTF process. HDR will prepare a draft plan using a TM format. The TM (approximately 5-10 pages) will be submitted electronically as a PDF for review and comment by the COP.
- 2.2 Review Meeting: This task includes one project review meeting with COP staff. It is assumed that HDR's Anchorage-based Project Manager (Moyers) will attend the meeting on-site and all other HDR personnel will attend via teleconference. Other tasks will include:
 - Accumulation of review comments and inclusion of the comments into the final TM.
 - Preparation of a final TM (one searchable Adobe Acrobat (.pdf) document to COP) for submittal to EPA/DOJ to support Consent Decree negotiations.
- 2.3 On-call Engineering Support Services: Anticipated components of HDR on-going support services for 2020 are as follows:
 - Work with COP to finalize the testing protocol for 2020 monitoring including sampling locations, parameters to be tested, and sampling frequency.
 - Assist the COP in coordinating with the third party lab, if needed, on the requirements of the performance testing.
 - WWTF Operational Troubleshooting - This coordination includes on-site meetings, phone/conference calls, email correspondence, and TMs to answer questions from COP staff on the operation of the facility/lagoons.
 - Thompson Water On-site Training and Operations Assistance - This task includes additional on-site training and operations assistance (specifically during lagoon dredging in the spring of 2020) from Scott Thompson (Thompson Water). The on-site operations assistance trip includes one week of operations specialist time (approx. 50 hours) on site in Palmer plus travel expenses.
 - HDR will review the operational data and monitoring monthly to verify performance of the system during 2020 operations. HDR will provide a brief TM to COP for monthly review during the 2020 performance review. The TM will summarize the data collected the month prior to the report development including; flow data, 24-hour SCADA trends provided by COP, and sampling results reported from COP staff/third party lab. The monthly reports will be used/included in the 2020 Performance Review Report (Task 2.4).
 - HDR and COP will hold monthly conference calls to discuss the results of the sampling, the monthly report provided by HDR, and provide direction and assistance with changes and decisions to assist in operations.

2.4 2020 Performance Review Report: In December 2020, HDR will incorporate the results of the lagoon dredging, along with the performance data collected by COP WWTF staff over the year and present the findings in a 2020 Performance Review Report. The report will be an evaluation of the project's performance based on the results of the testing and monitoring performed on the lagoons and WWTF according to overall permit compliance (including ammonia, TSS, BOD, etc.). The COP will be able to submit the 2020 Performance Review Report to ADEC/EPA/DOJ for further Consent Decree negotiation and discussion regarding the need for Secondary clarifiers at the Palmer WWTF. It is anticipated that the 2020 Performance Review Report will follow the same format and generally provide an update to the Startup and Performance Testing Report prepared by HDR for COP in 2019.

The report will be submitted electronically as a PDF for review and comment by the COP. This task includes one project review meeting with COP staff. It is assumed that the review meeting will be accomplished via a conference call. Review comments will be accumulated and included into the final 2020 Performance Review Report.

Assumptions for Task 2:

- HDR will prepare and distribute draft and final testing protocols based on coordination and review with COP. (Task 2.1)
- Assumes the development of ten (10) monthly reports during 2020 performance review (February through November). Assumes January operations would be covered in February report and December operations would be covered in final 2020 Performance Review Report (Task 5). (Task 2.3)
- Assumes up to ten (10), 1-hour conference calls will be held during 2020 performance review. (Task 2.3)

Deliverables for Task 2:

- Draft TM (electronic file in .pdf format transmitted via e-mail) (Task 2.1)
- Final TM (electronic file in .pdf format transmitted via e-mail) (Task 2.1)
- Draft and Final Testing Protocols to be incorporated into the 2020 Performance Review Report (Task 2.4) (electronic file in .pdf format transmitted via e-mail) (Task 2.1)
- Review meeting agendas and notes (electronic file in .pdf format transmitted via e-mail) (Task 2.2)
- Performance Review Monthly Reports (electronic file in .pdf format transmitted via e-mail) (Task 2.3)
- Notes from the monthly performance review conference calls will be incorporated into the following monthly report and the 2020 Performance Review Report (Task 2.4)
- Draft 2020 Performance Review Report (electronic file in .pdf format transmitted via e-mail) (Task 2.4)
- Final 2020 Performance Review Report (electronic file in .pdf format transmitted via e-mail) (Task 2.4)

Task 3 – Project Management:

3.1 Project accounting, invoicing, scheduling, and contract administration.

3.2 Implementation and management of a QA/QC program to ensure quality work products. This program includes a detailed internal QC of all project deliverables by a technical expert who is not directly involved with this project for the benefit of outside perspective.

ADDITIONAL SERVICES

HDR shall provide other services in response to a written request for services from the COP Project Manager. HDR is not authorized to complete work on any additional service task without authorization from Palmer. If the Owner determines that additional task items will be required, HDR shall provide a scope and fee proposal to Palmer to complete the requested work.

SCHEDULE

HDR assumes that 2020 engineering support services will run from February 2020 through December 31, 2020.

FEE

HDR's total compensation for services provided pursuant to this agreement, including labor and overhead costs and expenses will not exceed \$70,018.00 without written authorization by the COP. HDR's fee estimate is included as Attachment 1.

HDR shall invoice monthly for services performed. Invoices shall itemize costs incurred for each task identified in the scope of work.

HDR appreciates the opportunity to continue to assist COP on this very important project. If you have any questions or concerns about this proposal, please contact me at ryan.moyers@hdrinc.com or 907-644-2160.

Thank you,
HDR Engineering, Inc.



J. Ryan Moyers, P.E.
Project Manager

**City of Palmer
Action Memorandum No. 20-032**

Subject: Authorizing the City Manager to Execute a Design Contract Addendum with HDL Engineering Consultants, LLC in the Amount of \$93,960.00 for the Phase I Design Work on the 2020 Avigation Easement Planning Study

Agenda of: May 12, 2020

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

Originator Information:

Originator: City Manager

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ **93,960.00**

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>93,960.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input checked="" type="checkbox"/>	Budgeted	Line item(s): <u>30-30-10-6234 Easement Match \$16,600.00 "Not Needed"</u>
<input checked="" type="checkbox"/>	Not budgeted	<u>FAA Grant 30-03-10-7134 FAA Avigation Easement Grant</u>

Director of Finance Signature:

Attachment(s):

- HDL Engineering Consultants, LLC Proposal April 10, 2020
- CIP Data Sheet FAA Pre-Application for Airfield Safety Improvements

Summary Statement/Background:

Currently, the airport does not have adequate rights to control and maintain the entire approach surface to Runway 16. In 1990, the threshold was displaced 500 feet from the runway end to provide an obstruction-free 20:1 approach surface, due to trees located off the airport property on Mat-Su Borough-owned land. Subsequent tree growth has resulted in trees in the approach surface to the displaced threshold.

This contract addendum with HDL Engineering Consultants will fund the initial design work for Phase I of the needed Avigation Easement Planning Study. The proposed project includes preparing an abbreviated aviation forecast update, critical aircraft determination, development of required runway length, evaluating obstructions within the Runway 16 approach and developing alternatives to remove obstacles, mitigate any negative impacts to the obstacle removal, and relocate the Runway 16 threshold. A planning-level cost estimate will be prepared, and environmental scoping will be performed for each alternative. A preferred alternative will be selected for advancement to design in a future project (Phase II) and an Avigation Easement Planning Study Report will be prepared to document the process and findings. The Airport Layout Plan will be updated to reflect the preferred alternative.

Once the anticipated FAA grant funding is awarded, the City will be reimbursed all upfront costs of approximately \$10,630.00. As part of a Cares Act provision, all FAA grants awarded in 2020 are funded at 100% with no sponsor match required.

Administration's Recommendation:

To approve Action Memorandum No. 20-032 Authorizing the City Manager to Execute a Design Contract addendum with HDL Engineering Consultants, LLC in the amount of \$93,960.00 for the Phase I Design Work on the 2020 Avigation Easement Planning Study after funding is received by a new FAA Grant at 100%.

April 10, 2020

Frank Kelly, Airport Superintendent
City of Palmer
231 W. Evergreen Avenue
Palmer, Alaska 99645

RE: Proposed Scope and Fee for Avigation Easement Planning Study
Warren "Bud" Woods Palmer Municipal Airport – City of Palmer

Dear Mr. Kelly:

HDL Engineering Consultants, LLC (HDL) is pleased to present this fee proposal for engineering services for an Avigation Easement Planning Study at the Warren "Bud" Woods Palmer Municipal Airport (PAQ). This work will be performed as a new task under our airport engineering term agreement.

Currently, the airport does not have adequate rights to control and maintain the entire approach surface to Runway 16. In 1990, the threshold was displaced 500 feet from the runway end to provide an obstruction-free 20:1 approach surface, due to trees off the airport property on Mat-Su Borough-owned land. Subsequent tree growth has resulted in trees in the approach surface to the displaced threshold.

A recent preliminary Runway Length Analysis estimated the current critical aircraft and indicated that the full runway length is justified. A properly sized and located avigation easement would give the airport rights to remove obstacles (trees) and potentially to relocate the threshold to the runway end.

The proposed project includes preparing an abbreviated aviation forecast update, evaluating obstructions within the Runway 16 approach and developing alternatives to remove obstacles, mitigate any negative impacts to the obstacle removal, and relocate the Runway 16 threshold. A planning-level cost estimate will be prepared and environmental scoping will be performed for each alternative. A preferred alternative will be selected for advancement to design in a future project and an Avigation Easement Planning Study Report will be prepared to document the process and findings. We will also update the Airport Layout Plan to reflect the preferred alternative and assist PAQ with obtaining a grant to fund this work.

To manage the work, several subtasks have been identified and are described in detail in the following Scope of Work:

- Sub-Task 11.1: Project Management and Grant Assistance
- Sub-Task 11.2: Aviation Activity Forecast Update
- Sub-Task 11.3: Stakeholder Coordination
- Sub-Task 11.4: Alternative Development
- Sub-Task 11.5: Environmental Inventory
- Sub-Task 11.6: Planning Study Report
- Sub-Task 11.7: Airport Layout Plan Update

SCOPE OF WORK

SUB-TASK 11.1 - PROJECT MANAGEMENT AND GRANT ASSISTANCE

Project Management: David Lundin will be responsible for contract management; Heather Campfield will be responsible for project management. Upon Notice to Proceed, Heather will prepare a detailed project schedule for review and approval. The schedule will then be used to track progress and will be updated as needed. We will hold internal meetings with the project team to discuss progress, review schedule for deliverables, discuss staffing needs, and resolve technical issues. Heather will review a weekly summary of hours worked and a description of the work performed for each sub-task. She will work with HDL's accounting staff to process monthly project invoices and prepare detailed progress reports. Monthly reports will summarize the work completed to date, anticipated work to be completed in the next pay period, and any problems or delays anticipated or encountered.

Quality Control: Heather will also be responsible for the quality of all deliverables, with technical review by David. Heather will coordinate quality control reviews for each submittal to ensure completeness and accuracy.

Project Kickoff Meeting: Upon Notice to Proceed, HDL will schedule and attend a kick-off meeting with PAQ staff to establish formal lines of communication, clarify scope and objectives, and set project milestones.

Grant Assistance: HDL will coordinate with the FAA on Palmer's behalf and draft an FAA planning grant application for this project. We will submit a draft grant application and respond to any comments from the FAA.

SUB-TASK 11.2 – AVIATION ACTIVITY FORECAST UPDATE

HDL will update the aviation activity forecast completed during the 2014 Airport Master Plan to reflect recent changes to the current and future fleet mix. A preliminary runway length analysis was recently performed using information gathered through cursory leaseholder and air carrier interviews and a review of available FAA databases. This information will be supplemented by additional interviews and data, and used to prepare an abbreviated airport aviation activity forecast update.

The forecast update will evaluate Alaska Department of Natural Resources Division of Forestry dispatch data from 2015 through current to capture the range of operational needs during years of low and high wildfire fighting activity. Dispatch data is kept by Forestry and organized per fire and day. Data will need to be extracted from a large number of files to compile a summary of all aircraft operations during this time. The data collected will be entered into the updated aviation activity forecast and used to determine the existing and future critical aircraft for PAQ and runway length requirements, and to update the airport facility requirements.

The preliminary runway length analysis indicated that the Convair 580 used by Forestry is the existing critical aircraft, with a B-III airport reference code (ARC). Forestry will be evaluating Bombardier Q400 converted airtankers in 2020 and, if evaluations are successful, the Q400 is slated to replace the current Convair 580 fleet in 2022. This would result in the critical aircraft ARC changing from B-III to C-III. The possibility of this change will be considered in the preparation of alternatives in Task 11.4.

SUB-TASK 11.3 – STAKEHOLDER COORDINATION

Based on preliminary discussions with Mat-Su Borough, significant coordination will be necessary to obtain concurrence by Mat-Su Borough boards, staff, and eventually the Borough Assembly. To facilitate discussion with Mat-Su Borough and other airport stakeholders, HDL will coordinate and participate in a Stakeholder Advisory Group (SAG).

We anticipate the SAG will consist of one Mat-Su Borough Aviation Advisory Board member; one Mat-Su Borough Parks, Recreation, and Trails Advisory Board member; Mat-Su Borough staff member(s); one City of Palmer Airport Advisory Commission member; one PAQ staff member (Airport Superintendent); one representative from Forestry; and Emergency Management staff from City of Palmer/Mat-Su Borough/State of Alaska. We anticipate the group will meet up to as many as six times to provide input during development and evaluation of alternatives, and will assist with the selection of a preferred alternative. Based on our experience with similar SAG meetings, we anticipate our Project Manager and our Aviation Engineer will attend the meetings to facilitate discussion and provide technical assistance. HDL will prepare and distribute meeting minutes to document significant discussions and decisions.

SUB-TASK 11.4 – ALTERNATIVE DEVELOPMENT

In cooperation with the SAG, HDL will develop up to three alternatives. We anticipate the alternatives will utilize the full length of Runway 16/34 and mitigate any negative impacts that the proposed actions may have. HDL will evaluate each alternative based on environmental scoping and likely impacts, associated mitigation, and a planning-level cost estimate. Based on this information, PAQ staff will select a preferred alternative.

SUB-TASK 11.5 - ENVIRONMENTAL INVENTORY

Environmental inventory will include a planning level inventory of the existing environment and the environmental resources present in the area. We will also perform preliminary scoping to identify issues to be addressed in the future environmental document and solicit agency views regarding special purpose laws, such as Section 4(f) of the Department of Transportation Act of 1966 and Section 6(f) of the Land and Water Conservation Fund Act.

SUB-TASK 11.6 – PLANNING STUDY REPORT

HDL will prepare a planning study report that will:

- Describe the project's purpose and need
- Summarize existing conditions at PAQ
- Identify the design criteria
- Summarize the updated forecast
- Identify existing and future critical aircraft
- Discuss Runway 16/34 length requirements
- Present alternatives
- Identify the preferred alternative

We will prepare approximately 15 percent complete drawings for the preferred alternative and refine the planning-level cost estimate. We will subcontract to MBA Consulting Engineers,

Inc. for electrical engineering services associated with changes to runway lighting and navigational aids.

The draft report will be submitted for review. All written review comments will be documented and addressed in the final report.

SUB-TASK 11.7 – AIRPORT LAYOUT PLAN UPDATE

Runway 16 Obstacle Analysis: HDL will subcontract with Kodiak Mapping, Inc. (KMI) to analyze the aerial imagery from the 2015 aeronautical survey and perform a detailed obstacle analysis for the Runway 16 threshold siting surface. This analysis will identify trees and other obstructions that penetrate the siting surface for both the current Runway 16 threshold and the potential relocated threshold at the runway end. Tree heights will also be modeled based on typical growth rates to identify likely future obstructions.

Airport Layout Plan and Obstacle Action Plan Updates: HDL will update the Airport Layout Plan including a revised narrative and drawings to reflect the following:

- Preferred alternative
- Latest threshold siting criteria per Engineering Brief 99
- Updated inner approach surface sheets for Runway 16/34 showing obstacles
- Revisions to runway end geometry, including runway lighting and visual aids
- Planned extension of Taxiway J and partial removal of Taxiway B
- The location for a future sand storage building and aviation campground

We will also update the 5010 airport master record.

ASSUMPTIONS

In addition to assumptions stated above, the following assumptions were used in developing this fee proposal:

1. No surveying will be needed for this planning project. Aerial imagery collected in 2015 will be used for identification of penetrations to the threshold siting surface.
2. Environmental inventory is based on existing, readily-available information; no field studies are included in this scope.

SCHEDULE

Upon notice to proceed, we will prepare a detailed project schedule and commence work. We anticipate this project will take approximately six months to complete.

FEE

We propose to provide the aforementioned services on a time and expenses basis using our 2019 contractual rates for a budget not to exceed **\$93,960** as detailed on the attached worksheet.

Thank you for your confidence in HDL and we look forward to continuing our work with the Palmer Airport. Please contact me if you have any questions.

Sincerely,

HDL ENGINEERING CONSULTANTS, LLC

A handwritten signature in blue ink, appearing to read 'D. Lundin', is positioned above the typed name.

David Lundin, PE
Principal / Civil & Environmental Engineer

attach: Proposed Budget Worksheet (dated 4/10/20)

COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants, LLC				PROJECT TITLE: Avigation Easement Planning Study								
TASK NO: 11	TASK DESCRIPTION: Planning Study							DATE: 4/10/2020				
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>				PREPARED BY: David Lundin						
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		Contract Mgr/QC	Aviation Engineer	Eng. Asst.	Drafter	PM/Env Manager	Env Specialist			Clerical		
11.1	Project Management & Stakeholder Coordination											
	Contract/Project Management	6				24				6		
	Project Kick-Off Meeting	2	6			2						
	Grant Assistance	2	12	4								
11.2	Aviation Activity Forecast Update											
	Interviews and Research	2	24	16								
	Update Aviation Activity Forecast	2	8									
	Determine Critical Aircraft	1	8									
	Runway Length Analysis	1	4									
	Update Airport Facility Req.	1	4									
11.3	Stakeholder Coordination											
	Stakeholder Coordination (6 meetings)		18			18				6		
11.4	Alternative Development											
	Develop & Analyze Alternatives (up to 3)	12	36	36	24	4						
	Planning-Level Cost Estimates	2	4	16								
11.5	Environmental Inventory											
	Planning-Level Environmental Inventory		4			8	40					
	Preliminary Agency Scoping					4	16					
11.6	Planning Study Report											
	Draft Report	2	16	8		8	16			2		
	Conceptual Design (15% Plans)	4	12	24	24							
	Cost Estimate		4	8								
	Review Meeting	2	4			4						
	Final Report	2	4	4		4	8			2		
11.7	ALP Update											
	Runway 16 Obstacle Analysis	1	4									
	Update ALP	4	40	20	60							
	Update 5010	1	4									
TOTAL LABOR HOURS		47	216	136	108	76	80			16		
* LABOR RATES (\$/HR)		\$180.00	\$130.00	\$105.00	\$115.00	\$165.00	\$115.00			\$80.00		
LABOR COSTS (\$)		\$8,460.00	\$28,080.00	\$14,280.00	\$12,420.00	\$12,540.00	\$9,200.00			\$1,280.00		
EXPENSES												
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: Assumptions are as noted in the scope letter. Labor rates are 2019 contractual rates.							
	Presentation Materials	1	\$1,000.00	\$1,000.00								
	Subtotal			\$1,000.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):							
	Markup at 10%			\$100.00	IF CPFF, TOTAL INDIRECT COST @ 0.00%							
				TOTAL EXPENSES:	\$1,100	FIRM'S TOTAL EXPENSES					\$1,100	
SUB-CONTRACTORS: Firm Initials and Price Per Task											FIRM'S TOTAL COST (no Subcontracts or Fee)	\$87,360
FIRM:	KMI	MBA			Subtotal	10% Markup	TOTAL SUBCONTRACTOR PRICES:				\$6,600	
AMOUNT:	\$3,000	\$3,000			\$6,000	\$600	TOTAL COST + SUBCONTRACTOR PRICES:				\$93,960	

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

CIP DATASHEET

Airport Name: Warren "Bud" Woods Palmer Municipal Airport **Grant Year:** 2020
LOCID: PAQ **Date Submitted:** 4/21/2020

CIP Work Code			Project Description	Cost in Dollars (\$)
Purpose	Component	Type		
PL	PL	MS	PAQ Avigation Easement Study, Phase 1	109,810.00
			Total Cost:	109,810.00
			Sponsor Share:	0.00
			Federal Share:	109,810.00


Project Description and Justification:

Currently, the airport does not have adequate rights to control and maintain the entire approach surface to Runway 16. In 1990, the threshold was displaced 500 feet from the runway end to provide an obstruction-free 20:1 approach surface, due to trees located off the airport property on Mat-Su Borough-owned land. Subsequent tree growth has resulted in trees in the approach surface to the displaced threshold.

A recent preliminary Runway Length Analysis estimated the current critical aircraft and indicated that the full runway length is justified. A properly sized and located avigation easement would give the airport rights to remove obstacles (trees) and potentially to relocate the threshold to the runway end.

The proposed project includes preparing an abbreviated aviation forecast update, critical aircraft determination, development of required runway length, evaluating obstructions within the Runway 16 approach and developing alternatives to remove obstacles, mitigate any negative impacts to the obstacle removal, and relocate the Runway 16 threshold. A planning-level cost estimate will be prepared and environmental scoping will be performed for each alternative. A preferred alternative will be selected for advancement to design in a future project and an Avigation Easement Planning Study Report will be prepared to document the process and findings. The Airport Layout Plan will be updated to reflect the preferred alternative.

Submitted by:



Contact Name: Nathan E. Wallace	Title: City Manager
Telephone: 907-761-1317	Email: nwallace@palmerak.org

**City of Palmer
Action Memorandum No. 20-033**

Subject: Authorizing the City Manager to Negotiate and Execute a Sole Source Contract with Adam Jenkski, RK Ranch, in an Amount Not to Exceed \$17,000.00 for the Reconditioning of Approximately 22 Acres of Hay Field at the Palmer Airport

Agenda of: May 12, 2020

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

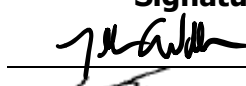
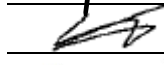
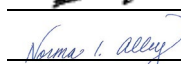
Originator Information:

Originator: City Manager

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ **17,000.00**

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>17,000.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input type="checkbox"/>	Budgeted	Line item(s): <u>30-03-10-7128</u>
<input checked="" type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: 

Attachment(s):

- Proposal from Adam Jenski, RK Ranch

Summary Statement/Background:

The City of Palmer Municipal Airport is anticipating a settlement with Pruhs Construction Company or to collect on a bond claim with Zurich American Insurance Co. arising out of a seeding maintenance and warranty issue from the 2017 RW 16/34 Rehabilitation & Related improvements project.

Pruhs Construction Company has not fulfilled their contractual obligations of restoring disturbed haying grounds at the airport per contract specifications. As a result, there are now 22 of 23 acres that did not meet standards and need to be rehabilitated so hay farming can resume on them. Pruhs has the option to self-perform this task, pay the City to have it completed, or have the City's bond claim cover the expense at increased costs. If Pruhs decides to self-perform, then this approval will not be needed.

We are requesting a sole source PSA with Adam Jenski (d.b.a. RK Ranch) for the purpose of reconditioning approximately 22 acres of hay field at the Palmer Airport. Mr. Jenski holds the current hay lease on the 110 acres of hay fields at the airport and is in the best position at the lowest cost to provide this service. The fields will be sprayed to kill any weeds and native grasses, followed disking up to three times to properly smooth the ground for field preparation. Fertilizer will be applied at 200 lb/per acre and the land will be seeded with 50 lb/per acre of brome hay, and oats for cover crop. A sole source contract is in the best interest of the city in this case due to the timing and sensitivity of the project.

Time is of the essence with this effort as the window to recondition and rehabilitate the hays grounds without incurring much higher costs is this spring. Mr. Jenski will also be working with Dirtworks Inc. to create an additional 11 acres of new hay grounds at the airport this spring as a result of the tree clearing from the transitional surface south of RW 10/28 as a piece of the 2019 Airfield Safety Improvements project that has resumed after the winter shut down.

Administration's Recommendation:

To approve Action Memorandum No. 20-033 authorizing the City Manager to negotiate and execute a sole source contract with Adam Jenski (d.b.a. RK Ranch) for reconditioning 22 acres of hay fields at the Palmer Airport.

Proposal

I Adam Jensi (DBA RK Ranch) would like to propose to recondition 22 acres of hay ground owned by the City Of Palmer, located in and around the Palmer City Airport, dictated by the Palmer Airport Manager, and not to exceed 22 acres.

Work Description:

Land will be sprayed with (Round up or equivalent product) 1-2 times in order to properly kill all weeds and native grass, followed by discing 1-3 times in order to properly smooth out ground for field preparation. Fertilizer will be applied at 200 lb/per acre, and land will be seeded with 50 lbs/per acre of Brome, and oats for cover crop, followed by rolling for proper compaction. No plowing will be done, and land that contains gravel will not be included in this proposal and or removed. Watering will be provided by COP at no cost to RK Ranch, and RK Ranch will not be required to apply water.

Cost:

Total cost for this project will be \$17,000.00, with a 25% deposit due upon signing agreement, and remaining balance due upon completion which will be determined once grass has germinated.

Term:

Work will begin late spring / early summer of 2020, once ground is dry enough to begin working, with seeding to be completed by August 1, 2020. No cutting will take place in 2020, unless grass reaches above 1 foot tall, which may then require grass to be cut.

Thanks

Adam Jensi
907-715-6318

**City of Palmer
Action Memorandum No. 20-034**

Subject: Authorizing the City Manager to Negotiate and Execute a Sole Source Contract with Dirtworks, Inc. in an Amount Not to Exceed \$18,000.00 for the Watering of Approximately 22 Acres of Reconditioned Hay Field at the Palmer Airport

Agenda of: May 12, 2020

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

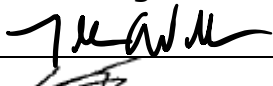
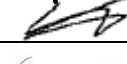

Originator Information:

Originator: City Manager

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ **18,000.00**

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>18,000.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input type="checkbox"/>	Budgeted	Line item(s): <u>30-03-10-7128</u>
<input checked="" type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: 

Attachment(s):

- Proposal from Dirtworks Inc.

Summary Statement/Background:

The City of Palmer (Palmer Municipal Airport) is anticipating a settlement with Pruhs Construction Company or to collect on a bond claim with Zurich American Insurance Co. arising out of a seeding maintenance and warranty issue from the 2017 RW 16/34 Rehabilitation & Related improvements project.

Pruhs Construction Company has not fulfilled their contractual obligations of restoring disturbed haying grounds at the airport per contract specifications. As a result there are now 22 of 23 acres that did not meet standards and need to be rehabilitated so hay farming can resume on them. Pruhs has the option to self-perform this task, pay the City to have it completed, or have the City's bond claim cover the expense at increased costs. If Pruhs decides to self-perform, then this approval will not be needed.

We are requesting a sole source PSA with Dirtworks Inc. for the purpose of watering approximately 22 acres of reconditioned hay field at the Palmer Airport. This contract allows for one operated 4,000-gallon water truck for 8hrs per day, five days a week for up to three weeks. A sole source contract is in the best interest of the city in this case due to the timing and sensitivity of the project. As part of the contract, the City agrees to provide all water.

Time is of the essence with this effort as the window to recondition and rehabilitate the hays grounds without out incurring much higher costs is this spring. Dirtworks Inc. was awarded the 2019 Airfield Safety Improvements contract last year. A portion of that contract is to create an additional 11 acres of new hay grounds at the airport this spring as a result of the tree clearing from the transitional surface south of RW 10/28. Work has resumed after the winter shut down and Dirtworks, Inc. is working with Mr. Adam Jenki (d.b.a. RK Ranch) who holds the haying lease on the airport, to perform this task.

Administration's Recommendation:

To approve Action Memorandum No. 20-034 authorizing the City Manager to negotiate and execute a sole source contract with Dirtworks Inc. for watering 22 acres of reconditioned hay fields at the Palmer Airport.

Licensed • Bonded • Insured
**COMMERCIAL • RESIDENTIAL
EXCAVATION SPECIALIST**
3255 S. Old Glenn Hwy.
Palmer, Alaska 99645



Office (907) **745-3671**
Fax (907) **745-3672**
Scott's Cell (907) **355-4013**
www.alaskadirtworks.com

August 22, 2019

Attention: Frank Kelly

Regarding: Watering Various Areas at the Airport Spring of 2020

Price to water newly seeded areas at the Palmer Airport Spring of 2020. Price is for an operated 4,000 gallon water truck. Price estimates watering for 8 hours daily 5 days a week for 3 weeks. Price does not cover certified payroll. If it takes longer than 8 hours price will be billed out at \$150.00 per hour. Water is to be supplied by the City of Palmer.

\$18,000.00

Thank You

Scottie Johnson
Dirtworks, Inc.

**City of Palmer
Action Memorandum No. 20-035**

Subject: Authorizing the City Manager to Apply for and Accept a Cares Act Grant from the Federal Aviation Administration for Assistance to Airports During the COVID-19 Public Health Emergency

Agenda of: May 12, 2020

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




Originator Information:

Originator: City Manager

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ **30,000.00**

This legislation (√):

- Creates revenue in the amount of: \$ 30,000.00
- 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 Grant Income for "Any Lawful Airport Expense"

Director of Finance Signature: 

Attachment(s):

➤ None

Summary Statement/Background:

The US Congressional Cares Act, administered through the Federal Aviation Administration, provided \$10 billion in aid to airports across the nation for relief and to help cover expenses due to the COVID-19 Health Emergency.

Of the \$10 billion, \$100 million was set aside to help support small GA Airports based upon a predetermined formula. The Palmer Municipal Airport has been awarded \$30,000.00 under this formula to be used for any operational expenses, such as payroll, utility bills, or payment of debt service.

This grant money will assist the airport with normal operating expenses as reductions to airport income are anticipated to decline across the entire projected revenue stream.

Administration's Recommendation:

To approve Action Memorandum No. 20-035 Authorizing the City Manager to Apply for and Accept a Cares Act Grant from the Federal Aviation Administration for assistance to airports during the COVID-19 public health emergency.

**City of Palmer
Action Memorandum No. 20-036**

Subject: Authorizing the City Manager to Apply, Accept, and Execute a Grant from the Federal Aviation Administration at 100% Funding for the 2020 Avigation Easement Planning Study Phase I

Agenda of: May 12, 2020

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




Originator Information:

Originator: City Manager

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ **109,810.00**

This legislation (√):

<input checked="" type="checkbox"/>	Creates revenue in the amount of:	\$ <u>109,810.00</u>
<input type="checkbox"/>	Creates expenditure in the amount of:	\$ _____
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input checked="" type="checkbox"/>	Budgeted	Line item(s): <u>30-01-02-6233 Matching Funds \$16,000.00 (no longer needed)</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: 

Attachment(s):

- FAA CIP Data Sheet
- Project Cost Break Down

Summary Statement/Background:

This airport project (Avigation Easement Planning Study) was included in this year's airport CIP list with an associated cost of \$250K and matching funds needed of \$16K. The FAA has approved this study as a Phase I and then Phase II approach, with Phase II starting after Phase I is completed. Subsequently, through the Cares Act initiative, all FAA grants for 2020 will receive 100% funding with no sponsor match required. This grant will also recapture \$10,630.00 previously spent by the airport to put this grant application in motion.

Currently, the airport does not have adequate rights to control and maintain the entire approach surface for our main Runway 16. As a result, this runway has had a 500' displaced threshold since 1990, due to the height of some trees on Mat-Su Borough property directly north of the runway. This study will help to determine best alternative to resolve this historical situation and present a path forward to mitigate the issue and pursue the actual avigation easement. Phase II will be what that best alternative would look like from an environmental, actual avigation easement and cost approach.

It is planned that this study will be concluded by late this fall and a Phase II study can be funded before years end in 2020 to capture the 100% funding offered thru the Cares Act.

Administration's Recommendation:

To approve Action Memorandum No. 20-036 Authorizing the City Manager to Apply, Accept and Execute a Grant from the Federal Aviation Administration at 100% funding for the 2020 Avigation Easement Planning Study (Phase I) when offered.

CIP DATASHEET

Airport Name: Warren "Bud" Woods Palmer Municipal Airport **Grant Year:** 2020
LOCID: PAQ **Date Submitted:** 4/21/2020

CIP Work Code			Project Description	Cost in Dollars (\$)
Purpose	Component	Type		
PL	PL	MS	PAQ Avigation Easement Study, Phase 1	109,810.00
			Total Cost:	109,810.00
			Sponsor Share:	0.00
			Federal Share:	109,810.00


Project Description and Justification:

Currently, the airport does not have adequate rights to control and maintain the entire approach surface to Runway 16. In 1990, the threshold was displaced 500 feet from the runway end to provide an obstruction-free 20:1 approach surface, due to trees located off the airport property on Mat-Su Borough-owned land. Subsequent tree growth has resulted in trees in the approach surface to the displaced threshold.

A recent preliminary Runway Length Analysis estimated the current critical aircraft and indicated that the full runway length is justified. A properly sized and located avigation easement would give the airport rights to remove obstacles (trees) and potentially to relocate the threshold to the runway end.

The proposed project includes preparing an abbreviated aviation forecast update, critical aircraft determination, development of required runway length, evaluating obstructions within the Runway 16 approach and developing alternatives to remove obstacles, mitigate any negative impacts to the obstacle removal, and relocate the Runway 16 threshold. A planning-level cost estimate will be prepared and environmental scoping will be performed for each alternative. A preferred alternative will be selected for advancement to design in a future project and an Avigation Easement Planning Study Report will be prepared to document the process and findings. The Airport Layout Plan will be updated to reflect the preferred alternative.

Submitted by:



Contact Name: Nathan E. Wallace	Title: City Manager
Telephone: 907-761-1317	Email: nwallace@palmerak.org

CITY OF PALMER
 PAQ Avigation Easement Study, Phase 1
 CIP Cost Breakdown

			Planning Services	City Admin	Total
PAQ Avigation Easement Study, Phase 1			\$ 93,960.00	\$ 4,690.00	\$ 98,650.00
Misc Planning including Env. CatEx, and IFE			\$ 10,630.00	\$ 530.00	\$ 11,160.00
				\$ -	\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
	\$ -	\$ -	\$ 104,590.00	\$ 5,220.00	\$ 109,810.00

Non-AIP eligible work \$ -
 \$ 109,810.00

City Administration (see above)

Local share
 State share \$ -
 FAA share at 100.00% \$ 109,810.00
 \$ 109,810.00

**City of Palmer
Action Memorandum No. 20-037**

Subject: Authorizing the City Manager to Extend the Professional and Data Services Contract with AlasConnect, LLC for One Additional Year

Agenda of: May 12, 2020

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

Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> √ </u>	Finance	<u><i>[Signature]</i></u>	<u>04/23/2020</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ **114,000.00**

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 114,000.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-01-05-6096
- Not budgeted

Director of Finance Signature: *[Signature]*

Attachment(s):

➤ None

Summary Statement/Background:

On June 13, 2017, Council approved AM No. 17-038, a two-year contract for professional and data services with AlasConnect, LLC for the period starting June 16, 2017, and expiring June 15, 2019. Included in the professional and data services request for proposal and agreement was the option for an extension of the contract for data services for an additional three one-year terms.

The first of the optional extensions was approved April 23, 2019, with AM No. 19-043 and was effective June 16, 2019, through June 15, 2020.

The second of the optional extensions will be effective June 17, 2020 through June 16, 2021. All remaining terms and conditions of the original agreement shall remain in full force and effect.

Administration's Recommendation:

To approve Action Memorandum No. 20-037 authorizing the City Manager to Extend the Professional and Data Services Contract with AlasConnect, LLC for One Additional Year.

**City of Palmer
Action Memorandum No. 20-038**

Subject: Authorizing the City Manager to Negotiate and Execute Addendum Number 1 with the Matanuska-Susitna Borough to Provide Fire Emergency Response to the Greater Palmer Fire Service Area

Agenda of: May 12, 2020

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

Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> √ </u>	Finance	<u><i>[Signature]</i></u>	<u>04/17/2020</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ **444,102.00**

This legislation (√):

<input checked="" type="checkbox"/>	Creates revenue in the amount of:	\$ <u>444,102.00</u>
<input type="checkbox"/>	Creates expenditure in the amount of:	\$ _____
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input checked="" type="checkbox"/>	Budgeted	Line item(s): <u>01-00-00-3425 Fire Service Contract</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: *[Signature]*

Attachment(s):

- Draft Addendum No. 1

Summary Statement/Background:

The City and the Borough have a 5-year agreement to provide Palmer Fire Services to the Greater Palmer Fire Service Area that became effective June 2019. It has a section to review the compensation annually for adjustments.

This addendum reflects the increase to the Palmer Fire Department Budget approved by Council in December 2019, for additional part time salaries to provide a quicker response during heightened fire danger periods with personnel on duty instead of on call. It is 50% of that cost as the original agreement calls for.

Administration's Recommendation:

To approve Action Memorandum No. 20-038 Authorizing the City Manager to Negotiate and Execute Addendum Number 1 with the Matanuska-Susitna Borough to Provide Fire Emergency Response to the Greater Palmer Fire Service Area (GPFSA).

ADDENDUM NO. 1

to

**MATANUSKA-SUSITNA BOROUGH
GREATER PALMER FIRE SERVICE AREA
and
CITY OF PALMER**

INTERGOVERNMENTAL FIRE SERVICES AGREEMENT

THIS ADDENDUM NO. 1 hereby amends the June 2019 agreement between the Matanuska-Susitna Borough, a municipal corporation, hereafter referred to as “Borough” and the City of Palmer, a municipal corporation, hereafter referred to as “City” for the provision of fire protection services.

SECTION 4. Compensation/Consideration

- A. The Borough shall pay to the City an amount not to exceed 50% of Palmer Fire’s annual operating budget between the Borough (GPFSA) and the City, as per Section 7.B of this Agreement. The amount for year two (2021) shall be \$444,102. The amount shall be paid in two equal payments each year. Compensation shall be reviewed annually and any request by the City of Palmer for an increase will occur before the Borough budget is approved for the next fiscal year. If the Borough Manager agrees to the requested amount, s/he will present it to the Assembly as appropriate with a request for appropriations for the next fiscal year.

Except as herein amended, all other terms, conditions and requirements remain the same.

IN WITNESS WHEREOF, the parties have executed this ADDENDUM NO. 1 at Palmer, Alaska, on this _____ day of _____, 2020

MATANUSKA -SUSITNA BOROUGH

CITY OF PALMER

John Moosey, Borough Manager

Brad Hanson, City Manager

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on April 14, 2020, at 7:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor DeVries called the meeting to order at 7:00 p.m.

B. ROLL CALL

Due to COVID-19 Mayor DeVries was present in the Council Chambers while the Council Members participated in the meeting by teleconference.

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

- | | |
|---|--|
| Edna DeVries, Mayor | Linda Combs, Deputy Mayor (participated by teleconference) |
| Julie Berberich (participated by teleconference) | Sabrina Combs (participated by teleconference) |
| Richard W. Best (participated by teleconference) | Jill Valerius (participated by teleconference) |
| Steve Carrington (participated by teleconference) | |

Staff in attendance were the following:

- | | |
|---------------------------------|---|
| Nathan Wallace, City Manager | Michael Gatti, City Attorney (participated by teleconference) |
| Norma I. Alley, MMC, City Clerk | Kara Johnson, Deputy City Clerk |

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. Introduction of **Ordinance No. 20-003**: Amending Palmer Municipal Code Sections 2.04.031, 2.05.020, and 18.15.010 Relating to Mayor and Council Member Candidate Residency Requirements for Elections
 - b. Introduction to **Ordinance No. 20-005**: Amending Palmer Municipal Code Section 2.04.160 Council Community Grants
 - c. **Action Memorandum No. 20-026**: Authorizing the City Manager to Negotiate and Execute a Sole Source Professional Services Agreement with HDL Engineer Consultants LLC for Engineering Services for 95% Engineer Drawings of the Bogard Booster Station in an Amount not to Exceed \$92,960.00
2. Approval of Minutes of Previous Meetings
 - a. March 10, 2020, Regular Meeting
 - b. March 24, 2020, Regular Meeting
 - c. March 31, 2020, Special Meeting

Main Motion: To Approve the Agenda, Consent Agenda, and Minutes

Moved by:	S. Combs
Seconded by:	L. Combs
Vote:	Unanimous
Action:	Motion Carried

E. COMMUNICATIONS AND APPEARANCE REQUESTS

- 1. City Manager’s Report

City Manager Wallace highlighted his written report and thanked the city for his time as the city manager.

- 2. City Clerk’s Report

City Clerk Alley highlighted her written report and requested direction from the Council regarding the Vote By Mail feasibility study proposal.

- 3. Mayor’s Report

Mayor DeVries highlighted her written report.

- 4. City Attorney’s Report

City Attorney Gatti spoke to the matter of the term limit initiative petition. Mayor DeVries requested Resolution No. 20-011 be on the May 12 agenda and the attorney’s memo regarding the matter be attached.

F. AUDIENCE PARTICIPATION

Mr. David Fuller spoke about a previous incident with Council Member Best and the Palmer Police Department. He stated the public is still waiting on an apology from Council Member Best, an acknowledgment from Mayor DeVries, and the Council’s response to ethics and values (see official meeting packet for written testimony).

Ms. Ailis Vann, Palmer Chamber of Commerce Director, thanked outgoing City Manager Wallace for his service to the city and gave an update on events and future plans in dealing with the COVID-19 pandemic.

G. PUBLIC HEARING

- 1. **Resolution No. 20-011:** Submitting the Question of Amending Charter Section 1.9 Penalties for Violations, to the City’s Qualified Voters at the October 6, 2020, City of Palmer Election

City Manager Wallace provided the staff report on Resolution No. 20-011.

Mayor DeVries opened the public hearing on Resolution No. 20-011. Hearing no objections from the Council Mayor DeVries closed the public hearing.

Main Motion: To Approve Resolution No. 20-011

Moved by:	S. Combs
Seconded by:	Best
Vote:	Unanimous
Action:	Motion Carried

H. NEW BUSINESS

- 1. **Action Memorandum No. 20-027:** Approve a Council Community Grant in the Amount of \$2,000.00 to the MatSu Running Club for the Who Let the Girls Out Run/Walk

Main Motion: To Approve Action Memorandum No. 20-027

Moved by:	S. Combs
Seconded by:	Berberich

Primary Amendment #1: To Reduce Grant Amount to \$750.00

Moved by:	Best
Seconded by:	L. Combs
Vote:	Unanimous
Action:	Motion Carried

Vote on Main Motion: To Approve Action Memorandum No. 20-027, as Amended

Vote:	Unanimous
Action:	Motion Carried

- 2. **Action Memorandum No. 20-028:** Authorizing the Mayor to Execute the City Manager’s Employment Agreement with John Moosey

Main Motion: To Approve Action Memorandum No. 20-028

Moved by:	L. Combs
Seconded by:	S. Combs

Primary Amendment #1: To Amend Section 3.A from 6 Months to 2 Months Severance

Moved by:	Carrington
Seconded by:	L. Combs
Vote:	1 Yes/6 No (Berberich, Best, L. Combs, S. Combs, DeVries, Valerius)
Action:	Failed for Lack of Majority Vote

Vote on Main Motion: To Approve Action Memorandum No. 20-028, as Amended

Vote:	Unanimous
Action:	Motion Carried

- 3. **Action Memorandum No. 20-029:** Appointing Community Development Director Brad Hanson as the Interim City Manager and Authorizing Compensation

Main Motion: To Approve Action Memorandum No. 20-029

Moved by:	L. Combs
Seconded by:	Berberich

Primary Amendment #1: To Increase Compensation to 15%, Effective Immediately, and to Continue Until New City Manager is in Place

Moved by:	L. Combs
Seconded by:	S. Combs
Vote:	Unanimous
Action:	Motion Carried

Vote on Main Motion: To Approve Action Memorandum No. 20-029, as Amended

Vote:	Unanimous
Action:	Motion Carried

4. **Action Memorandum No. 20-030:** Approving the Cancellation of the April 28, 2020, Regular Council Meeting

Main Motion: To Approve Action Memorandum No. 20-030

Moved by:	Best
Seconded by:	L. Combs
Vote:	Unanimous
Action:	Motion Carried

I. RECORD OF ITEMS PLACED ON THE TABLE

City Clerk Alley reported there were no Items Placed on the Table.

J. AUDIENCE PARTICIPATION

None.

K. COUNCIL MEMBER COMMENTS

No direction was given to staff for legislation to be placed on a future agenda.

All members of the Council thanked City Manager Nathan Wallace for his dedication and outstanding service to the city and stated he would be greatly missed.

L. ADJOURNMENT

With no further business before the City Council, the meeting adjourned at 8:45 p.m.

Approved this ____ day of _____, 2020.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor



City Manager's Office

Phone: (907) 745-3271
Fax: (907) 745-0930

231 W. Evergreen Ave.
Palmer, Alaska 99645-6952
www.cityofpalmer.org

TO: City Council Members
FROM: Brad Hanson
DATE: May 4, 2020
SUBJECT: City Manager's Report

My manager's report for the May 12, 2020 meeting includes:

1. March Build Report
2. Annexation 2020 Strategy
3. Thank you letter from Mat-Su Senior Services

Brad Hanson
Interim City Manger

Building Department Report
APRIL 2020

Permit Type	Count	Total Valuation	Permit Fees Collected	Plan Review Fees Collected
Building Permit	9	\$466,577.00	\$4,848.75	\$1,454.00
Sign Permit	0			
Fence Permit	1	\$1,000.00	\$26.00	
Totals	10	\$467,577.00	\$4,874.75	\$1,454.00

TYPE OF PERMITS:

Applicant	Valuation	Type of Work	Permit Fee	Plan Review Fee
Bolshio Misha, Inc.	\$20,150.00	COM Alteration	\$373.00	\$242.25
Bolshio Misha, Inc.	\$42,500.00	COM Alteration	\$638.00	\$414.50
Bolshio Misha, Inc.	\$3,050.00	COM Alteration	\$108.00	\$70.00
Aurora Sky	\$101,397.00	COM Alteration	\$1,119.00	\$727.25
Compton, Arthur	\$284,500.00	SF Alteration	\$2,258.00	
Maupin, Donald	\$8,480.00	SF Addition	\$186.00	
McCullough, Natalie	\$500.00	Storage Shed	\$0.00	
Dickson, Aaron & Sara	\$5,000.00	SF Alteration	\$123.75	
Maupin, Donald	\$1,000.00	SF Alteration	\$43.00	
Rockey, Mary	\$1,000.00	Fence	\$26.00	

YEAR TO DATE COMPARISON:

Year	Building Permits	Sign Permits	Fence Permits	Year to Date Valuation	Year to Date Permit Fees	Year to Date Plan Review Fees
2011	24	8	2	\$2,290,679.00	\$19,381.75	
2012	29	12	1	\$4,210,550.00	\$33,084.50	
2013	15	7	2	\$3,931,275.00	\$28,507.25	
2014	31	4	0	\$7,593,951.00	\$51,537.50	
2015	35	10	3	\$2,778,357.00	\$26,684.75	
2016	19	12	4	\$22,974,593.00	\$105,513.50	
2017	17	3	3	\$2,299,816.00	\$18,199.00	\$9,863.75
2018	14	6	0	\$2,188,217.00	\$18,950.50	\$5,885.00
2019	29	4	4	\$12,737,064.00	\$68,116.50	\$35,900.50
2020	21	4	1	\$1,428,305.00	\$12,365.25	\$3,533.25

ANNEXATION STRATEGY 2020

Introduction

City Council has set annexation as a priority for future community growth. The City believes that annexation is one legitimate tool to guide growth and conserve the quality of community life. It is clear from past proposals "Greater Palmer" has concerns about potential impacts that need to be addressed in the course of a community discussion about annexation. A clear, concise approach to annexation is necessary so current and future residents understand motives, standards and the legislative process necessary to achieve annexation.

Proposed annexations need to comply with all Local Boundary Commission (LBC) standards and procedures for approval. LBC approval is just one part of a successful annexation. The annexation petition and process must also fairly address local issues and concerns about annexation, and the City must be prepared and committed to implement the annexation to the general satisfaction of existing and new residents.

The following recommendations are necessary for a successful and effective approach to annexation.

Prior to any future annexation proposals:

The City of Palmer will:

1. Articulate clear goals for City of Palmer annexations in general. City should begin by examining the following three goals:
 - a. Plan for orderly growth in nearby areas so essential public services can be provided efficiently and cost-effectively where and when warranted. Make plans for needed infrastructure prior to development, to avoid the high costs and inconvenience of retrofitted infrastructure.
 - b. Sustain a desirable quality of life in and around Palmer.
 - c. Protect the City's long-term economic viability and fiscal health.
2. Proactively address legitimate land use and development policy issues created by annexation, prior to annexation. Only by solving these issues first can the City build trust and credibility. Several issues are identified in a report in 2010 addressing annexation strategies. The report was based on community input from an annexation attempt in 2007. The report had preliminary recommendations for how the City can address and resolve these issues identified. Examples include:
 - a. Revised zoning for agricultural lands.
 - b. Creation of a rural residential zone, Revise land use regulations in lower density

- (Rural Residential) areas to allow a wider range of mixed use. (Completed)
- c. Revised standards for services in low density residential areas within subdivision agreements.
 - d. Consider different development standards for lower density residential areas.
3. Establish an explicit approach to deciding when and where to annex territory:
- a. Though future annexation petitions will be brought on a case-by-case basis as deemed appropriate, the City should define a long-term conceptual boundary for territorial growth. Over time, the cities of Palmer, Wasilla, and surrounding areas will continue to grow. Given these trends, the 2010 Annexation Strategies Report recommended designating the existing Palmer Water and Sewer Service Area boundary as this long-term conceptual outer boundary for the expansion of City limits.

Identifying the Water and Sewer Service Area as the long-term conceptual boundary for the City of Palmer does not, by itself, mean that the City will actively pursue annexation of this area. Rather, it is meant to a reasonable guide for landowners and the City to prepare for growth and the possibility of future annexations. It may be decades before Palmer's growth warrants annexing to the limits of this long-term conceptual boundary.

- b. Phase annexations within the long-term conceptual boundary, following the criteria below:
 - i. Scale individual annexations to the City's infrastructure, operational and fiscal capability to deliver services.
 - ii. Annex vacant territory with imminent development potential sooner rather than later. A major benefit of annexation is that it provides a chance to coordinate and guide infrastructure development. After development occurs, this and other benefits of annexation are often forfeited, and annexation often becomes unwelcome and politically problematic. Specific priorities include:
 - o Existing or potential commercial corridors and nodes near the City whose development might erode the City's sales tax base.
 - o Undeveloped and/or under-developed tracts with near-term potential for residential or other land use, in order to ensure that development meets city standards for roads, drainage, utilities, etc.
 - o Undeveloped and/or under-developed tracts whose future use and development will have major influence on the quality of life in and around Palmer (mainly the two major road corridors: the Glenn Highway corridor and the Palmer-Wasilla Highway corridor).

- Nearby vacant tracts whose development potential has been or may be substantially enhanced by public infrastructure investments.
 - Tracts that enhance the City's long-term ability to function as a trade, service, governmental and job center for Greater Palmer.
 - Built-up areas as requested by residents, or as essential to maintain cost-effective city services, or as required by LBC boundary standards.
- iii. Coordinate the City's annexation planning with other public and semi-public entities that also have major local governance or service responsibilities such as the Matanuska-Susitna Borough and its service areas, the University of Alaska, Matanuska-Susitna College, and public utilities, and with applicable Matanuska-Susitna Borough plans (e.g., its Comprehensive Development Plan, Core Area Plan, Long-Range Transportation Plan, and Parks, Recreation and Open Space Plan).
- c. Include Planning and Zoning Commission review in the process of deciding when and where to annex territory. A resolution supporting annexation itself and specific areas would be an asset to the City Council in their decision-making process.

Specific Steps to Address Identified Issues

During annexation meetings, address the previously identified land use and value conflicts. These are listed below.

1. Clarify the process for zoning newly annexed territory. This could be done through a three-step process:
 - a. As part of the City's process to develop an annexation proposal, prepare a preliminary land use plan map with generalized land use classifications (e.g., residential, commercial, industrial, and park/conservation, agriculture) for the territory proposed for annexation. These preliminary classifications may be based on the city development goals and the Core Area Comprehensive Plan Land Use Plan Map. Accompany this map with an explanation of the intent of these designations, allowing for refinements in boundaries, uses and intensity of use upon annexation approval by the LBC.
 - b. Identify areas where current or likely future uses are not a good fit with existing zoning codes. For these areas, develop general intentions for new or revised zoning districts. New categories expected to be needed include:
 - i. A revised agriculture zone,
 - ii. Changes to better accommodate home-based business.
 - c. After annexation approval, work with landowners to amend the City's land

use plan, based on the generalized land use classifications in the preliminary land use plan. T-Transitional Use District should be reviewed for its applicability to transitioning properties to conform with identified land uses and what to do when formally legally properties do not fit with PMC land use elements.

- 2) Complete the process to revise PMC Title 17.56 (Agricultural District). Consider:
 - a. Revising setbacks for fences to farms to allow fencing to the lot-line.
 - b. Allowing vehicle storage for a limited number of vehicles as a permitted use, with additional vehicle storage allowed only as a conditional use.
 - c. Including the conservation of Class 1 and Class 2 soils as an explicit purpose of the Agricultural Zoning District.
 - d. Including an Agricultural Use Notice.
 - e. Including a statement that one purpose of the Agricultural Zoning District is to implement the Palmer Comprehensive Plan, which endorses the goal of protecting agricultural lands and promoting agriculture as a component of the local economy.
- 3) Revise PMC Title 6 to allow, within the Agricultural District:
 - a. Smaller setbacks for livestock to correspond with fencing requirements or as otherwise deemed acceptable, and
 - b. Noise and odor from livestock that is associated with normal farm operations.
 - c. Consider waiving building and plan review fees for agriculture purposes, except for dwelling units.
- 4) Explore the possibility of designating parts of the city, in very low-density areas, where refuse hauling service may not be required, as long as other trash-related ordinances are followed (e.g., no burning, compliance with zoning rules).
- 5) Explore the desirability of agreements to contract with existing services areas to continue to deliver services for a transitional period.
- 6) Public process:
 - a. Have multiple meetings at different times of day to accommodate businesspeople, families, and people who cannot make City Council meetings. In particular, the City should seek to meet with farmers in winter months when they have the time to attend meetings, prepare responsive briefs/comments, etc.

- b. Hold informal meetings focused on annexation (at City Council meetings, people don't get their questions answered). Give people an opportunity to ask questions about how annexation will impact them.
 - c. Prepare an information sheet and have a public workshop attended by city staff who can answer questions about these topics: What is annexation? How will it impact landowners? What is different upon annexation (rules, business license and new rules about business)?
 - d. Provide a draft plan for providing services upon annexation that it can share with the public early in the outreach process preceding an annexation petition.
 - e. Make sure the City releases correct information, ahead of the rumors.
 - f. Be sure the information on annexation issues reaches people with concerns about this topic. Good ways to get out information include:
 - i. Post at the library.
 - ii. Banners/signs on roads (as long as it's legal).
 - iii. Present to groups that meet regularly: Kiwanis, Rotary, Elks, Senior Center, Chamber of Commerce, farmers, etc. give at least four weeks' notice of meetings/etc.
 - iv. Newspaper notices are often not effective but putting an extra flyer in the newspaper is.
 - v. Flyers in the mailbox.
 - vi. Try to include a notice in the DNR newsletter on crop reports that goes out to farmers.
 - vii. Email: For persons who have business licenses with the City or Borough, email out to them. Probably have email addresses in order to get the business license; if not, include that as part of the application.
- 7) As part of communications about annexation proposals.
- a. Include a cost-revenue analysis.
 - b. Include information about the planning process that precedes annexation proposals. Refer to the 2006 Palmer Comprehensive Plan and regional plans such as the Core Area Plan, the Matanuska Susitna Borough's Long-Range Transportation Plan (LRTP), and Parks, Recreation and Open Space Plan.

- c. Present a clear rationale to the public for proposing the annexation of particular lands. Guide any future annexation plans consistent with the three goals below:
 - i. Fiscal Health: Revenues – annexation can help sustain the City's fiscal health by securing tax revenues development within the Greater Palmer area, in particular, from possible commercial development along the Palmer Wasilla and Glenn Highways.
 - ii. Fiscal Health: Costs – annexation provides residents, landowners, business owners and the City the opportunity to guide development to ensure public services and facilities can be provided effectively, efficiency and at low cost.
 - iii. Provide services, land use regulation and policies that are responsive, relevant and cost-effective.
 - d. Be clear and consistent in communicating how zoning of annexed properties will be handled. To the extent possible, work with landowners prior to annexation to clarify acceptable zoning designations. If necessary, revise the zoning code.
- 8) Take steps to enforce real estate disclosures and educate homeowners about living next door to farms. Consider other ways of addressing this issue, including:
- a. Passing a resolution not to enact nuisance ordinances that would restrict normal farming practices.
 - b. Requiring resource management easements for new residential development adjacent to an agricultural zone.

When the City is ready to proceed with an annexation proposal(s):

- 1. Identifying Priorities for Annexation: If and when the City is ready to move forward with an annexation proposal in the near-term, and considering the criteria presented above, identifying specific areas helps all parties focus attention where benefits of annexation are greatest and limits unnecessary expenditure of planning resources and political energy.
 - a. Promote alternatives to legislative annexations. Local actions include:
 - i. Wholly owned city properties
 - ii. A petition signed by all voters and property owners
 - iii. Approval of the majority of voters residing in the territory voting on the question at an election

2. **Public Process:** LBC (Local Boundary Commission) regulations set minimum requirements for local public consultation before an annexation petition is submitted for review. Experience indicates that the City would be wise to greatly expand its local public process for drafting and review of annexation petitions. Based on conversations with Palmer-area residents and business owners, consultants recommend the following measures:
- a. Conduct general public outreach regarding annexation issues; work to solve legitimate concerns prior to proceeding with annexation (this report is a part of implementing this recommendation)
 - b. Define a preliminary territory of interest for consideration for annexation.
 - c. Hold advance informational meetings and consultations with residents, landowners, and stakeholders in the preliminary territory to learn of local issues and concerns before drafting an annexation petition.
 - d. Prepare a preliminary draft annexation petition for internal review that:
 - i. Addresses issues raised by residents and stakeholders about the potential impacts of annexation on taxes, services, and land use and rural lifestyles.
 - ii. Analyzes the impact of a prospective annexation on city operations and finances.
 - iii. Evaluate the costs and resource requirements to extend city facilities and services to prospective annexations.
 - iv. Include a detailed transition plan for the extension of city services in the post annexation period, and for intended land use policy.
 - o Initiate appropriate revisions to existing city policies and codes; ensure that critical revisions are in place for timely post-annexation implementation.
 - o Present the draft petition for public review with residents/stakeholders.
 - o Present the (revised) draft annexation petition for formal hearing and final action by the city council.



MAT-SU SENIOR SERVICES

April 3, 2020

City of Palmer
231 W. Evergreen
Palmer, AK. 99645

City of Palmer,

The Board of Directors, members and staff of Mat-Su Senior Services would like to take this opportunity to acknowledge and thank you for the generous donation to our senior center of \$1100.00 on March 20, 2020.

Your donation will help Mat-Su Senior Services continue to offer a variety of senior based services and programs including Congregate and Home-Delivered Meals, Transportation Services, Chore and Respite Services, Adult Day Services, health programs, exercise classes, social activities, and more.

Mat-Su Senior Services is a 501(c)3 tax exempt organization. No goods or services were provided, in whole or in part, in exchange for your contribution. For tax purposes, please keep this acknowledgement letter as your donation receipt. Mat-Su Senior Services EIN is 92-0078503.

We truly appreciate your support of Mat-Su Senior Services and the seniors in our community.

Sincerely,

Robert Shaw
MSSS Board President

Elaine Phillipps
Chief Executive Officer





Norma I. Alley, MMC
City Clerk

Phone: (907) 761-1301
Direct: (907) 761-1321
Fax: (907) 761-1340

231 W. Evergreen Ave.
Palmer, Alaska 99645-6952
www.palmerak.org

TO: Palmer City Council
FROM: Norma I. Alley, MMC
SUBJECT: City Clerk's Report for the May 12, 2020, Council Meeting

1. Recall Petition

On April 20, 2020, I received a recall petition application for Council Member Richard W. Best. On May 1, 2020, I notified the sponsors the application was rejected. While the technical requirements of the application had been met, the application did not state identified grounds for recall with sufficient particularity that the allegations, if true, could form the basis for a recall, and therefore the application is insufficient to meet the standards set out in Alaska Statutes. Attached is the memo from the attorney providing the legal review on the application.

2. October 6, 2020, Regular Election

Recruitment for election officials have begun. I received applications from a few officials who served in the past and a couple new people. Some election officials, which have served for many years, have expressed their concern for serving this year with the current COVID-19 pandemic. Contingencies are being looked at as to what measures will be taken to help protect the election officials and public from being exposed and contracting the virus if it returns in the Fall.

At this time, a few contingencies being taken for the October 6, 2020 are as follows:

- Continue to keep polls open with steps to be taken to keep the precinct clean and safe for everyone.
- Implementing half day shifts for election officials.
- An outreach effort in the Absentee By Mail option.

The state legislature had authorized the Division of Election (DOE) to run the 2020 election as a vote by mail. At time of publishing the packet, I had not heard from the DOE Director on what direction they were going to take.

3. Council Initiated Legislation Procedures

Per the Palmer Municipal Code, when a Council member wants to initiate legislation there is a three step process:

1. Announce the request at a regular meeting (Per PMC 2.07.007). The request to be made at a regular meeting allows the majority of the council the ability to override.
2. Fill out the attached Agenda Item Request Form (Per PMC 2.04.100). This will need filled out, signed by both sponsors, and returned to the Clerk. Providing the request to be done in writing ensures clarity of the request.
3. Sponsors provide the summary statement/background and whereas clauses for your legislation. Once the two items are provided, staff will get the legislation in final form.

Below is the code language referenced above:

PMC 2.04.100(A) states "The agenda for each meeting shall be prepared by the manager and the clerk after consultation with the mayor. The agenda shall include any discussion item

requested in writing and signed by the mayor or two council members. The request shall be made to allow the timeframes of PMC [2.04.075](#).”.

PMC 2.07.007 states “at a regular meeting, two council members may direct the city attorney, the manager or the clerk to prepare legislation, as described in PMC [2.07.005](#), for action at a subsequent meeting; provided, however, the majority of the council may vote to override the direction. The direction and motion to override may occur even though neither is on the agenda.”.

Memo

To: Norma Alley, City Clerk
City of Palmer

From: Scott. A. Brandt-Erichsen *SBE*

Date: May 1, 2020

Re: Petitions for Recall of Richard W. Best

Question:

Are the grounds set forth in the above-referenced recall petitions sufficient as a matter of law under the provisions of AS 29.26.250 and 260 to permit a preparation of a petition by the Clerk for circulation pursuant to AS 29.26.270 & 280?

Facts:

On April 20, 2020, City of Palmer Clerk, Norma Alley, received a recall petition for City Council Member Richard W. Best.

The Petition asserts that:

“Councilman Best has demonstrated a lack of fitness, incompetence, and neglect in the execution of his Oath of Office to honestly, faithfully, and impartially discharge his duties and obligations as a Palmer City Council Member.

On 01/10/2020, Councilman Best demonstrated a lack of fitness and incompetence when he contacted the Palmer Police dispatch, identified himself as a Palmer City Councilman and asked them to dispatch a police cruiser to his home to play a song over the vehicle’s PA system at around 12:30 AM, acknowledging that it would be a violation of PMC 9.36.020.

On 02/11/2020, Councilman Best demonstrated incompetence and neglect of his duties when he arranged a trip to Disneyland without notifying Council until after the regular

meeting started to indicate he wouldn't be in attendance, having already missed the Special joint meeting with the PRAB preceding the regular meeting.

On 03/31/2020, Councilman Best demonstrated willful dereliction of his duties, through neglect, in his unannounced, unexcused absence from the Special City Council Meeting that interviewed and selected the new City Manager. He continued to post on his social media account during this meeting, illustrating he had access to the internet and could have participated in the Zoom-based meeting.”

The petition application is signed by ten sponsors who are registered voters. The elected officials sought to be recalled have been in office for their current terms for at least 120 days, and both are more than 180 days from the end of their current term. The basis for the allegations in the petition is 200 words or less.

Brief Answer:

I believe that a court applying the standards set out by the Alaska Supreme Court would find the above-referenced petition application legally insufficient. The allegations regarding meetings do not identify a duty of office which is alleged to be breached by the conduct. Additionally, the petition application does not identify grounds for recall with sufficient particularity to establish a prima facie case for misconduct, incompetence, or failure to perform prescribed duties. The allegations lack sufficient specificity as to how the targeted official violated the prescribed standards to enable the elected official to respond. My reasoning is explained in more detail below. The final decision as to whether to accept or reject the applications is yours.

Discussion:

I. Introduction.

The recall statutes in AS 29.26.240-360 clearly apply to mayors and to city council members.¹ The process for a recall petition begins with an application for a recall petition.² The application is filed with the municipal clerk who must determine whether the application meets the standards and can move forward to preparation of a petition for circulation. If the application meets the standards, the clerk will prepare the petition in accordance with AS 29.26.270. There is no deadline prescribed for evaluation of an application for a petition, but the ten day period for certification of a completed petition³ is a reasonable guide.

An application for a recall petition must be signed by at least ten municipal voters who will sponsor the petition. The official sought to be recalled must have been in office at least 120 days,⁴ and a recall petition cannot be filed less than 180 days before the end of the term of the official sought to be recalled.⁵ While this latter time limit applies to the filing of the complete petition with signatures gathered, if less than 180 days remain in the term of the official, that standard is

¹ See AS 29.26.240.

² See AS 29.26.260.

³ See AS 29.26.290.

⁴ See AS 29.26.240.

⁵ See AS 29.36.290(a)

impossible to meet. These objective technical standards are easily evaluated. The most difficult determination is the sufficiency of the grounds.

The application must contain “a statement in 200 words or less of the grounds for recall stated with particularity.”⁶ AS 29.26.250 provides that: “Grounds for recall are misconduct in office, incompetence, or failure to perform prescribed duties.” The number of words here meets this standard. The sufficiency of the grounds is the only element in question. This Memorandum will discuss the rules for evaluation of the grounds set out in the application, and analysis of the specific allegations here.

II. Rules for Evaluating Sufficiency of the Grounds for Recall.

The necessity and sufficiency of specific grounds to support a recall petition is a matter governed by applicable constitutional or statutory provisions. For this reason, the weight given to various legal precedents from other jurisdictions depends on an examination of the specific legal framework involved. Generally, there would be no examination of the legal sufficiency of grounds where the governing statute permits removal from office for any reason or where grounds must be stated in a general manner. This is the case in many states, including, for example, Colorado, Michigan, Oklahoma and Wisconsin. In those states, it is held that recall can be based merely on a disagreement with the policies of the officeholder.

A different rule applies, however, where, as in Alaska, the governing statute dictates that only certain grounds are sufficient and that those grounds must be stated “with particularity.” The rule is well stated by Antieau in his treatise on the Law of Municipal Corporations:

Generally, courts refuse to allow recall proceedings to go forward where the ground or charges stated in the petition do not satisfy local constitutions or legislation. Where local constitutions, statutes or charter limit the recall to malfeasance, misfeasance, nonfeasance in office or comparable grounds, it has been held that the petitions are inadequate when they indicate only disagreement on matters of policy or political criticism.

Antieau, Local Government Law, § 22.20.

The degree of particularity required in AS 20.26.260, coupled with the stated limitation on grounds constitutes by itself a strong implication that it is insufficient to rely merely on a disagreement with the officeholder’s policies. The requirement of grounds would be superfluous if, as under the governing laws of some states, recall could be applied at any time to test the political strength of the legislator. This principle was well articulated by the Supreme Court of West Virginia in the case of State ex rel Perkins v. City Council of City of Parkersburg, 121 S.E. 489 (West Va. 1924):

“To adopt the view of petitioner [that it is sufficient to allege mere political disagreement] would make it unnecessary for the petition to contain any real grounds. The official could be recalled as well on account of his religious beliefs or political affiliations, as for

⁶ See AS 29.26.260(a)(3).

corruption or malfeasance in office; and if those who desire his removal were unsuccessful in one election the process might be continued indefinitely at the expense of the taxpayers. And suppose the faction seeking power through recall of those in office should be successful in the first, second, or third attempt, then the ousted faction could then in turn employ the same in repeated trials to regain its lost prestige, and the interminable wrangle and turmoil would go on. This would result in the fostering and maintaining of political feuds to the detriment of society and the great expense of the taxpayers.”⁷

There are not many cases in Alaska interpreting the specificity requirement. The inquiry need not be confined to the governing statute alone as there exists precedent from other states with a similar statutory language. In Jacobsen v. Nagel,⁸ the Supreme Court of Minnesota was called upon to apply constitutional and charter provision similar to those applicable here. That court found that where recall is founded on specific grounds relating to misconduct in office, the allegations must state more than criticism of the officeholder’s policies or positions.

The courts of Florida have also ruled that there must be a statement of facts charging specific misdeeds related to performance of office. In the case of Piuer v. Stallman,⁹ for example, the court specifically stated that the valid exercise of a legislative judgment was not grounds for recall. In another case, the court stated that “errors in judgment cannot be sufficient grounds for recall, nor can legitimate and authorized actions, no matter how unpopular they are.” Taines v. Galvin.¹⁰ In Richard v. Tomlinson,¹¹ the court held a charge did not sufficiently comply with the statutory language when it merely alleged activities that were “inimical to the best interest of the citizens.” The Alaska Supreme Court has adopted a similar stance, concurring with the view of other courts “that where recall is required to be for cause, elected officials cannot be recalled for legally exercising the discretion granted to them by law.”¹²

The statutory basis for recall in Washington, similar to the statute here, is related to malfeasance, misfeasance and nonfeasance in office. The Washington Supreme Court has observed: “Misfeasance or malfeasance ... have been held to be comprehensive terms that include any wrongful conduct that affects, interprets, or interferes with the performance of official duties ... Additionally, we have held that ‘misfeasance’ mean ‘the improper doing of an act an officer might lawfully do; or, in other words, it is the performance of a duty in an improper manner.’ Malfeasance means the commission of an unlawful act, or the doing of an act which the person ought not to do at all.” Bocek v. Bayley,¹³ State ex rel LaMon v. Westport.¹⁴

⁷ 121 S.E. at 493.

⁸ 96 N.W.2d 569 (Minn. 1959).

⁹ 198 So.2d 859 (Fla. App. 3 Dist. 1967).

¹⁰ 279 So.2d 9 (Fla 1973).

¹¹ 49 So.2d 798 (Fla. 1951).

¹² von Stauffenberg v. Committee for an Honest and Ethical School Board, 903 P.2d 1055, 1060 (Alaska 1995).

¹³ 505 P.2d 814 (Wash. 1973).

¹⁴ 438 P.2d 200 (Wash. 1968).

The Alaska Supreme Court has held that the statutes relating to recall should be liberally construed so that the people are allowed to vote and express their will.¹⁵ The Court has stated that the purpose of the requirement of specificity is to give the officeholder a fair opportunity to defend their conduct in a rebuttal limited to 200 words.¹⁶ The Alaska Supreme Court discussed the level of detail required in von Stauffenberg, holding that the allegations should state why the conduct is a violation of law or duties.¹⁷ While it may be argued that the level of detail required in Meiners appears more relaxed than the level required in von Stauffenberg, the standard for analyzing the degree of specificity required may be best viewed applying the analytical analogy the Court used in von Stauffenberg. There the Court wrote that reviewing the sufficiency of a recall petition is similar to a court ruling on a motion to dismiss for failure to state a claim.

The question can be stated as whether, if the allegations are taken as true, the facts alleged would constitute a prima facie case.¹⁸ It is not the role of the Clerk to determine the truth or falsity of allegations in a recall petition.¹⁹ Thus, the allegations must be evaluated from the standpoint of whether, if true, they could form the basis for a recall petition.

III. Analysis of the Allegations in the Application.

The petition alleges three separate incidents as the basis for the recall. Thus, if any of the three meets the standard of a prima facie showing of “misconduct in office, incompetence, or failure to perform prescribed duties” then that basis for recall would move forward in the process.

An allegation of failure to perform prescribed duties will need to be viewed by reference to a legally recognized duty. Thus, a starting point for analysis is to look at the duties of councilmembers relating to the subject matter of the petition to determine whether the petition allege violation of a duty of office. Initially, City of Palmer Charter section 2.9(b) provides that the Council shall provide in the code for creating vacancies in elective offices because of failure to perform duties of the office. It also provides that such provision shall be self-executing. The City Council has adopted code provisions executing this Charter provision through City of Palmer Municipal Code (PMC) 2.04.061 which sets out reasons a council seat may become vacant. Thus, this section provides guidance as to what will be considered failure to perform prescribed duties. Apart from this code section, duties specifically imposed by other ordinances or state statutes, or recognized in court decisions, may be duties of office.

If a petition does not identify the particular duty with sufficient specificity, there is a significant likelihood that a court would also find that the petition fails to meet the standards. For example, a petition which lacks specificity due to the failure of the allegations to state why failure to attend a meeting constituted a failure to perform prescribed duties or constituted misconduct in office may be rejected by the courts. In von Stauffenberg, the allegations rejected by the court as lacking sufficient specificity included allegations which asserted: “(1) Misconduct on April 6, 1993 when the members entered into an improper, closed door executive session, in violation of Alaska Law, and discussed the superintendent’s decision on the retention of Mary Asper.”²⁰ The

¹⁵ See Meiners v. Bering Strait School District, 687 P.2d 287, 296 (Alaska 1984).

¹⁶ See von Stauffenberg at 1060.

¹⁷ See von Stauffenberg at 1060.

¹⁸ See von Stauffenberg at 1059.

¹⁹ See von Stauffenberg at 1060.

²⁰ von Stauffenberg at 1057.

allegations there had a specific date, an allegation that the targets of the recall participated in an executive session in violation of the Open Meetings Act, but the court nonetheless found they lacked specificity because the allegations did not state why entering into the executive session was violative of Alaska law. Here, the allegations that Mr. Best must explain how the conduct alleged constitutes misconduct or failure to perform a duty, not simply that petitioner's object to the manner in which Mr. Best performed a duty of office.

Allegation 1.

The first incident alleges that Mr. Best contacted the Palmer police department, identified himself as a Palmer City Councilman, and asked them to dispatch a police cruiser to his home to play a song over the vehicle's PA system at around 12:30 AM, acknowledging that it would be a violation of PMC 9.36.020. Initially, the PMC 9.36.020 is not an ordinance prescribing duties of council members. It is an ordinance prohibiting disorderly conduct and prescribing penalties for violation. Assuming that Mr. Best violated PMC 9.36.020, whether personally, as an accomplice or merely committed an attempt to violate that section, a violation of PMC 9.36.020 would not be a violation of prescribed duties of office, and thus could not form the basis for a recall, even if true.

This is even more apparent when you compare the basis for declaration of a vacancy in office, which require conviction of a felony involving moral turpitude or a felony or misdemeanor violating election laws. Further, were a violation of the code or statute unrelated to council service sufficient to establish misconduct in office, then in theory any infraction or misdemeanor could be a basis for recall. This is not the law in Alaska.

The first allegation deserves further analysis because it also alleges that Mr. Best contacted the City of Palmer Police and requested that they take certain action. The question of whether that contact, identifying himself as a city council member, and requesting action, is misconduct in office, incompetence, or failure to perform prescribed duties, is a little more complicated. City of Palmer Charter section 3.8 provides in part that the Council and its members shall deal with the administrative service of the city through the city manager only. The contact with administrative employees identifying as a city council member in and of itself does not identify a violation of this section. It is not clear how the contact would amount to a violation as distinct from any communication between a council member and a city employee. Based upon the **von Stauffenberg** decision, the allegations do not explain how the aspect of the contact involving Mr. Best identifying himself as a council member is alleged to violate a duty of office with sufficient particularity to give the officeholder a fair opportunity to defend their conduct in a rebuttal limited to 200 words. Apart from the reference to disorderly conduct, which is not related to a duty of office, this allegation does not explain why the contact was a violation of a duty of office.

I believe that a court faced with reviewing this allegation would hold that an allegation of violation of PMC 9.36.020 is not a failure to perform prescribed duties or misconduct in office. The remainder of the assertions in the first cause do not identify what duty is allegedly violated or how it is violated, and thus do not allege misconduct or failure to perform prescribed duties with sufficient particularity. I recommend rejecting this allegation as insufficient to establish a prima facie case.

Allegation 2.

The second allegation alleges that Mr. Best was incompetent and failed to perform prescribed duties when Mr. Best failed to attend a meeting on February 11, 2020, opting instead to travel without notifying the Council. The reason for the absence does not relate to council member duties and thus is not material, only the allegation that he is alleged to have missed the meeting without excuse.²¹ The Alaska Statutes and the PMC the duty of a council member to attend a meeting is guided by certain standards. Specifically, PMC 2.04.061 (M) provides for declaring a council member's seat vacant if the member misses three consecutive council meetings, unless excused by the council. This "three meeting" standard also appears in AS 29.20.170(9).

This standard is significant because City of Palmer Charter section 2.9(b) calls for adoption of standards for removal for failure to perform prescribed duties, and the ordinance adopted implementing that charter requirement sets the standard of three consecutive missed regular meetings without excuse. The fact that three consecutive unexcused absences from regular meetings may result in removal means that one or two consecutive unexcused absences is insufficient to result in removal. I believe that a court reviewing the allegations would find that this standard implicitly recognizes that council members may miss one, or perhaps even up to two consecutive meetings without excuse without violating a duty of office. I do not find another provision in either the state statutes or PMC which requires council members to attend every council meeting unless excused. Moreover, the allegations do not state how the asserted failure to attend constitutes violation of the legal duties of a council member.

Accordingly, I believe that a court reviewing the allegation would find that it does not state a prima facie allegation of misconduct or failure to perform prescribed duties based upon the alleged failure to attend a council meeting without excuse. This conclusion is also consistent with the fact that it is not uncommon for councilmembers to miss meetings from time to time, excused or not, and imposition of a standard making missing a single meeting without excuse misconduct in office would be inconsistent with common practice and is unsupported by the statutes.

Therefore, I believe that the allegation is that Mr. Best failed to attend one consecutive meeting²² without excuse on February 11, 2020, fails to allege facts which, if true, would constitute misconduct in office or failure to perform prescribed duties.

Allegation 3.

Similar to allegation two, the third allegation, that Mr. Best failed to participate in a special city council meeting, does not identify any legal duty to attend. This allegation is more akin to an allegation of error in judgment than violation of a prescribed standard of conduct or duty of office. Unlike regular meetings, the failure to attend a special meeting is not subject to removal from office for three consecutive unexcused absences. I find no statutory duty or penalty for failure to

²¹ I find no statute or ordinance restricting the reasons for which a councilmember may be absent from a meeting. The requirement of less than a full council for a quorum clearly contemplates that absences will occur.

²² While the allegation does not explicitly assert that Mr. Best missed two consecutive unexcused meetings, the same reasoning applies if the allegation is read as missing two consecutive regular meetings based upon the reference to missing the joint PRAB meeting at the prior regular council meeting.

attend a special city council meeting regardless of the circumstances for the failure to attend or whether the absence is excused by the council. The allegations do not identify any duty to announce the absence ahead of time or to get council permission or excuse for the absence. The allegations also fail to identify any duty to refrain from posting on social media during the meeting, or to attend via electronic means. The allegations do not assert such a duty and do not address how the conduct alleged violated that duty.

Accordingly, I believe that a court reviewing the issue would conclude that the allegation that Mr. Best missed a special city council meeting without excuse and when he could have attended by electronic means, even if true, is legally insufficient to allege constitute misconduct in office or failure to perform prescribed duties in order to proceed with the allegation as the basis for a recall petition.

Conclusion:

In summary, I believe that if a court were to review the allegations in the petition for the recall of council member Best, it would find that the allegations fail to assert misconduct in office, incompetence or failure to perform prescribed duties with sufficient specificity to meet the standard in AS 29.26.260(a)(3). Therefore, I recommend rejection of the petition application regarding Mr. Best for failure to meet the standards in that section.

City Council Agenda Item Request Form

PMC 2.04.100(A) states “The agenda for each meeting shall be prepared by the manager and the clerk after consultation with the mayor. The agenda shall include any discussion item requested in writing and signed by the mayor or two council members. The request shall be made to allow the timeframes of PMC [2.04.075](#).”.

PMC 2.07.007 states “at a regular meeting, two council members may direct the city attorney, the manager or the clerk to prepare legislation, as described in PMC [2.07.005](#), for action at a subsequent meeting; provided, however, the majority of the council may vote to override the direction. The direction and motion to override may occur even though neither is on the agenda.”.

Mayor/Council Member (Print and Sign):
2 nd Council Member Sponsor/Support (Print and Sign):
Topic Requesting to be Placed on Agenda:
Meeting Date Requested:

Office Use Only:

Date Request Received: _____ Received By: _____

Accepted: Yes No Direction Given To: City Manager City Clerk City Attorney

Council Meeting Date to be Heard: _____

Mayor's Memo

Council Meeting report for council Meeting

on May 12, 2020

May is Older Americans Month

May 7 is National Day of Prayer

**Mayors, EMS, Managers, Hospital are meeting
at least twice a week via teleconferencing**

**Weekly meetings with United Way, Mat Su
Health Foundation, Homeless Coalition, Food
Banks, etc. via Zoom**

**WE WILL CONTINUE TO HOLD CITY COUNCIL
MEETINGS.**

**I WILL CHAIR THE MEETINGS IN PERSON
COUNCIL MEMBERS CAN ATTEND VIA ZOOM OR
TELECONFERENCE.**

**OUR MEETINGS WILL CONTINUE TO BE LIVE ON
CABBAGE RADIO AND YOUTUBE.**

**THE PUBLIC CAN ATTEND IN PERSON OR CALL IN OR
EMAIL OR TEXT THE CITY CLERK AND IT WILL BE
RECORD IN THE PUBLIC RECORD**

We want and value your input and participation.

Edna DeVries Mayor w/t 907-355-9933

edevries@palmerak.org



Edna B. DeVries
Mayor

City of Palmer
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Palmer, Alaska 99645-6952
(907) 761-1313 or cell (907) 355-9933
E-mail: edvries@palmerak.org
www.palmerak.org

May 1, 2020

Mayor Akio Kawane
Saroma, Hokkaido, Japan

Dear Mayor Akio Kawane:

We fully understand and support the invitation to postpone the 40th Anniversary Commemorative Project for Sister City Exchanges until 2021.

We agree that everyone's health is the top consideration in making this decision. It will give us something to celebrate next year when this is in the past, in addition to celebrating our wonderful sister city relationship that has endured for 40 years.

Palmer has a great community spirit and is working with our Governor to follow the mandates. This last Friday, our restaurants and retail establishments have opened up with reservations, hand sanitizers, masks, and social distancing along with reduced capacity.

I know that you are like us, looking forward to the time that we can put this behind us and return to be a livable, viable community. With warmer weather, we are seeing more people out and about. Our hearts are especially with our graduating seniors this coming week, as they have the most unusual graduation ceremonies.

Thank you again for being so gracious in extending the offer to postpone until 2021. I know that you were thinking about the concern for the health and well-being of our adult delegation. Your thoughtfulness is very much appreciated.

Your community is in our thoughts and prayers during this time of emergency in our communities and across the globe.

Sincerest regards,

Edna B. DeVries
Mayor
City of Palmer

**City of Palmer
Resolution No. 20-010**

Subject: Submitting the Question of Amending Charter Section 3.2: Terms of Office, to Limit Mayor and Councilmember Terms, to the City's Qualified Voters at the October 6, 2020, City of Palmer Election

Agenda of: March 10, 2020 – Committee of the Whole
 March 24, 2020 – Public Hearing (Postponed)
 May 12, 2020 – Public Hearing

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




Originator Information:

Originator: City Council via Motion on 3/10/2020

Department Review:

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

Approved for Presentation By:

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

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:  _____

Attachment(s):

- Resolution No. 20-010
- Legal Opinion

Summary Statement/Background:

To discuss the possibility of limiting the council members to two consecutive three-year terms and the mayor to two additional consecutive three-year terms.

Matters of consideration could be:

- How Many Consecutive Years to Serve
- How Many Consecutive Years to Wait Before Serving Again
- Date Term Limits Become Effective

Palmer Charter 3.2. **Terms of Office** states the terms of two councilmen shall expire each year, except that in each third year, counting from 1963, the terms of the Mayor and of two Councilmen shall expire. When appointments are made to fill vacancies in the manner provided by Section 2.13(a) of this Charter, appointees shall qualify for and assume the duties of office within ten days after appointment, unless such time be extended for not more than sixty days by the Council.

Palmer Municipal Code Section 2.04.041. **Term of office** states the term of office of each council member shall be for three years and shall commence on the Monday following his or her election.

Palmer Municipal Code Section 2.05.030. **Term of office** states the term of office of the mayor shall be for three years and shall commence on the Monday next following his or her election.

The intent of term limits is for council members to serve no more than two consecutive terms without taking a one-year break. It is not the intent for a council member to have a break in service between serving as a council member and mayor. A member of the council whom is elected to serve as the mayor, may serve two additional terms, for a total of four, at which time a break in service is required.

LEGISLATIVE HISTORY

Introduced by: City Council
Public Hearing Date: March 24, 2020
Public Hearing Date: May 12, 2020
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 20-010

A Resolution of the Palmer City Council Submitting the Question of Amending Charter Section 3.2: Terms of Office, to Limit Mayor and Councilmember Terms, to the City’s Qualified Voters at the October 6, 2020, City of Palmer Election

WHEREAS, Section 14.2 of the Charter of the City of Palmer provides that the Charter may be amended by proceedings commenced by the vote of four members of the Council; and

WHEREAS, Section 14.3 of the Charter of the City of Palmer provides that when an amendment to the Charter is proposed by the Council, it shall be submitted to the qualified voters of the City at any election to be held in the City not less than 60 days after its proposal by the Council; and

WHEREAS, the language of Charter Section 3.2, if approved by the city’s qualified voters will limit the terms of Mayor and Councilmembers to two three-year terms as a Council Member and no more than four three-year terms if serving consecutively as a Council Member and Mayor applicable to the Mayor and Council members first elected in 2021 and elected thereafter; and

WHEREAS, at the October 1, 2019, City’s Regular Election, the city of Palmer Council sent an advisory vote to the electorate asking if term limits should be enacted; and

WHEREAS, the majority of the electorate voted in favor of the advisory vote requesting the City Council enact term limits.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALMER, ALASKA, that:

Section 1. At the City of Palmer election to be held on October 6, 2020, the following proposition shall be submitted to the qualified City of Palmer voters in substantially the following form:

PROPOSITION NO. XXXX

AMENDMENT OF THE PALMER CITY CHARTER, CHAPTER III,
SECTION 3.2 Terms of Office

Shall Chapter III, Section 3.2 of the Charter of the City of Palmer be amended to read as follows (new language is **underlined** and **bolded** and deleted language is ~~stricken~~ and [bracketed]):

Section 3.2 Terms of office.

The terms of two councilmen shall expire each year, except that in each third year, counting from 1963, the terms of the Mayor and of two Councilmen shall expire. When appointments are made to fill vacancies in the manner provided by Section 2.13(a) of this Charter, appointees shall qualify for and assume the duties of office within ten days after appointment, unless such time be extended for not more than sixty days by the Council.

A person serving as a council member may not serve for more than two consecutive, full terms without a break in service for at least one full year. No member of the council shall serve more than four consecutive terms, as the mayor and a council member, without a break in service for at least one full year. Years of service of an appointee filling a vacated seat does not count toward the total term limit.

PROPOSITION NO. Yes ()
 No ()

Section 2. This Resolution shall take effect immediately upon its adoption. The amendment set forth in Section 1 shall become effective for terms served after the 2021 City Regular Election upon its approval by a majority of the qualified voters voting on the question at the election of October 6, 2020.

Approved by the Palmer City Council this ____ day of _____, 2020.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

MEMORANDUM

TO: Norma Alley, City Clerk

FROM: Michael Gatti, City Attorney
Jermain, Dunnagan & Owens, P.C.

DATE: April 7, 2020

RE: Citizen Petition – Mayor and Council Term Limits

On March 4, 2020 the City Clerk’s office received a citizen’s petition seeking to adopt Mayor and Councilmember term limits. The citizen’s petition provides:

Ordinance or resolution to be Initiated or Repealed:

An Initiative Resolution of the Voters of the City of Palmer to amend Palmer Charter Section 3.2 Terms of Office to be amended to read as follows (new language is **underlined** and **bolded** and deleted language is ~~stricken~~ and [bracketed]):

Palmer Charter 3.2 Terms of office.

Shall Chapter III, Section 3.2 of the Charter of the City of Palmer be amended to read as follows (new language is underlined and bolded and deleted language is stricken and [bracketed]):

Section 3.2 Terms of office.

The terms of two councilmen shall expire each year, except that in each third year, counting from 1963, the terms of the Mayor and of two Councilmen shall expire. When appointments are made to fill vacancies in the manner provided by Section 2.13(a) of this Charter, appointees shall qualify for and assume the duties of office within ten days after appointment, unless such time be extended for not more than sixty days by the Council. **A person serving as the mayor or as a council member may not serve**

18.07.010 Reservation of powers

A. The powers of initiative and referendum are reserved to the qualified voters of the city as provided by state law and by the city of Palmer Charter. The voters of the city, by initiative, may propose and enact any ordinance which the city council has power to enact under the Charter except as otherwise provided in this section. The voters of the city, by referendum, may approve or reject any ordinance passed by the city council except as otherwise provided in this section.

B. Ordinances dedicating revenues; ordinances making, repealing, transferring, or otherwise changing appropriations; ordinances fixing mill levies; ordinances authorizing the issuance of bonds; and special ordinances shall not be subject to either initiative or referendum. Ordinances creating courts, defining jurisdiction of courts or prescribing their rules shall not be subject to initiative. Ordinances necessary for the immediate preservation of the public peace, health or safety (emergency ordinances) shall not be subject to referendum. (Ord. 620 §4, 2004)

18.07.015 Application for petition.

A. An initiative or referendum is proposed by filing an application with the clerk containing the ordinance or resolution to be initiated or the ordinance or resolution to be referred and the name and address of a contact person and an alternate to whom all correspondence relating to the petitions may be sent. An application shall be signed by at least 10 voters who will sponsor the petition. An additional sponsor may be added at any time before the petition is filed by submitting the name of the sponsor to the clerk. Within 14 business days, the clerk shall certify the application if the clerk finds that it is in proper form and, for an initiative petition, that the matter:

1. Is not restricted by PMC 18.07.010(B);
2. Includes only a single subject;

3. Relates to a legislative rather than to an administrative matter; and
4. Would be enforceable as a matter of law.

B. A decision by the clerk on an application for petition is subject to judicial review. (Ord. 620 § 4, 2004).

The citizen application for Council term limits is not restricted by PMC 18.07.010(B) and meets the requirement of PMC 18.07.015(A). It may proceed but for supervening Council action proposing a substantially similar¹ term limit Charter Amendment to present to the voters at the October 6, 2020 City election² in lieu of a properly certified citizen petition.³ Alaska jurisprudence concurs with this result.

Alaska Courts have adopted several factors to analyze whether a legislative measure, here the City Council exercising its discretionary legislative authority to adopt a substantially similar measure, is legally sufficient. In this case if the Council adopts Resolution No. 20-010 it will supersede the proposed citizen initiative petition. Despite differences discussed below, the Council's Term Limit Resolution No. 20-010 meets city code and the courts' "substantially similar" criteria.⁴

¹ See PMC 18.07.045(B) ("Unless the council enacts substantially the same measure, the clerk shall submit the matter to the voters at the next regular election occurring no sooner than 60 days after certification of the petition")

² Resolution No. 20-010 explaining the Council's intent is attached. An advisory vote recommending term limits was passed by the voters in 2019.

³ A citizen initiative to be certified by the City Clerk must meet the requirements of PMC 18.07 et. seq.

⁴ See *State v. Trust the People*, 113 P.3d 613, 621 (Alaska 2005) (citing *Warren v. Boucher*, 543 P.2d 731 (Alaska 1975)).

The Alaska Supreme Court has “developed a three-part test to determine whether a proposed initiative and legislation are substantially the same: A court must first determine the scope of the subject matter, and afford the legislature greater or lesser latitude depending on whether the subject matter is broad or narrow; next, it must consider whether the general purpose of the legislation is the same as the general purpose of the initiative; and finally it must consider whether the means by which that purpose is effectuated are the same in both the legislation and the initiative.”⁵

The scope of the initiative and Resolution 20-010 is narrow, focusing on Council term limits, so the Council has reserved but discretionary latitude to vary from the particular features of the proposed initiative. The general purpose of the initiative and the resolution is identical – to impose term limits on council members. Although there are differences between the initiative and the resolution in the proposed length of the term limits, the resolution does not vitiate the aims of the initiative, it just accomplishes them in a slightly different way.

The initiative proposes limiting council members and the mayor to three consecutive terms, and three consecutive terms as either mayor or council member. Resolution 20-010 limits council terms more strictly, to two consecutive terms on council, but lengthens the time a person could serve as mayor and council member consecutively to four terms. The resolution’s differences from the initiative promote “the shared goals of both [Resolution 20-

⁵ *Id.*

010] and the initiative.”⁶ Based on these factors, the proposed initiative and the Resolution No. 20-010 are substantially similar.

If the Council adopts Resolution No. 20-010, it will supersede the term limit initiative application pursuant to PMC 18.07.045(B) because Resolution No. 20-010 is substantially similarly to the term limit initiative.

Sincerely,

JERMAIN, DUNNAGAN & OWENS, P.C.

s/ Michael Gatti /

Michael Gatti, Of Counsel

⁶ *Id.* at 621.

**City of Palmer
Ordinance No. 20-003**

Subject: Amending Palmer Municipal Code Sections 2.04.031, 2.05.020, and 18.15.010 Relating to Mayor and Council Member Candidate Residency Requirements for Elections

Agenda of: April 14, 2020 – Introduction
May 12, 2020 – Public Hearing

Council Action: **Adopted** **Amended:** _____
 Defeated




Originator Information:

Originator: City Clerk

Department Review:

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

Approved for Presentation By:

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

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: 

Attachment(s):

- Ordinance No. 20-003

Summary Statement/Background:

After the 2019 elections, it was noted there was a discrepancy between the City Charter and Palmer Code regarding the residency requirement of a Council candidate filing for office. The charter states eligibility is residing in the city limits one year from filing:

Charter Section 2.2 Eligibility for elective city office.

(a) To be eligible to file a nominating petition for election to a city office, a person shall be a qualified voter of the city and shall have been a resident of the city or of territory annexed to the city, or shall have had a combination of residence in the city and in the annexed territory for a period of not less than one year preceding the date of the filing of such petition.

The Palmer Municipal Code states eligibility of the Mayor and Council Member is one year from date of election:

2.04.031 Eligibility of council members.

A person is eligible to be a council member, whether by election or by appointment to fill a vacancy, if the person:

- A. Is registered to vote as required by the state of Alaska and is qualified to vote in the city; and
- B. Has been a resident of the city or of territory annexed to the city, or shall have had a combination of residence in the city and in the annexed territory, for one continuous year immediately prior to the election.

2.05.020 Eligibility of mayor.

A person is eligible to be the mayor if the person:

- A. Is registered to vote as required by the state of Alaska and is qualified to vote in the city; and
- B. Has been a resident of the city or of territory annexed to the city, or shall have had a combination of residence in the city and in the annexed territory, for one continuous year immediately prior to the election.

18.15.010 Candidate qualifications.

Any person is eligible for city office if the person is a qualified voter of the city and meets state and city requirements for the office.

- A. Candidates for the office of mayor or council member shall reside in the city or in territory annexed to the city and meet the requirements of PMC [2.04.031](#) or [2.05.020](#).

After deliberation in the committee of the whole, the City Council directed an amendment of the Code for better clarification, consistency and to be in accordance with the Charter.

Administration's Recommendation:

Adopt Ordinance No. 20-003

LEGISLATIVE HISTORY

Introduced by: City Council
Date: April 14, 2020
Public Hearing: May 12, 2020
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 20-003

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Sections 2.04.031, 2.05.020, and 18.15.010 Relating to Mayor and Council Member Candidate Residency Requirements for Elections

WHEREAS, the City of Palmer, Alaska ("City") is a home rule city and, under Section 11 of Article X of the Alaska Constitution, may exercise all legislative power not prohibited by law or the Charter of the City, and the City has determined that the matter set forth in this ordinance is not prohibited by law or the Charter; and

WHEREAS, upon review of the city's charter and code, there was a discrepancy of mayor and council member candidate's residency requirement of one year of filing nomination petitions and one year from election; and

WHEREAS, the City Council directed the code be amended to ensure the charter and code were to be in accord.

THE CITY OF PALMER, ALASKA, ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. Palmer Municipal Code 2.04.031 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

2.04.031 Eligibility of council members.

A person is eligible to be a council member, whether by election or by appointment to fill a vacancy, if the person:

- A. Is registered to vote as required by the state of Alaska and is qualified to vote in the city; and
- B. Has been a resident of the city or of territory annexed to the city, or shall have had a combination of residence in the city and in the annexed territory, for a period of not less than

one year preceding the date of the filing for office as outlined in the city of Palmer Charter Section 2.2. ~~one continuous year immediately prior to the election.~~

Section 4. Palmer Municipal Code 2.05.020 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

2.05.020 Eligibility of mayor.

A person is eligible to be the mayor if the person:

- A. Is registered to vote as required by the state of Alaska and is qualified to vote in the city; and
- B. Has been a resident of the city or of territory annexed to the city, or shall have had a combination of residence in the city and in the annexed territory, for a period of not less than one year preceding the date of the filing for office as outlined in the city of Palmer Charter Section 2.2. ~~one continuous year immediately prior to the election.~~

Section 5. Palmer Municipal Code 18.15.020(C) is hereby amended to read as follows (new language is underlined and deleted language is stricken):

C. Requirements for Candidate Information and Statement. The statement shall state in substance:

- 1. The full legal name of the candidate, and, if different, the manner in which the candidate wishes his or her first name to appear on the ballot;
- 2. A certification by the candidate which shall include statements:
 - a. That the candidate is a qualified city voter;
 - b. ~~That by the date of the election, the candidate will have resided~~ The candidate shall reside in the city or in territory annexed to the city ~~for the period required to qualify for office and meet the requirements of the city of Palmer Charter Section 2.2;~~
 - c. That the candidate meets or shall meet, as required by law, the specific requirements of the office the candidate is seeking;
 - d. That the candidate accepts the nomination and a statement that the candidate shall serve if elected;
 - e. That if the candidate chooses to withdraw, the withdrawal must be submitted to the city clerk in writing and signed by the candidate by 4:00 p.m. on the seventh day following the closing date of the filing period;
 - f. That the information in the nominating petition is true and accurate; and
 - g. The date and notarized signature of the candidate.

Section 6. Effective Date. Ordinance No. 20-003 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this _____ day of _____, 2020.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Ordinance No. 20-005**

Subject: Amending Palmer Municipal Code Section 2.04.160 Council Community Grants

Agenda of: April 14, 2020 – Introduction
May 12, 2020 – Public Hearing

Council Action: **Adopted** **Amended:** _____
 Defeated



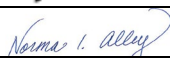
Originator Information:

Originator: City Manager

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ **0.00**

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: 

Attachment(s):

- Ordinance No. 20-005

Summary Statement/Background:

At the Joint City Council and Board of Economic Development (BED) meeting on February 11, 2020, Council directed the BED to conduct the code required biennial review of the council community grant program. The BED discussed the program at their March 9, 2020 meeting. Members determined that the council community grant program should be expanded from its current economic emphasis to include other significant community contributions, such as historical, community, social, cultural, and recreational programs or events. Likewise, members felt the council community grant program should be simplified, including eligible grant types, administration grant scoring, grant reporting and compliance, and continued eligibility.

BED members felt the council community grant program should accurately reflect City Council's current practice of providing organizations with modest levels of support and assistance for the benefit of Greater Palmer for a variety of community causes.

Administration's Recommendation:

Adopt Ordinance No. 20-005

LEGISLATIVE HISTORY

Introduced by: City Manager
Date: April 14, 2020
Public Hearing: May 12, 2020
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 20-005

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Section 2.04.160, Relating to Council Community Grants

WHEREAS, the City of Palmer, Alaska ("City") is a home rule city and, under Section 11 of Article X of the Alaska Constitution, may exercise all legislative power not prohibited by law or the Charter of the City, and the City has determined that the matter set forth in this ordinance is not prohibited by law or the Charter; and

WHEREAS, the City recognizes the valued contributions being provided through the volunteer efforts of community champions; and

WHEREAS, the Palmer City Council directed the Board of Economic Development (BED) to conduct their biennial review, to determine if changes are warranted to the council community grant program; and

WHEREAS, the BED has reviewed the council community grant program and determined that contributions should not be limited to economic benefits for the city, and should include programs or events that have social, cultural, historical or recreational significance to the Palmer community.

THE CITY OF PALMER, ALASKA, ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. Palmer Municipal Code Chapter 5.28.010 is hereby added to read as follows (new language is underlined, and deleted language is stricken):

2.04.160 Council community grants.

The city of Palmer recognizes the valued contributions being provided through the volunteer efforts of community organizations, agencies, and individuals on behalf of its citizens. Community grant funding demonstrates council's commitment to programs, services, projects and events

(event) that are benefits to the community while at the same time recognizing the financial constraints impacting the city's ability to provide funding.

A. This policy identifies the types of funding available through this grant process, establishes outlines eligibility requirements, and ~~outlines application and monitoring~~ requirements.

B. Council shall retain the right to make the final decision on both the overall grant allocation and individual grants.

~~1. Preference will be given to organizations and groups that demonstrate Palmer community support and that propose programs, services, projects or events having the potential for positive economic and cultural impacts and that show evidence of efficient use of resources, sound business practices/accountability, and describe the organization's or group's knowledge, skills and self-reliance.~~

~~2. The board of economic development will review this grant policy at least every two years and forward any recommendations for updates or revisions to the policy to city council.~~

C. The aim of the community grant program is to provide modest levels of support and assistance to help foster and develop community programs, services, projects, and events that enhance the greater Palmer community's cultural and economic environment. The objective of this policy is to treat all organizations fairly and consistently while creating a minimal administrative process.

D. Each year, as part of its annual budget process, council will determine the amount of funds to be allocated to the community grant program.

E. Community grant is defined as a program, service, project or event that council has determined provides significant benefits to the Palmer community as a whole. The different types of grants eligible under the community grants program are:

1. In-kind contributions grants are based on the provision of municipal property/facilities, materials or resources provided to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality.

2. Cash contribution grants are based on the provision of cash funds provided to, or on behalf of, the applicant.

3. Combination grants- based on a combination of E. 1. and 2.

~~2. Special events grant — defined as seed money funding for the start-up of a community program, service, project or event, or funds for a short term undertaking to assist in developing a program, service, project or event that is of cultural, social, recreational or economic significance to the community. Special events grants are startup funds; therefore these grants are limited to funding for between one to five years.~~

~~3. Community event grant — defined as a recurring program, service, project or event that council has determined provides significant benefits to the broad community as a whole; therefore there is no limit to the number of times a community event grant application may be funded.~~

~~4. Organization grant — defined as a 501(c) organization in need of a one-time appropriation for administration expenses or project money to further mission of the organization.~~

F. An applicant ~~organization must~~ should generally meet the following ~~general~~ criteria in order to be eligible ~~for awarded~~ a Palmer council community grant:

1. Event must primarily benefit the community and residents of Palmer.
2. Event has city wide significance and is expected to bring economic and/or public relations benefit to the city.
3. Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of the program, project or service. The city grant should not be considered as the primary source of funding for the organization.
4. Funding requests can be defined as programs, services, projects, and events that economically benefit Palmer by supporting, sustaining, promoting, informing, educating, celebrating, preserving and/or providing access to the arts, culture, environment, heritage, recreation and/or health activities.
5. To qualify for funding, the group must demonstrate its commitment to all of the following principles:
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
 - g.
 - h.
 - i.
 - j.
 - k.
 - l.
 - m.
 - n.
 - o.
 - p.
 - q.
 - r.
 - s.
 - t.
 - u.
 - v.
 - w.
 - x.
 - y.
 - z.
2. Event is open – accessible – to all members of the community;
- b. Event must take place within the Palmer city limits or within one mile of the city limits;
- c. Event is effective in providing an economic benefit to Palmer;
- d.
3. Applicant is accountable through sound management and financial practices;
- e. 4. Individuals are not eligible.
6. Grants are awarded by the type of project, not the type of organization/agency.
7. The applicant/organization, within the current fiscal year, must spend grant funding on the sole purpose for which it was awarded.
8. Members of the board of economic development are available to provide mentoring assistance to all applicants, both while preparing an application and following a grant award.
9. 4. All applications shall be submitted on the grant application form together with the following information and documentation:
 - a. An outline of the economic benefits the event provides to the community as well as how this supports council's economic development strategic priorities;
 - b. The amount of financial or in-kind assistance required;
 - c. The degree in which the community benefits as a result of the grant;
 - d. A detailed proposed budget for the current project, detailing expenditures and anticipated revenues, including a list of all other grants and/or donations;
 - e. How applicant proposes to provide a post-event report with details on economic impact;
 - f. Applicants seeking funding for consecutive years will be required to provide a multi-year financial forecast (three to five years) for the event which should include estimated revenues and expenditures;
 - g. Completed application forms may be submitted to the city manager's office at any time during a fiscal year.
10. 5. The city manager will review grant applications for completeness and forward each application to the city council with a funding recommendation and comments. The manager's comments on applications for in-kind nonfinancial assistance will may include a report on the effect, if any, providing the in-kind assistance would have on the city's ability to meet its regularly scheduled work responsibilities.
11. Council shall retain the right to make the final decision on both the overall grant allocation and individual grants.
12. 6. Grant recipients will be notified in writing of the grant amount approved.

7. City Council may request community grant recipient to provide either a written or oral summary report on the use of funds or outcome of event.

Section 4. Effective Date. Ordinance No. 20-005 shall take effect upon adoption by the city of Palmer City Council.

Passed and approved this _____ day of _____, 2020.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Action Memorandum No. 20-039**

Subject: Approving the City Manager to Enter into an Agreement with Resource Data, Inc., for Vote By Mail Feasibility Study Services for \$3,000.00

Agenda of: May 12, 2020

Council Action: **Approved** **Amended:** _____
 Denied




Originator Information:

Originator: City Council

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ **3,000.00**

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 3,000.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-02-10-6099
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- Proposal

Summary Statement:

On January 28 and March 10, 2020, the City Council held Committee of the Whole to discuss general election matters. One of the topics discussed was researching the city of Palmer's needs and viability of conducting elections through a vote by mail system. There was general consensus directing the city clerk to contact RDI for a proposal to conduct a feasibility study.

On April 14, 2010, City Clerk Alley presented RDI's proposal under the Clerk's Report. Deputy Mayor Combs and Council Member Valerius stated their support to have the feasibility study on the May 12, 2020, agenda as legislation for Council's consideration. General consensus was provided by the Council to support the direction for further discussion and consideration of the feasibility study proposal.

Is it the wish of the Council to support moving forward with hiring RDI to prepare a feasibility study?

March 26, 2020

Norma Alley, City Clerk
City of Palmer
231 W Evergreen Ave
Palmer, AK 99645

Re: Vote from Home System (VFHS) Project Consulting¹

Dear Ms. Alley,

Since 2016, Resource Data has successfully supported the Municipality of Anchorage (MOA) in establishing a Vote by Mail program and carrying out Vote by Mail elections. We are also currently working on a Feasibility Study for the Kenai Peninsula for Voting by Mail. This recent, ongoing experience makes us well-qualified to assist the City of Palmer (Palmer) in a similar way. The goal of the project will be to provide expert consulting to study the possible Palmer-wide implementation of a Vote by Mail System (or Vote from Home System, VFHS, as it is sometimes called) to better understand the associated processes and costs versus traditional, existing voting methods.

Vote by Mail Experience

Resource Data played an instrumental role in assisting the Municipality of Anchorage with the implementation (and subsequent enhancement) of its Vote by Mail system. In addition to the original implementation in 2016, we have provided onsite project management and support during the Municipality's April 2018 regular election, August 2018 special election, and this year's April regular election.

Specifically, our role included the following:

- Defining needs and technical specifications for several RFPs
- Vetting and acquiring the necessary IT systems
- Selecting 3rd party vendors and managing their work
- Assisting with documentation and training
- Rewriting muni code to accommodate Vote by Mail

¹ Many places call this "Vote by Mail". Since voters can return ballots by mail but also instead choose to drop them in drop boxes or at voter centers (if allowed), we find the phrase "Vote From Home" to be more appealing and accurate. They are interchangeable terms. In this document we refer to it as VFHS.



Anchorage

560 E 34th Ave
Suite 100
Anchorage, AK 99503
(907) 563-8100

Boise

1450 S Eagle Flight Way
Suite 150
Boise, ID 83709
(208) 424-2203

Houston

11200 Westheimer Rd
Suite 910
Houston, TX 77042
(713) 468-3385

Juneau

1 Sealaska Plaza
Suite 301
Juneau, AK 99801
(907) 586-6831

Portland

1220 SW Morrison St
Suite 210
Portland, OR 97205
(503) 208-3693

www.resourcedata.com

- Creating a variety of planning tools and documents, including procedures, training and testing materials, and project and staffing plans.
- Participating in a number of stakeholder groups and public outreach sessions
- Providing support in assembly meetings and work sessions
- Improving GIS for better address matching
- Developing Access database tools for supporting the MOA's call center and Accessible Vote Centers
- Assisting with data reports and reconciliation
- System testing
- Ensuring all systems and processes ran smoothly for the elections

Understanding

Palmer has been exploring ways to increase voter participation by developing sustainable election processes that maximize accessibility and inclusivity while conserving public resources. Palmer seeks to analyze the feasibility of transitioning the election process from the current, largely poll-based structure to a hybrid Vote from Home System.

Palmer currently has approximately 5,000 registered voters, with an average turnout around 500 voters. Elections are in October and, due to legal changes, will no longer be a combined effort with the Mat-Su Borough.

The VFHS model would deliver ballots by mail to all eligible voters instead of delivering ballots through Palmer's two election day polling locations. The model could include an Accessible Vote Center (AVC), containing at least one ADA compliant voting device. The AVC would provide for ADA-related voting, replacement ballots, and serve as a drop off location for voted ballot packages, along with other voter services. In addition, one or more drop boxes may be strategically located in the City for the convenience of voters.

Palmer already provides some absentee by mail voting, so it has procedures in place for handling mailed ballots. That procedure is more time consuming than most VFHS processes, but does give Palmer a good base of experience to start from. Palmer may need new ordinances to allow voting from home, in addition to such things as new ballot handling procedures and USPS approved return ballot envelope design. For example, Palmer may choose a "flap" style return envelope so voters could provide a signature and perhaps a personal identifier (DOB, last 4 SSN, voter id), and protect that information from general view by sealing over the flap.

Palmer may be able to effectively reuse a substantial portion of the Municipality of Anchorage's return ballot sorting system, rather than incur the acquisition costs of a mail sorter, or, given the smaller number of voters, use a more manual process. Additionally, Palmer may benefit from some of the tools Resource Data created to support Vote by Mail, including tools for creating

signature image files for the State of Alaska's voter database and for managing voter interaction at the AVC.

Palmer seeks consulting assistance in comparing the pros and cons, including estimated costs, of the current system to a VFHS implementation and operation, with implementation and operation to include the impacts on the following:

- High level scope of required systems and what may need acquisition through vendors
- Use of a mail sorter system or manual process
- Election center site considerations, to include footprint, workflow, and security
- Election center operations
- AVC operations, to include voter data management and ballot package handling
- Call center operations, to include voter data management
- Drop boxes: Recommendations for acquisition and site considerations
- Education\outreach
- GIS support
- Legislative and administrative rules changes that may be needed to support VFHS

Budget allowing, Palmer may, as an option, seek support with other aspects of the project on an as-needed basis. However, it is currently anticipated that consulting regarding the following is not needed:

- Site acquisition and site prep: Palmer has a number of possible locations, expects to mobilize and de-mobilize its election systems so as to fit within the confines of available space, and has the necessary staff to manage any site needs\upgrades.
- Ballot scanning and tabulation system acquisition or related.
- Selection of a printing\packaging vendor. (However, some consultation may occur or at least be facilitated if needed, between the printing\packaging vendor and the sorter vendor to ensure full compatibility.)

Approach

As a local company with 200 staff (including over 100 in Alaska), we are eager to support Palmer's project. In order to best define how we can help and where we can maximize the benefits of the hard work already undertaken by Palmer, we propose 20 hours of consulting to support a high-level feasibility study.

We will provide up to 20 hours of consulting to help determine the feasibility of a VFHS for Palmer.

Activities may include assistance with:

- Documenting the current structure and costs of Palmer's election system and processes
- High-level requirements of VFHS
 - Process for obtaining voter signatures for identity verification

- Impacts to or potential integration needs with other data or GIS systems
- High-level review of existing MOA vendor solicitations relative to Palmer requirements, to identify how much content may be leveraged by Palmer.
- Considerations regarding VFHS selection and implementation
- Determining where existing processes may be leveraged and where new processes and procedures must be developed
- Cost/benefit analysis of the proposed VFHS versus the currently used voting system
 - Identification of the nonfinancial benefits of VFHS
 - Identifying the critical decisions and the probable impacts of the most likely alternatives

Deliverable:

- 20 hours consulting to support feasibility analysis; report

Assumptions

- Resource Data will not interview individual stakeholders as part of information gathering, except the City Clerk.
- Palmer staff will be able to quickly respond to our questions for follow up information. Delays will impact the project schedule.
- Palmer will provide all needed financial information related to the cost of running an election under the current model. This will be broken out into an appropriate level of detail.
- Palmer will provide information on what is required to continue to run traditional polling location elections.

Estimated Schedule and Cost

Work will proceed on a time and materials basis with a not-to-exceed limit set forth in the table below. We will contact you promptly should we anticipate any task overruns or changes in scope so that you may choose to have us stop work at that point, authorize additional funding to allow completion, or adjust the remaining scope in order to reach a good stopping point prior to budget depletion.

Additionally, we offer our clients continuous access to our business system (i.e., timesheets, costs, issue tracking), which helps to eliminate scope, cost, and schedule surprises.

Table 1: Cost

Name	Resource Data Title	Hourly Rate	Hours	Estimated Cost
Dennis Wheeler	Sr. Project Manager/Sr. Analyst	\$150	20	\$3,000.00

We are committed to the success of this project and look forward to working with you. Please contact me with any questions at (907) 770-4163 or via email at dianet@resourcedata.com.

Sincerely,

Diane Thompson
Anchorage Branch Manager
Resource Data

Case Study



To protect the integrity of the election process, Vote by Mail (also known as Vote from Home) systems must electronically verify voter eligibility and be auditable, secure, and transparent.

Resource Data is experienced at assisting election officials throughout the entire process of implementing Vote by Mail.

At a Glance

The Municipality of Anchorage's Vote by Mail system successfully verified and counted a record-breaking 79,295 ballots its inaugural election with a 99.87% acceptance rate. Since spring of 2018, the Municipality has successfully conducted 4 Vote by Mail elections.

Traditional Election Challenges

For decades, Anchorage Municipal Elections suffered from low voter turnout. Historically, Anchorage conducted traditional poll-based elections, with more than 120 polling locations. To increase public engagement and voter turnout and decrease the administrative burden of hiring, training, and monitoring hundreds of temporary election workers, the Municipality began exploring alternative voting options.

Transitioning to Vote by Mail

Resource Data played an instrumental role in the Municipality's project to replace poll-based voting with a Vote by Mail system. Our roles included

- Conducting extensive research on electronic voting systems
- Defining equipment and software requirements to print, mail, sort, verify, and tabulate ballots

- Writing RFPs and providing technical support in vendor selection and management
- Conducting community outreach
- Updating Municipal Code
- Developing plans and documents for procedures, training, reporting, and more
- Assisting with the acquisition of a secure space to administer elections, including lease negotiations
- Training a Vote by Mail workforce
- Presenting to and supporting Assembly and City Council meetings and working sessions
- Onsite support during elections
- Emergency planning for disasters

Supporting Technology

In addition to providing project management throughout the project, we also developed supporting systems and applications including

- Database tools to support the call center and Accessible Vote Centers
- Signature verification software widgets to capture, format, and rotate signatures from poll books and other sources
- Geographic information systems (GIS) enhancements to match voter residence addresses for correct ballot distribution

Services



Software Solutions

Technology is changing the way organizations run today, but every operation is unique. Our goal is to implement the right solution based on our clients' needs.

- Custom development
- Commercial implementation
- System modernization
- System integration
- UI/UX



Geographic Information Systems (GIS)

GIS and geospatial thinking are increasingly integrated into business operations and planning. We implement powerful mapping and spatial data analytic solutions.

- Design and implementation
- Spatial analysis
- Data management
- Maps
- Custom applications



Data Analysis & Management

Sound data analysis and management help organizations explore their data in meaningful ways and understand the problems, solutions, and decisions facing their organizations.

- Database design & development
- Reporting and business intelligence
- Data management services
- Data warehousing



IT Business Consulting

The rise of automation is turning many business processes digital. We provide IT consulting in every stage of the development cycle.

- Certified project management
- Business analysis
- Quality assurance
- Strategic planning
- Organizational change management



Systems Engineering

We help navigate the ever-growing options for infrastructure and implement the highest standards, practices, and systems for cyber security, cloud computing, and more.

33

Years in Business

5000+

Projects Completed

600+

Clients Supported

Government
Logistics & Transportation
Consumer
Manufacturing
Natural Resources
Oil, Gas, Mining
Native Organizations
Utilities

200+

Employees

5

Locations

Anchorage, AK
Juneau, AK
Boise, ID
Houston, TX
Portland, OR

24

Employee Owners

\$26.7 Million

Revenue



**City of Palmer
Action Memorandum No. 20-040**

Subject: Approving the City Manager to Negotiate and Execute an Intergovernmental Agreement with the State of Alaska Department of Public Safety for Dispatch Services


Agenda of: May 12, 2020

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



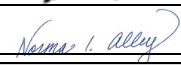
Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance		<u>04/27/2020</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ **(80,000.00)**

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ (80,000.00)
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-12-70-6011 & 01-12-70-6012
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- Intergovernmental Agreement
- Financial Analysis

Summary Statement/Background:

The State of Alaska Department of Public Safety (SOA DPS) has proposed to enter into an intergovernmental agreement with the city of Palmer to assume Palmer dispatch operations and provide dispatch services for police and fire/rescue.

In 2017 the Matanuska-Susitna Borough discontinued a previous service contract with the city of Palmer and contracted with the city of Wasilla for dispatch services for emergency medical and fire. Palmer elected to upgrade the current facility and continue to provide service to Palmer city residents. The upgrade included the purchase of two consolettes and a CAD system.

Palmer has successfully performed dispatch services during this time, however costs for providing the service have risen approximately 30% over five years over the original proposed costs. Operational and economic efficiencies can be obtained by partnering with DPS. Consideration has been given to maintaining highly effective service levels and employee retention. The proposal is for SOA DPS to retain current city of Palmer dispatchers.

The term of the agreement is for five years with an option for a five-year extension. Notification to terminate the contract requires a 24-month notice. This will allow the city of Palmer time to consider how dispatch services be performed for city police and fire.

Administration's Recommendation:

To approve Action Memorandum No. 20-040 to allow the Interim City Manager to negotiate and execute an intergovernmental agreement with State of Alaska Department of Public Safety.

**INTERGOVERNMENTAL AGREEMENT
FOR PROVISION OF EMERGENCY DISPATCH SERVICES
BY THE ALASKA DEPARTMENT OF PUBLIC SAFETY
FOR THE CITY OF PALMER**

WHEREAS, the State of Alaska Department of Public Safety (DPS) and the City of Palmer Police Department have previously executed an agreement in April 2020 to provide for the training of entry-level DPS dispatch employees, and

WHEREAS, DPS leased space in the Palmer Police Department at 453 South Valley Way for DPS B Detachment operations since July 1, 1985 (Lease #2022), and

WHEREAS, DPS has a current need to equip and provision an emergency communications center supporting enhanced 9-1-1 for unincorporated regions without E911 service and consolidated DPS communications, and

WHEREAS, the Palmer Police Department's dispatchers have prior training and experience as the Primary Public Safety Answering Point (PSAP) for the Matanuska-Susitna (MatSu) Borough, and

WHEREAS, Palmer has a contingent of trained and qualified emergency communications professionals, and

Therefore, the Parties agree to the following:

1. Purpose

- a. The purpose of this agreement is to amend the existing facility lease at 453 South Valley Way for DPS' emergency communications requirements, and
- b. Establish a services agreement for DPS to provide emergency call taking and dispatch services for the City of Palmer, and
- c. To set the foundation for an offer of employment to existing Palmer Police Department dispatchers as Emergency Services Dispatchers for the Alaska Department of Public Safety.

2. Facility Lease

- a. The City of Palmer offers to lease to DPS the additional area within the facility at 453 South Valley Way currently occupied by the Palmer Police Dispatch Center, approximately 930 square feet.
- b. The annual lease for this space will be \$2.05 per square foot per month, a value of \$1,906.50 per month or \$22,878.00 annually.
- c. Palmer and DPS will execute an amendment to the existing lease agreement under these terms and substantially under the additional terms and conditions of the existing Lease between the Parties, Lease #2022 as amended.

3. DPS Dispatch Services and Contributions

- a. DPS will establish, furnish, and equip a minimum of six (6) console positions within 453 South Valley Way in support of this agreement as well as meeting DPS' needs for a regional emergency communications center.
- b. DPS will provide the telecommunications equipment, computer aided dispatch, radio communications consoles, workstation furniture and technology required to receive and process emergency and non-emergency calls for service in support of the Palmer Police and Fire Departments, as well as processing after business hour and emergency requests for service intended for Palmer City Departments.
- c. DPS will cooperate with Palmer in the negotiation and transition of Palmer's existing Motorola maintenance and support contract for radio consoles, Verint logging recorder and Spillman CAD systems.
- d. DPS will continue to monitor and maintain console access to Palmer's conventional radio systems, including: Police primary, backup and tactical channels; Fire Department channel; and City Government channel.
- e. DPS will bear the one-time and recurring costs of telecommunications interconnection with DPS information systems, to include computer aided dispatch, statewide 911 telephony, the Alaska Records Management System (ARMS), and other DPS proprietary subsystems.
- f. DPS will provide radio dispatch services for the Palmer Police and Fire Departments according to established call processing protocols, which will be documented in DPS' policy and procedure manuals. These protocols may change from time to time with the agreement of the parties.

- g. DPS will maintain recordkeeping to accurately reflect call for service and communications transaction logs of the Palmer Police and Fire Departments. DPS agrees to capture and provide all information captured in the dispatch center necessary to support incident reporting requirements of the Palmer Police and Fire Departments
- h. DPS and Palmer agree that the following call for service volumes represent the demand for service from the proposed scope of DPS dispatch services:
 - i. Palmer Police Department: 12,000 calls annually; 7,300 incident reports annually
 - ii. Palmer Fire Department: 240 calls annually
- i. DPS and Palmer agree that should these volumes change by more than 50%, then the Parties will amend the compensation under this agreement.
- j. DPS will provide the Palmer Police and Fire Departments with access to the DPS Computer Aided Dispatch, 911 call taking and logging recorder, systems for inquiries and reports related to the City's call for service activity and dispatch center performance. Palmer will be solely responsible for the disclosure of any and all records and incident information related to their agency call for service and response.
- k. DPS will provide Palmer with access to audio recordings of emergency and non-emergency calls as well as those of Palmer's radio channels. DPS will support Palmer's requirements for seven (7) years of retention for audio recordings.
- l. DPS will receive and process calls dialed to the published Palmer Police Department's primary telephone number.
- m. DPS will receive and process calls to the Crime Stoppers telephone number, including the entry of 'tip' information into the P3 Tips portal. This will be an unrecorded telephone line. Palmer estimates the volume of Crime Stoppers calls at 100 calls annually. DPS agrees to not seek reimbursement for this service unless the DPS time requirement and level of effort burden changes substantially.
- n. DPS will coordinate the transition and removal of the MatSu Borough's 911 call taking system, including removal of cabinets and computers.
- o. DPS agrees to offer and make available backup 911 emergency call taking capabilities for the MatSu Borough. DPS will provision information technology

and telecommunications capabilities within 453 South Valley Way to accommodate interconnection with the Mat Su Borough's 911 system.

- p. DPS agrees that compensation or value received by Palmer from the MatSu Borough for geographic information or addressing services provided by Palmer shall remain with Palmer.
- q. DPS agrees to keep all equipment and furnishings in good repair and current with manufacturer-recommended updates sufficient to support the terms of vendor and State-provided maintenance and support agreements. DPS agrees to keep current any required vendor-support agreements for application software and proprietary hardware.
- r. DPS agrees that should this agreement not be renewed, that DPS will relinquish ownership and abandon the technology and furnishings within the dispatch center at 453 South Valley Way in favor of Palmer. DPS will facilitate the transfer of vendor licenses, support agreements and accounts payable to Palmer.
- s. DPS shall make offers of employment to all current emergency services dispatchers working at the Palmer Police Department. To the extent allowed by the current State collective bargaining agreement for emergency service dispatch personnel, DPS shall make offers of compensation, benefits and seniority corresponding as close to or better than the individual's current compensation package and seniority.
- t. DPS will pay for a Alaska Public Employees' Retirement System (PERS) Liability Study on behalf of Palmer specific to the seven (7) existing dispatch employees. DPS will provide the entire results of the Study to Palmer.

4. Palmer Contributions

- a. The City of Palmer agrees to relinquish ownership and transfer to DPS the existing fixtures and technologies currently deployed within the Palmer Dispatch center, to include radio consoles, desktop computers, raised flooring, telecommunications cabling, furnishings, appliances, reference materials and other items that the City would otherwise claim property rights.
- b. Palmer will otherwise retain technology, connectivity and access credentials for APSIN/NCIC access for its own operational needs at its own cost.
- c. Palmer will continue to pay for the one-time and recurring costs of non-emergency and administrative telephone systems and associated carrier

services. DPS will support the interconnection of Palmer telephone systems with DPS dispatch call taking systems.

- d. Palmer will retain ownership, maintenance and support responsibility of the City's existing conventional VHF radio system, including licenses, transceivers, equipment shelters, towers, fixed infrastructure and interconnecting telecommunications links such as carrier-provided services.
- e. Palmer will provide additional space in the Equipment Shelter adjacent to 453 South Valley Way, to the extent possible, for any necessary installation of information technology and telecommunications components by DPS.
- f. Palmer agrees to continue addressing and geographic information support for the MatSu Borough 911 Program and to execute any necessary agreements for that purpose.
- g. Palmer will provide formal notice of termination to the City of Wasilla in according to the terms of the May 25, 2017 agreement entitled "Agreement for Emergency Communications Overflow and ANI/ALI Addressing Services Between the City of Wasilla and City of Palmer." This notice will provide for an effective date of termination by January 1, 2021.
- h. Palmer agrees that DPS shall be eligible and unencumbered to receive value or compensation provided from other jurisdictions for services provided by DPS performed in the proposed dispatch facility, such as call taking and dispatch tasks for other agencies.
- i. Palmer agrees that DPS may enter into agreements with the MatSu Borough to receive reimbursement for 911 training or provisioning costs deemed suitable by the MatSu Borough.
- j. Palmer Police Department currently has fifteen (15) commissioned officers. Palmer intends to increase this complement within the five-year initial term of this agreement by up to five (5) officers, which may or may not be associated with additional annexation by the City of Palmer. DPS agrees that this does not represent a substantial increase in the provision of dispatching services and will not seek additional compensation.
- k. Palmer may retain one (1) dispatch employee at their discretion. This individual would continue to support the mission of the Palmer Police and Fire departments with administrative duties, including records inquiries, historical analysis and other responsibilities as determined by the City of Palmer.

5. Operation & Management

- a. DPS will designate a civilian manager of emergency communications who will be the primary point of contact with Palmer under this agreement. In the interim, a DPS Captain or Major assigned to Headquarters will be designated as the administrator of this agreement. These individuals will also coordinate the operations of the DPS communications center in Fairbanks.
- b. DPS will provide monthly and annual reports of dispatch center performance which represent the agreement as to key performance indicators of dispatch center operations. The Parties may reference applicable national standards or develop other measures of performance.
- c. Within ninety (90) days of the execution of this agreement, DPS will document a standing order to be incorporated into the DPS Operating Procedure Manual (OPM) specifically addressing the communications channels and escalation of issues by the City of Palmer.

6. Dispute Resolution

- a. In case of unresolved disputes, the Parties will select and agree to an individual to act as an independent mediator. This mediator will facilitate discussion between the Parties and work to resolve contentious issues and to achieve consensus.
- b. The mediator's role will include: establishing ground rules for discussions and communications; providing an opportunity for each Party to describe their issues; identifying and summarizing any underlying causes; proposing options for resolution; promoting discussion and analysis of solutions; promoting consideration of and refining proposed solutions; and recording a final agreement in writing.
- c. The mediator will not be a current or former employee or elected official of any Party to this agreement.
- d. In the event mediation is unsuccessful, any action arising from this agreement will be filed in Anchorage 3rd Judicial District, Alaska.

7. Fees and Fee Payment

- a. Palmer agrees that the amounts currently paid and those that will be owing for the total leased space within 453 South Valley way are fair and reasonable compensation to DPS for dispatch services.

- i. Current Value of Lease #2022: \$4,354.63 monthly, \$52,255.56 annually
 - ii. Value of proposed Dispatch Center Lease: \$1,906.50 per month, \$22,878.00 annually
 - iii. Total Value: \$6,261.13 monthly, \$75,133.56 annually.
- b. The Parties agree that due to the equity of mutual compensation, neither party will be required to present an invoice or payment warrant or electronic transfer of funds on the anniversary or other periodic basis of this agreement.
- c. DPS agrees that the \$60,000 ARMS fee waiver provisions of the Training Agreement dated April 13, 2020 executed with Palmer will remain intact.
- d. Palmer agrees to compensate their employees for accrued leave to the extent that the leave cannot be transferred to their future State employment compensation.
- e. Palmer agrees that the all Alaska Public Employees' Retirement System (PERS) liabilities of the City's dispatch personnel will remain with the City after the transfer of those dispatch employees to DPS.

8. Amendments

- a. Proposed amendments to this agreement shall be approved by unanimous consent of the Parties and must be subsequently adopted by each of the Party's governing bodies or executives.
- b. The Parties agree to review the level of effort and demand requirements of the dispatch services provided by DPS under this agreement and to consider adjustments to compensation on an annual basis.

9. Non-Appropriation

- a. The Parties to this agreement agree that for DPS, an appropriation in the future to fund any payment resulting from this agreement remains in the sole discretion of the State Legislature, and the State Legislature's failure to make such an appropriation creates no further liability or obligation of the State.
- b. The Parties to this agreement agree that for the City of Palmer, an appropriation in the future to fund any payment resulting from this agreement remains in the sole discretion of the Palmer City Council, and that the City's

failure to make such an appropriation creates no further liability or obligation of the City.

10. Term of Agreement

- a. This agreement shall be for five (5) years, beginning June 1, 2020 and ending May 31, 2025.
- b. Transfer of Palmer dispatch employees to DPS shall occur on December 1, 2020.
- c. DPS intends to begin dispatch operations under this agreement on or before December 31, 2020.
- d. The agreement shall be renewable in five (5) year increments.
- e. Either Party may terminate this agreement if the other Party fails to perform in the manner called for in the agreement.
- f. Either Party may terminate this agreement if there are insufficient or other lack of funds lawfully appropriated for its performance.
- g. The terminating Party must give notice at least two (2) years in advance of the desired termination date, but in no case any earlier than June 1, 2023.

11. Indemnification

- a. Palmer shall indemnify, hold harmless, and defend DPS from and against any claim of, or liability for error, omission or negligent act of Palmer related to this agreement. Palmer shall not be required to indemnify DPS for a claim of, or liability for, the independent negligence of DPS. If there is a claim of, or liability for, the joint error or omission of Palmer and DPS, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis.
- b. No participating jurisdiction shall be responsible or liable for consequential damages to any other participating jurisdiction arising out of the performance of the terms and conditions of this Agreement. Consequential damages are any losses incurred by breach of this agreement that are not ordinarily predictable.
- c. There are no third-party beneficiaries to this agreement.

12. Approvals

SUBSCRIBED TO AND ENTERED INTO by the appropriate officers who are duly authorized to execute this Agreement on behalf of the governing body of the below named unit of government.

CITY OF PALMER

DEPARTMENT OF PUBLIC SAFETY

Brad Hanson, Interim City Manager

Amanda Price, Commissioner

Date: _____

Date: _____

ATTEST:

_____, City Clerk

Date: _____

EXPENDITURES	Communication Center	PROPOSED BUDGET	State Trooper Lease Expense	PSA Contract Actuals	IGA Agreement Actuals
			2020	2020	2020
<u>Communication Center Expenditures</u>					
6011	Regular Salaries	465321.00		60000.00	60000.00
6012	Regular Benefits	407992.00		60000.00	60000.00
	PERS Termination "15				180000.00
6013	PT Salaries	10000.00			0.00
6015	Overtime-Regular	60000.00		2000.00	2000.00
6016	Overtime-PT	0.00			0.00
6019	Leave Expense	8500.00		1500.00	1500.00
6022	Advertising	0.00			0.00
6024	Travel	2500.00		1500.00	1500.00
6026	Training	2000.00		2000.00	2000.00
6027	Legal Fees	0.00		2500.00	500.00
6029	Services	49123.00		0.00	0.00
	Trooper Lease			52255.56	52255.56
	Dispatch Lease			0.00	0.00
6030	Contractual Services	7500.00	1000		1000.00
6031	Telephone	7000.00		1200.00	1200.00
6032	Power	12000.00			12000.00
6033	Heat	0.00	6000	0.00	6000.00
6034	Water/Sewer/Garbage	2000.00	2500	1200.00	3700.00
6037	Insurance	12117.00	2003	12117.00	14120.00
6041	Office Supplies	1500.00		500.00	500.00
6043	Uniform Expenditure	2500.00		500.00	500.00
6044	Operating Supplies	1000.00		500.00	500.00
6045	Repair & Maintenance	2000.00	10000	4000.00	14000.00
6054	Office Equipment	4000.00		1500.00	1500.00
Total Communication Center		1057053.00	21503	203272.56	414775.56

Cost Savings with Contracting Services

642277.44

**City of Palmer
Action Memorandum No. 20-041**

Subject: Approving a Council Community Grant in the Amount of \$500.00 to the Greater Palmer Chamber of Commerce for the Virtual Cash Mob


Agenda of: May 12, 2020

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




Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance		04/27/2020
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 500.00

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 500.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-02-10-6068
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- 2020 Grant Application

Summary Statement/Background:

Cash mob is a local movement to provide businesses an influx of cash. Each month a different business is mobbed. Participants commit to spending \$20.00 at the chosen store. Greater Palmer Chamber of Commerce (GPCC) has moved this event to a virtual format during the pandemic and are looking for support for door prizes.

In February 2014, the City Council adopted Ordinance No. 14-043, which established the Council Community Grant program. The Council also approved \$12,000.00 in the Community Council Grants line item for 2020 that would finance approved Council grants.

Legislation #	Organization	Amount	Date Approved
20-004	HPAC 2020 Winter support	\$3000	1/14/2020
20-016	MatSu Senior Center	\$1000	2/25/2020
20-017	WLTGO	\$1630 \$1000	2/25/2020
20-021	Mayors Green Day	\$2000	3/10/2020
20-022	Palmer Spring Classic	\$1000	3/10/2020
20-025	Drive Your Tractor to Work	\$475.00	3/24/2020
20-027	MatSu Running Club/WLTGO Run	\$750 \$0	4/10/2020
20-041	GPCC	\$500	
Total 2020 Grants approved prior:		\$8475	

Administration's Recommendation:

To approve Action Memorandum No. 20-041 for a Council Community Grant to the Greater Palmer Chamber of Commerce



City of Palmer • City Manager's Office
231 W. Evergreen Avenue • Palmer, AK 99645
Phone: 907-745-3271 Fax: 907-745-0930

Council Community Grant Application

Program, service, project or event title: Cash Mob Palmer AK
Date(s) of program, service, project or event: Monthly on 4th Thursday

Applicant Information

Name: Ailis Vann + Denise Stutz
Address: PO Box 45
City: Palmer State: AK Zip: 99645
Phone: 723-5262 Email: director@palmerchamber.org

Organization Information

Name of organization/group: Greater Palmer Chamber of Commerce
Type of organization: Non-profit Volunteer community group Other

Funding Request

Amount of Request: \$ 500
Matching funds provided by applicant: \$ 500+

Project Summary Information

In the space below, provide a concise, on paragraph summary of your proposed program, service, project or event and how it promotes economic development for the City of Palmer.

Cash mob is a local movement to provide businesses an influx of cash. Each month a different business is mobbed. Participants commit to spending \$20 at the chosen store. We have moved this event to a virtual format during the pandemic and are looking for support for door prizes.

Project Scope of Work

Please list the steps to be taken to conduct the program, service, project or event. Be sure to address issues such as: beginning and ending date, who will work to conduct the event/project, clean-up team, where is the project going to occur (location).

This effort is led by volunteers that coordinate everything & execute the night of.

All mobs take place in Palmer and most are in city limits.

Eligibility

Describe how your program, service, project or event meets the eligibility guidelines.

This is a direct economic boost for the businesses & sales tax revenue for the city.

Matching Funding Source

Describe source of matching funding. Have alternate sources of funding been explored?

The organizers chip in money every month as well as provide in-kind advertising ~~and~~ & promotion.

Community Benefit and Reporting

Please indicate how the results of your program, service, project or event will enhance economic development or generally benefit the City of Palmer. Describe the expected number of participants to be attracted by the event or project. Please explain how your organization will evaluate the community benefit of your event. Examples might include surveys, registrations, sign-in sheets, number of people served, etc. Please explain how and when your organization will report results back to the City Council.

We believe this program benefits the local economy immensely & creates a deep pride for our community.

We can report back monthly, if requested.

We anticipate spend \$150/month cash on prizes & \$50/month on promotion

Detailed Budget - next few months.

Revenue:

Source:	Cash	In-Kind	Total
Organizers	\$ 500	\$ 500+	\$ 1000+
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$ 500	\$ 500+	\$ 1000+

Expenditures:

Item/Service:	Cash	In-Kind	Total
Advertising	\$ 1500 200	\$ 5000 400	\$ 750 575 600
Prizes	\$ 400 300	\$ 100	\$ 850 425 400
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$ 1900 500	\$ 500	\$ 1000

**City of Palmer
Information Memorandum No. 20-005**

Subject: Committee of the Whole for Discussion on General Financial Matters Related to COVID-19

Agenda of: May 12, 2020

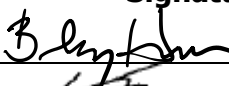


Originator Information:

Originator: City Manager

Department Review:

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

Approved for Presentation By:

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

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 _____

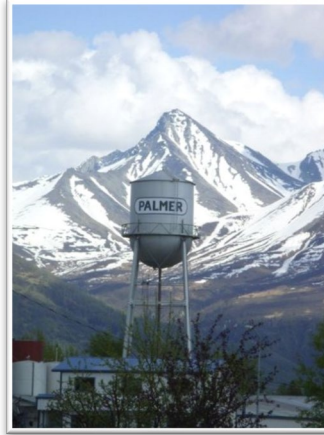
Director of Finance Signature: 

Attachment(s):

- 1st Quarter Financials
- Proposed Resolution for Penalty Waivers
- CARES Act Guidelines for Local Governments

Summary Statement/Background:

At the request of the City Council, a Committee of the Whole is called to have a general discussion on matters related to the impacts financially on the City due to Health Mandates issued by the State and other impacts from COVID-19.



**City of Palmer
First Quarter 2020
Investment Report
Financial Report
2020 Capital Projects Listing**

City of Palmer Treasurer's Report

Mar-20

Maturity Date	Maturity Dates	Holder	Account #	Principal	Instrument	Date Acquired	Yield	Projected Yearly Income
Daily		FNBA	18800292 & 18800300	2,246,155	Deposit/Checking	N/A		-
Daily		FNBA	70637954	1,699,172	Savings	N/A	0.07%	1,189
Daily		FNBA	31225840	25,636	Construction Acct	Apr-17		-
Daily		AMLIP	25766	1,700,000	Pooled Investment	Mar-19	2.38%	40,460
Daily		FNBA-TOIXX	60934N500	69,943	Money Market	N/A		-
08/31/2020	Under 1 Year	FNBA	61760APF0	246,000	Certificate of Deposit	08/30/2018	2.80%	6,888
08/31/2020	Under 1 Year	FNBA	61747M5M9	246,000	Certificate of Deposit	08/30/2018	2.80%	6,888
11/02/2020	Under 1 Year	FNBA	254673VV5	246,000	Certificate of Deposit	11/01/2018	3.00%	7,380
04/19/2021	Over 1 Year	FNBA	02007GCC5	246,000	Certificate of Deposit	04/19/2018	2.80%	6,888
04/20/2021	Over 1 Year	FNBA	87164WVN5	246,000	Certificate of Deposit	04/20/2018	2.75%	6,765
08/24/2021	Over 1 Year	FNBA	15118RPT8	249,000	Certificate of Deposit	08/24/2018	2.85%	7,097
08/30/2022	Over 1 Year	FNBA	949763TL0	249,000	Certificate of Deposit	08/30/2018	3.15%	7,844

Total Cash and Investments	<u>7,468,906</u>	Projected Interest Annual Yield %	<u>91,398</u>
		% of	
MATURITY OF INVESTMENTS:	AMOUNT	Maturity	
1 to 30 Days	-	0.00%	
30 to 120 Days	-	0.00%	
120 to 180 Days	492,000	14.35%	
180 to 365 Days	1,946,000	56.77%	
Over 1 Year	990,000	28.88%	
TOTAL INVESTMENTS	<u>3,428,000</u>	<u>100.00%</u>	
INVESTMENT BY INSTITUTION:	AMOUNT	%	
FNBA=First National Bank of Alaska	5,698,963	76.30%	
AMLIP-Alaksa Municipal League Pooled Inv	1,700,000	22.76%	
Federated Treasury Obligation	69,943	0.94%	
TVI-ProEquity	-	0.00%	
Total Cash and Investments	<u>7,468,906</u>	<u>100.00%</u>	

These investments are made in accordance with the City of Palmer's investment policy pursuant to PMC 3.34.

01 -General Fund

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
01-00-00-1001	General Fund - Claim on Cash	3,827,234.22
01-00-00-1021	Petty Cash Register Finance	600.00
01-00-00-1022	Petty Cash Admin	350.00
01-00-00-1023	Petty Cash Police	465.00
01-00-00-1024	Petty Cash Planning	300.00
01-00-00-1027	Over/Short	115.15
01-00-00-1151	Accounts Receivable	4,969.15
01-00-00-1152	Misc. Accounts Receivable	2,379.00
01-00-00-1154	Sales Tax Receivable	821,792.11
01-00-00-1157	Accounts Receivable Arena	6,351.25
01-00-00-1165	Interfund Loan Receivable	1,000,000.00
01-00-00-1211	Assessments Receivable Current	6,200.65
01-00-00-1221	Assessments Delinquent	34,166.69
01-00-00-1231	Assessment Deferred	61,679.40
01-00-00-1321	Due To/From Borough	52,192.03
01-00-00-1411	Gasoline Inventory	12,209.48
01-00-00-1551	Prepaid Expense	90,391.08
01-00-00-1560	Prepaid Health Insurance	5,000.00
01-00-00-1998	Advance to Enterprise Funds	<u>981,772.18</u>
		<u>6,908,167.39</u>

TOTAL ASSETS 6,908,167.39

LIABILITIES		
=====		
01-00-00-2030	General Fund - A/P Pending	195,198.34
01-00-00-2060	Palmer State Fair Parade	589.13
01-00-00-2161	Accrued Wages Payable	12,376.15
01-00-00-2171	Accrued Payroll Taxes Payable	2,892.61
01-00-00-2175	Accrued Insurance Payable	3,472.90
01-00-00-2185	Credit Card Payable	21,470.18
01-00-00-2190	Charities	585.00
01-00-00-2195	Aflac Ins Pay	0.48
01-00-00-2205	Colonial Life & Accident Payab	20.24
01-00-00-2211	MTAEC Concession Deposit	200.00
01-00-00-2213	Library Room Deposits	375.00
01-00-00-2214	Community Center Deposits	8,346.19
01-00-00-2216	Unearned Revenues	5,085.00
01-00-00-2217	Special Assessments Unapplied	4,348.63
01-00-00-2218	Unapplied Credits-Sales Tax	5,564.22
01-00-00-2220	Deferred Revenue-Spec Assmt	101,946.53
01-00-00-2222	Deferred Revenue-Property Tax	<u>52,192.03</u>
		<u>414,662.63</u>

TOTAL LIABILITIES 414,662.63

01 -General Fund

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<u>EQUITY</u>		
=====		
01-00-00-2710	Unassigned Fund Balance	3,496,605.02
01-00-00-2711	Nonspendable Fund Balance	<u>2,628,838.19</u>
	TOTAL BEGINNING EQUITY	6,125,443.21
	TOTAL REVENUE	2,975,170.98
	TOTAL EXPENSES	<u>2,607,109.43</u>
	TOTAL REVENUE OVER/(UNDER) EXPENSES	368,061.55
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>6,493,504.76</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.	6,908,167.39
		=====

CITY OF PALMER
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2020

01 -General Fund
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
MTA Event Ctr	260,950	15,242.00	96,897.00	0.00	164,053.00	37.13
Taxes	9,061,500	931,503.29	2,290,271.59	0.00	6,771,228.41	25.27
Permits & Licenses	197,300	8,848.00	35,286.75	0.00	162,013.25	17.88
Grants/ Fed Funding	545,784	65,938.50	72,938.50	0.00	472,845.50	13.36
Fees & Services	1,263,772	161,749.48	407,230.56	0.00	856,541.44	32.22
Fines & Forfeitures	95,000	844.00	5,867.00	0.00	89,133.00	6.18
Other Revenues	<u>184,287</u>	<u>24,459.57</u>	<u>66,679.58</u>	<u>0.00</u>	<u>117,607.42</u>	<u>36.18</u>
TOTAL REVENUES	11,608,593	1,208,584.84	2,975,170.98	0.00	8,633,422.02	25.63
<u>EXPENDITURE SUMMARY</u>						
<u>Administration</u>						
Manager	679,306	60,602.99	153,139.81	0.00	526,166.19	22.54
Finance	946,701	78,513.73	252,175.89	2,783.00	691,742.11	26.93
Community Development	808,854	40,250.84	122,956.16	0.00	685,897.84	15.20
City Hall Complex	74,201	7,047.04	18,252.24	0.00	55,948.76	24.60
Tourist Center	189,870	8,135.36	35,879.84	0.00	153,990.16	18.90
Community Center (Depot)	43,705	2,369.36	8,746.97	0.00	34,958.03	20.01
Non Departmental	<u>671,386</u>	<u>332.82</u>	<u>1,137.40</u>	<u>0.00</u>	<u>670,248.60</u>	<u>0.17</u>
TOTAL Administration	3,414,023	197,252.14	592,288.31	2,783.00	2,818,951.69	17.43
<u>City Council</u>						
Mayor/Council/City Clerk	<u>491,582</u>	<u>38,069.75</u>	<u>115,608.40</u>	<u>0.00</u>	<u>375,973.60</u>	<u>23.52</u>
TOTAL City Council	491,582	38,069.75	115,608.40	0.00	375,973.60	23.52
<u>Police Dept</u>						
Police Administration	2,583,764	206,981.05	607,560.69	11,786.88	1,964,416.43	23.97
Animal Control	20,500	1,691.50	5,074.50	0.00	15,425.50	24.75
State Trooper Building	22,003	2,140.22	6,249.28	0.00	15,753.72	28.40
Jail	5,500	13.08	141.61	0.00	5,358.39	2.57
Police Building	56,345	4,897.51	17,926.14	0.00	38,418.86	31.81
Communication Center	1,057,053	91,151.96	277,955.35	0.00	779,097.65	26.30
Police Vehicle Maint	<u>0</u>	<u>(286.35)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Police Dept	3,745,165	306,588.97	914,907.57	11,786.88	2,818,470.55	24.74
<u>Fire Dept</u>						
Fire Administration	934,271	84,486.10	174,694.47	2,621.00	756,955.53	18.98
Fire Building Maint	21,000	0.00	1,417.48	0.00	19,582.52	6.75
Fire Vehicle Maintenance	<u>20,000</u>	<u>868.94</u>	<u>3,095.59</u>	<u>0.00</u>	<u>16,904.41</u>	<u>15.48</u>
TOTAL Fire Dept	975,271	85,355.04	179,207.54	2,621.00	793,442.46	18.64

CITY OF PALMER
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2020

01 -General Fund
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Public Works</u>						
Administration	842,121	75,697.60	221,776.54	6,637.67	613,706.79	27.12
PW Roads	653,358	79,244.55	174,929.61	0.00	478,428.39	26.77
PW Engineering	7,500	421.25	551.25	3,193.75	3,755.00	49.93
PW Street Light Maint	124,000	13,391.52	35,114.54	0.00	88,885.46	28.32
PW Vehicle Maintenance	298,075	38,423.17	72,979.42	0.00	225,095.58	24.48
PW Parks & Recreation	<u>151,330</u>	<u>2,672.04</u>	<u>6,301.08</u>	<u>0.00</u>	<u>145,028.92</u>	<u>4.16</u>
TOTAL Public Works	2,076,384	209,850.13	511,652.44	9,831.42	1,554,900.14	25.12
<u>Community Development</u>						
Library	739,921	44,509.02	150,822.68	0.00	589,098.32	20.38
Public Assistance Grant	6,900	6,900.00	6,900.00	0.00	0.00	100.00
MTA Events Center	592,676	39,141.83	135,400.67	0.00	457,275.33	22.85
Parks & Rec	<u>9,100</u>	<u>0.00</u>	<u>321.82</u>	<u>0.00</u>	<u>8,778.18</u>	<u>3.54</u>
TOTAL Community Development	1,348,597	90,550.85	293,445.17	0.00	1,055,151.83	21.76
TOTAL EXPENDITURES	12,051,022	927,666.88	2,607,109.43	27,022.30	9,416,890.27	21.86
REVENUE OVER/(UNDER) EXPENDITURES	(442,429)	280,917.96	368,061.55	(27,022.30)	(783,468.25)	77.08-

02 -Water/ Sewer Fund

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
02-00-00-1001	Water/Sewer - Claim on Cash	8,005,141.68	
02-00-00-1030	Debt Service Reserve	26,610.00	
02-00-00-1035	Short Lived Assets Reserve	191,411.14	
02-00-00-1151	Accounts Receivable-UT	304,202.65	
02-00-00-1411	Inventory	165,901.91	
02-00-00-1610	Land	45,164.00	
02-00-00-1620	Buildings	60,066.67	
02-00-00-1621	Bldgs-Allow For Depreciation	(47,186.18)	
02-00-00-1630	Improvements Other Than Bldgs	77,765,230.09	
02-00-00-1631	Other-Allow For Depreciation	(24,838,279.34)	
02-00-00-1640	Equipment	1,111,150.11	
02-00-00-1641	Equip-Allow For Depreciation	(685,658.02)	
02-00-00-1642	Water Meters	285,876.79	
02-00-00-1643	Meters-Allow For Depreciation	(84,475.90)	
02-00-00-1675	Construction in Progress	15,925,960.85	
02-00-00-1840	Deferred Outflow - Pension	30,099.00	
02-00-00-1841	Deferred Outflow - OPEB	<u>27,419.00</u>	
			<u>78,288,634.45</u>
TOTAL ASSETS			78,288,634.45
=====			
LIABILITIES			
=====			
02-00-00-2030	Water/ Sewer - A/P Pending	65,303.25	
02-00-00-2073	Long Term Loan Pay-Fedl Cl Wtr	1,276,538.82	
02-00-00-2075	Long Term Loan from Gen Fund	1,000,000.00	
02-00-00-2100	L/T ADEC Loan #671301	872,625.53	
02-00-00-2105	L/T ADEC Loan #671251	305,945.70	
02-00-00-2145	USDA LOAN	4,692,814.99	
02-00-00-2176	Accrued Interest Payable	21,692.84	
02-00-00-2178	Pers Net Pension Obligation	329,128.00	
02-00-00-2179	Net Pension Obligation - OPEB	96,411.00	
02-00-00-2189	Other Deductions Payable	(356.36)	
02-00-00-2194	Accrued Personal Leave	23,487.70	
02-00-00-2211	Customer Deposits	195,212.00	
02-00-00-2212	Connection Deposit	22,741.86	
02-00-00-2215	Utility Extension Deposit	37,000.00	
02-00-00-2218	Unapplied Credits-Utilities	30,099.87	
02-00-00-2219	Utility Refunds Payable	355.00	
02-00-00-2240	Deferred Inflow - Pension	6,496.00	
02-00-00-2241	Deferred Inflow - OPEB	<u>38,250.00</u>	
TOTAL LIABILITIES			<u>9,013,746.20</u>
EQUITY			
=====			
02-00-00-2710	Fund Balance	<u>69,013,264.80</u>	
TOTAL BEGINNING EQUITY			69,013,264.80
TOTAL REVENUE			760,894.24
TOTAL EXPENSES		<u>499,270.79</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES			261,623.45
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>69,274,888.25</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			78,288,634.45
=====			

CITY OF PALMER
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2020

02 -Water/ Sewer Fund
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
Fees & Services	3,052,900	248,127.12	745,551.05	0.00	2,307,348.95	24.42
Other Revenues	<u>39,500</u>	<u>4,054.31</u>	<u>15,343.19</u>	<u>0.00</u>	<u>24,156.81</u>	<u>38.84</u>
TOTAL REVENUES	3,092,400	252,181.43	760,894.24	0.00	2,331,505.76	24.61
<u>EXPENDITURE SUMMARY</u>						
<u>Water/ Sewer</u>						
Water Administration	1,194,493	126,666.51	328,527.54	8,061.25	857,904.21	28.18
Sewer Administration	<u>1,548,258</u>	<u>153,898.22</u>	<u>320,743.25</u>	<u>11,334.00</u>	<u>1,216,180.75</u>	<u>21.45</u>
TOTAL Water/ Sewer	2,742,751	280,564.73	649,270.79	19,395.25	2,074,084.96	24.38
<u>WS Projects</u>						
TOTAL EXPENDITURES	2,742,751	280,564.73	649,270.79	19,395.25	2,074,084.96	24.38
REVENUE OVER/ (UNDER) EXPENDITURES	349,649 (28,383.30)	111,623.45 (19,395.25)	257,420.80	26.38

03 -Airport Fund

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
03-00-00-1001	Airport - Claim on Cash	(139,302.90)	
03-00-00-1151	Accounts Rec-Leases/Tie downs	7,845.00	
03-00-00-1610	Land	1,412,289.19	
03-00-00-1620	Buildings	509,757.70	
03-00-00-1621	Bldgs-Allow For Depreciation	(509,757.70)	
03-00-00-1630	Improvements Other Than Bldgs	18,984,196.00	
03-00-00-1631	Other-Allow For Depreciation	(14,471,760.70)	
03-00-00-1640	Equipment	811,541.00	
03-00-00-1641	Equip-Allow For Depreciation	(797,610.60)	
03-00-00-1675	WIP-Master Plan	8,096,303.00	
03-00-00-1840	Deferred Outflow Pension	8,286.00	
03-00-00-1841	Deferred Outflow - OPEB	7,219.00	
03-00-00-1999	Due to/From	(359,914.00)	
			<u>13,559,090.99</u>
TOTAL ASSETS			13,559,090.99
=====			
LIABILITIES			
=====			
03-00-00-2030	Airport - A/P Pending	14,496.87	
03-00-00-2178	Pers Net Pension Obligation	90,973.00	
03-00-00-2179	Net Pension Obligation - OPEB	25,382.00	
03-00-00-2194	Leave Accrual	18,858.67	
03-00-00-2218	Unapplied Credit	854.05	
03-00-00-2221	Unearned Revenue	5,730.00	
03-00-00-2240	Deferred Inflow Pension	2,568.00	
03-00-00-2241	Deferred Inflow - OPEB	<u>10,070.00</u>	
TOTAL LIABILITIES			<u>168,932.59</u>
EQUITY			
=====			
03-00-00-2710	Fund Balance	<u>13,388,722.63</u>	
TOTAL BEGINNING EQUITY			13,388,722.63
TOTAL REVENUE		107,155.90	
TOTAL EXPENSES		<u>105,720.13</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		1,435.77	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>13,390,158.40</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			13,559,090.99
=====			

CITY OF PALMER
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2020

03 -Airport Fund
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
Taxes	39,000	193.80	235.53	0.00	38,764.47	0.60
Grants/ Fed Funding	10,000	442.70	1,292.25	0.00	8,707.75	12.92
Fees & Services	234,297	11,485.59	98,238.12	0.00	136,058.88	41.93
Other Revenues	<u>119,686</u>	<u>0.00</u>	<u>7,390.00</u>	<u>0.00</u>	<u>112,296.00</u>	<u>6.17</u>
TOTAL REVENUES	402,983	12,122.09	107,155.90	0.00	295,827.10	26.59
<u>EXPENDITURE SUMMARY</u>						
<u>Airport</u>						
Administration	<u>400,019</u>	<u>56,091.04</u>	<u>105,720.13</u>	<u>4,919.00</u>	<u>289,379.87</u>	<u>27.66</u>
TOTAL Airport	400,019	56,091.04	105,720.13	4,919.00	289,379.87	27.66
TOTAL EXPENDITURES	400,019	56,091.04	105,720.13	4,919.00	289,379.87	27.66
REVENUE OVER/(UNDER) EXPENDITURES	2,964 (43,968.95)	1,435.77 (4,919.00)	6,447.23	117.52-

04 -Land Fund

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
04-00-00-1001	Land - Claim on Cash	369.15	
04-00-00-1610	Land	<u>217,413.85</u>	
			<u>217,783.00</u>
TOTAL ASSETS			217,783.00
			=====
LIABILITIES			
=====			
EQUITY			
=====			
04-00-00-2710	Fund Balance	<u>217,783.00</u>	
	TOTAL BEGINNING EQUITY	<u>217,783.00</u>	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>217,783.00</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			217,783.00
			=====

CITY OF PALMER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2020

04 -Land Fund
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
<u>EXPENDITURE SUMMARY</u>						
Land						

05 -Solid Waste

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
05-00-00-1001	Sanitation - Claim on Cash	742,756.08	
05-00-00-1151	Accounts Receivable	119,685.86	
05-00-00-1620	Buildings	52,666.67	
05-00-00-1621	Bldgs-Allow For Depreciation	(39,791.74)	
05-00-00-1640	Equipment	1,015,720.44	
05-00-00-1641	Equip-Allow For Depreciation	(502,840.30)	
05-00-00-1840	Deferred Outflow Pensions	6,143.00	
05-00-00-1841	Deferred Outlwo - OPEB	<u>5,242.00</u>	
			<u>1,399,582.01</u>
TOTAL ASSETS			1,399,582.01
=====			
LIABILITIES			
=====			
05-00-00-2030	Sanitation - A/P Pending	25,836.75	
05-00-00-2178	Pers Net Pension Obligation	200,720.00	
05-00-00-2179	Net Pension Obligation - OPEB	18,430.00	
05-00-00-2194	Accrued Personal Leave	10,215.02	
05-00-00-2240	Deferred Inflow Pensions	1,922.00	
05-00-00-2241	Deferred Inflow - OPEB	<u>7,312.00</u>	
TOTAL LIABILITIES			<u>264,435.77</u>
EQUITY			
=====			
05-00-00-2710	Fund Balance	<u>1,146,210.72</u>	
TOTAL BEGINNING EQUITY			1,146,210.72
TOTAL REVENUE		192,107.94	
TOTAL EXPENSES		<u>203,172.42</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		(11,064.48)	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>1,135,146.24</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			1,399,582.01
=====			

CITY OF PALMER
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2020

05 -Solid Waste
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
Fees & Services	754,500	63,332.33	189,643.95	0.00	564,856.05	25.14
Other Revenues	<u>6,000</u>	<u>605.32</u>	<u>2,463.99</u>	<u>0.00</u>	<u>3,536.01</u>	<u>41.07</u>
TOTAL REVENUES	760,500	63,937.65	192,107.94	0.00	568,392.06	25.26
<u>EXPENDITURE SUMMARY</u>						
<u>Solid Waste</u>						
Administration	<u>795,669</u>	<u>126,378.13</u>	<u>203,172.42</u>	<u>0.00</u>	<u>592,496.58</u>	<u>25.53</u>
TOTAL Solid Waste	795,669	126,378.13	203,172.42	0.00	592,496.58	25.53
TOTAL EXPENDITURES	795,669	126,378.13	203,172.42	0.00	592,496.58	25.53
REVENUE OVER/(UNDER) EXPENDITURES	(35,169)	(62,440.48)	(11,064.48)	0.00	(24,104.52)	31.46

08 -General CIP - Projects

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
08-00-00-1001	CIP Projects - Claim on Cash	<u>349,602.38</u>	<u>349,602.38</u>
TOTAL ASSETS			349,602.38
			=====
LIABILITIES			
=====			
EQUITY			
=====			
08-00-00-2710	Unassigned Fund Balance	(80,708.67)	
08-00-00-2713	Committed Fund Balance	<u>431,093.55</u>	
TOTAL BEGINNING EQUITY		350,384.88	
TOTAL EXPENSES		<u>782.50</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		(782.50)	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>349,602.38</u>	
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			349,602.38
			=====

CITY OF PALMER
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2020

08 -General CIP - Projects
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
Other Revenues	<u>81,700</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>81,700.00</u>	<u>0.00</u>
TOTAL REVENUES	81,700	0.00	0.00	0.00	81,700.00	0.00
<u>EXPENDITURE SUMMARY</u>						
<u>General CIP - Projects</u>						
Administration	231,383	0.00	782.50	0.00	230,600.50	0.34
MTA Events Center	<u>36,154</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,154.00</u>	<u>0.00</u>
TOTAL General CIP - Projects	267,537	0.00	782.50	0.00	266,754.50	0.29
<u>State Grants</u>						
<u>Federal Grants</u>						
<u>General CIP - Projects</u>						
General CIP - Projects	<u>88,965</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>88,965.00</u>	<u>0.00</u>
TOTAL General CIP - Projects	88,965	0.00	0.00	0.00	88,965.00	0.00
TOTAL EXPENDITURES	356,502	0.00	782.50	0.00	355,719.50	0.22
REVENUE OVER/(UNDER) EXPENDITURES	(274,802)	0.00	(782.50)	0.00	(274,019.50)	0.28

09 -General CIP - Equipment

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
09-00-00-1001	CIP Equipment - Claim on Cash	580,878.33	
09-00-00-1152	Misc Accounts Receivable	(2.50)	
			<u>580,875.83</u>
TOTAL ASSETS			580,875.83
			=====
LIABILITIES			
=====			
09-00-00-2030	CIP Equipment - A/P Pending	33,900.00	
TOTAL LIABILITIES			<u>33,900.00</u>
EQUITY			
=====			
09-00-00-2710	Unassigned Fund Balance	60,406.20	
09-00-00-2713	Committed Fund Balance	<u>520,469.63</u>	
TOTAL BEGINNING EQUITY			580,875.83
TOTAL EXPENSES			<u>33,900.00</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES			(33,900.00)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>546,975.83</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			580,875.83
			=====

09 -General CIP - Equipment
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
Other Revenues	<u>275,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>275,000.00</u>	<u>0.00</u>
TOTAL REVENUES	275,000	0.00	0.00	0.00	275,000.00	0.00
<u>EXPENDITURE SUMMARY</u>						
<u>General CIP - Equipment</u>						
Administration	<u>464,641</u>	<u>0.00</u>	<u>33,900.00</u>	<u>250.00</u>	<u>430,491.00</u>	<u>7.35</u>
TOTAL General CIP - Equipment	464,641	0.00	33,900.00	250.00	430,491.00	7.35
<u>State Grants</u>						
<u>DOE Energy Grant</u>						
TOTAL EXPENDITURES	464,641	0.00	33,900.00	250.00	430,491.00	7.35
REVENUE OVER/(UNDER) EXPENDITURES	(189,641)	0.00	(33,900.00)	(250.00)	(155,491.00)	18.01

10 -Road Projects

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
10-00-00-1001	Roads Claim on Cash	<u>623,776.99</u>	<u>623,776.99</u>
TOTAL ASSETS			<u>623,776.99</u>
			=====
LIABILITIES			
=====			
EQUITY			
=====			
10-00-00-2710	Unassigned Fund Balance	348,155.91	
10-00-00-2713	Committed Fund Balance	<u>275,621.08</u>	
TOTAL BEGINNING EQUITY		<u>623,776.99</u>	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>623,776.99</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			<u>623,776.99</u>
			=====

CITY OF PALMER
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2020

10 -Road Projects
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
Other Revenues	<u>135,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>135,000.00</u>	<u>0.00</u>
TOTAL REVENUES	135,000	0.00	0.00	0.00	135,000.00	0.00
<u>EXPENDITURE SUMMARY</u>						
<u>General CIP - Projects</u>						
General CIP-ROAD MAINT	623,778	0.00	0.00	0.00	623,778.00	0.00
General CIP - Other	<u>135,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>135,000.00</u>	<u>0.00</u>
TOTAL General CIP - Projects	758,778	0.00	0.00	0.00	758,778.00	0.00
TOTAL EXPENDITURES	758,778	0.00	0.00	0.00	758,778.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	(623,778)	0.00	0.00	0.00	(623,778.00)	0.00

15 -Golf Course

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
15-00-00-1001	Golf Course - Claim on Cash	(195,180.70)
15-00-00-1411	Inventory	1,365.40
15-00-00-1615	Golf Course Land	1,544,619.82
15-00-00-1620	Buildings	254,558.79
15-00-00-1621	Bldgs-Allow For Depreciation	(210,884.00)
15-00-00-1630	Improvements Other Than Bldgs	667,233.64
15-00-00-1631	Other-Allow For Depreciation	(440,705.96)
15-00-00-1640	Equipment	411,299.00
15-00-00-1641	Equip-Allow For Depreciation	(<u>381,584.00</u>)
		<u>1,650,721.99</u>
TOTAL ASSETS		1,650,721.99
		=====
LIABILITIES		
=====		
15-00-00-2030	Golf Course - A/P Pending	2,389.03
15-00-00-2221	Gift Certificates	35,772.52
15-00-00-2699	Advance from Other Fund	<u>621,858.18</u>
TOTAL LIABILITIES		<u>660,019.73</u>
EQUITY		
=====		
15-00-00-2710	Fund Balance	<u>1,223,143.17</u>
TOTAL BEGINNING EQUITY		1,223,143.17
TOTAL REVENUE		796.12
TOTAL EXPENSES		<u>233,237.03</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		(232,440.91)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>990,702.26</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		1,650,721.99
		=====

CITY OF PALMER
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2020

15 -Golf Course
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
Fees & Services	546,000	146.12	796.12	0.00	545,203.88	0.15
Other Revenues	<u>40,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>0.00</u>
TOTAL REVENUES	586,000	146.12	796.12	0.00	585,203.88	0.14
<u>EXPENDITURE SUMMARY</u>						
<u>Golf Course</u>						
Administration	<u>585,559</u>	<u>113,917.20</u>	<u>233,237.03</u>	<u>0.00</u>	<u>352,321.97</u>	<u>39.83</u>
TOTAL Golf Course	585,559	113,917.20	233,237.03	0.00	352,321.97	39.83
TOTAL EXPENDITURES	585,559	113,917.20	233,237.03	0.00	352,321.97	39.83
REVENUE OVER/(UNDER) EXPENDITURES	441	(113,771.08)	(232,440.91)	0.00	232,881.91	2,707.69-

24 -Water/Sewer Projects Fund

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
24-00-00-1001	Water/Sewer Claim on cash	(6,666,079.31)
24-00-00-1010	CONSTRUCTION CHECKING	25,635.99
24-00-00-1152	Misc Accts Receivable-Federal	122,699.18
24-00-00-1211	W/S Assesments Receivable	<u>0.39</u>
		(<u>6,517,743.75</u>)
TOTAL ASSETS		(6,517,743.75)
		=====
LIABILITIES		
=====		
24-00-00-2030	WS CIP Projects - A/P Pending	1,125.00
24-00-00-2100	Grant Wages Payable	<u>222.62</u>
TOTAL LIABILITIES		<u>1,347.62</u>
EQUITY		
=====		
24-00-00-2710	Fund Balance	(<u>6,517,966.37</u>)
TOTAL BEGINNING EQUITY		(6,517,966.37)
TOTAL EXPENSES		<u>1,125.00</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		(1,125.00)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		(<u>6,519,091.37</u>)
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		(6,517,743.75)
		=====

24 -Water/Sewer Projects Fund
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
Grants	92,202	0.00	0.00	0.00	92,202.00	0.00
Other Revenues	<u>150,000</u>	<u>0.00</u>	<u>150,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL REVENUES	242,202	0.00	150,000.00	0.00	92,202.00	61.93
<u>EXPENDITURE SUMMARY</u>						
<u>Transfers Out</u>						
<u>Federal Grants</u>						
<u>State Grants</u>						
<u>City Match Funds</u>						
<u>State Grants</u>						
<u>DEPT 01</u>						
Grant # 14-DC-125	92,202	0.00	0.00	3,155.30	89,046.70	3.42
TOTAL DEPT 01	<u>92,202</u>	<u>0.00</u>	<u>0.00</u>	<u>3,155.30</u>	<u>89,046.70</u>	<u>3.42</u>
<u>DEPT 03 Airport Grants</u>						
<u>Airport City Match</u>						
<u>Water/Sewer Equipment</u>						
Water Equipment	107,294	0.00	0.00	13,684.37	93,609.63	12.75
Sewer Equipment	<u>52,747</u>	<u>0.00</u>	<u>0.00</u>	<u>42,092.00</u>	<u>10,655.00</u>	<u>79.80</u>
TOTAL Water/Sewer Equipment	160,041	0.00	0.00	55,776.37	104,264.63	34.85
<u>Glenn Hwy-Utility Reloca</u>						
Glenn Hwy Project	4	0.00	0.00	0.00	4.00	0.00
TOTAL Glenn Hwy-Utility Reloca	<u>4</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4.00</u>	<u>0.00</u>
<u>SW Utility Ext WW Main</u>						
<u>WWTP Facility</u>						
WWTP Imp City Funds	<u>31</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>31.00</u>	<u>0.00</u>
TOTAL WWTP Facility	31	0.00	0.00	0.00	31.00	0.00

CITY OF PALMER
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2020

24 -Water/Sewer Projects Fund
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>General CIP WATER</u>						
General CIP	28,265	1,125.00	1,125.00	0.00	27,140.00	3.98
TOTAL General CIP WATER	28,265	1,125.00	1,125.00	0.00	27,140.00	3.98
<u>Grants Pool</u>						
TOTAL EXPENDITURES	280,543	1,125.00	1,125.00	58,931.67	220,486.33	21.41
REVENUE OVER/ (UNDER) EXPENDITURES	(38,341)	(1,125.00)	148,875.00	(58,931.67)	(128,284.33)	234.59-

30 -Airport Captial Projects

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
30-00-00-1001	Airport Claim on cash	38,546.26	
30-00-00-1181	FAA A/R 023-2018	<u>13,156.25</u>	
			<u>51,702.51</u>
TOTAL ASSETS			51,702.51
			=====
LIABILITIES			
=====			
EQUITY			
=====			
30-00-00-2710	Fund Balance	<u>52,556.47</u>	
	TOTAL BEGINNING EQUITY	52,556.47	
TOTAL REVENUE		12,809.38	
TOTAL EXPENSES		<u>13,663.34</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		(853.96)	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>51,702.51</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			51,702.51
			=====

CITY OF PALMER
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2020

30 -Airport Captial Projects
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
Grants/ Fed Funding	588,585	12,809.38	12,809.38	0.00	575,775.62	2.18
Other Revenues	<u>16,600</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>16,600.00</u>	<u>0.00</u>
TOTAL REVENUES	605,185	12,809.38	12,809.38	0.00	592,375.62	2.12
<u>EXPENDITURE SUMMARY</u>						
<u>State Grants</u>						
<u>Federal Grants</u>						
FAA Grants	<u>595,590</u>	<u>12,809.38</u>	<u>12,809.38</u>	<u>0.00</u>	<u>582,780.62</u>	<u>2.15</u>
TOTAL Federal Grants	595,590	12,809.38	12,809.38	0.00	582,780.62	2.15
<u>General CIP</u>						
General CIP Projects	<u>43,411</u>	<u>853.96</u>	<u>853.96</u>	<u>0.00</u>	<u>42,557.04</u>	<u>1.97</u>
TOTAL General CIP	43,411	853.96	853.96	0.00	42,557.04	1.97
TOTAL EXPENDITURES	639,001	13,663.34	13,663.34	0.00	625,337.66	2.14
REVENUE OVER/(UNDER) EXPENDITURES	(33,816)	(853.96)	(853.96)	0.00	(32,962.04)	2.53

50 -Drug Seizure Fund

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
50-00-00-1001	Drug Seizures - Claim on Cash	<u>10,976.13</u>	
			<u>10,976.13</u>
TOTAL ASSETS			10,976.13
			=====
LIABILITIES			
=====			
EQUITY			
=====			
50-00-00-2710	Fund Balance	(111,234.64)	
50-00-00-2712	Fund Balance-Restricted	<u>125,659.77</u>	
	TOTAL BEGINNING EQUITY	14,425.13	
	TOTAL EXPENSES	<u>3,449.00</u>	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	(3,449.00)	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>10,976.13</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			10,976.13
			=====

CITY OF PALMER
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2020

50 -Drug Seizure Fund
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
<u>EXPENDITURE SUMMARY</u>						
<u>Drug Seizure</u>						
Administration	0	0.00	3,449.00	0.00 (3,449.00)	0.00
TOTAL Drug Seizure	0	0.00	3,449.00	0.00 (3,449.00)	0.00
TOTAL EXPENDITURES	0	0.00	3,449.00	0.00 (3,449.00)	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	(3,449.00)	0.00	3,449.00	0.00

52 -Police Grants Fund

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
52-00-00-1001	Police Grants - Claim on Cash	(24,574.72)	
52-00-00-1152	MSBSD-SRO AR	<u>29,064.71</u>	
			<u>4,489.99</u>
TOTAL ASSETS			4,489.99
			=====
LIABILITIES			
=====			
EQUITY			
=====			
52-00-00-2710	Fund Balance	250.63	
52-00-00-2712	Fund Balance-Restricted	<u>4,546.06</u>	
TOTAL BEGINNING EQUITY		4,796.69	
TOTAL REVENUE		29,064.71	
TOTAL EXPENSES		<u>29,371.41</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		(306.70)	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>4,489.99</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			4,489.99
			=====

CITY OF PALMER
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2020

52 -Police Grants Fund
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
Fees & Services	<u>125,000</u>	<u>29,064.71</u>	<u>29,064.71</u>	<u>0.00</u>	<u>95,935.29</u>	<u>23.25</u>
TOTAL REVENUES	125,000	29,064.71	29,064.71	0.00	95,935.29	23.25
<u>EXPENDITURE SUMMARY</u>						
<u>Police Grants</u>						
DUI/ Seatbelt	0	0.00	306.70	0.00 (306.70)	0.00
MSBSD SRO Program	<u>123,641</u>	<u>14,873.76</u>	<u>29,064.71</u>	<u>0.00</u>	<u>94,576.29</u>	<u>23.51</u>
TOTAL Police Grants	123,641	14,873.76	29,371.41	0.00	94,269.59	23.76
TOTAL EXPENDITURES	123,641	14,873.76	29,371.41	0.00	94,269.59	23.76
REVENUE OVER/(UNDER) EXPENDITURES	1,359	14,190.95 (306.70)	0.00	1,665.70	22.57-

53 -Narcotics Grants Fund

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
53-00-00-1001	Narc Grants - Claim on Cash	30,925.31	
53-00-00-1151	Accounts Receivable	<u>37,758.05</u>	
			<u>68,683.36</u>
TOTAL ASSETS			68,683.36
			=====
LIABILITIES			
=====			
EQUITY			
=====			
53-00-00-2710	Fund Balance	6,731.02	
53-00-00-2712	Fund Balance-Restricted	<u>24,452.34</u>	
TOTAL BEGINNING EQUITY		31,183.36	
TOTAL REVENUE		77,077.48	
TOTAL EXPENSES		<u>39,577.48</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		37,500.00	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>68,683.36</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			68,683.36
			=====

CITY OF PALMER
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2020

53 -Narcotics Grants Fund
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
Grants/ Fed Funding	<u>130,000</u>	<u>37,758.05</u>	<u>77,077.48</u>	<u>0.00</u>	<u>52,922.52</u>	<u>59.29</u>
TOTAL REVENUES	130,000	37,758.05	77,077.48	0.00	52,922.52	59.29
<u>EXPENDITURE SUMMARY</u>						
<u>Narcotics Grants</u>						
OPIATE TASK FORCE	<u>142,325</u>	<u>22,334.03</u>	<u>39,577.48</u>	<u>0.00</u>	<u>102,747.52</u>	<u>27.81</u>
TOTAL Narcotics Grants	142,325	22,334.03	39,577.48	0.00	102,747.52	27.81
TOTAL EXPENDITURES	142,325	22,334.03	39,577.48	0.00	102,747.52	27.81
REVENUE OVER/(UNDER) EXPENDITURES	(12,325)	15,424.02	37,500.00	0.00	(49,825.00)	304.26-

55 -Neighborhood Park Fund

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
55-00-00-1001	N/H Parks - Claim on Cash	<u>49,438.50</u>	<u>49,438.50</u>
TOTAL ASSETS			49,438.50
			=====
LIABILITIES			
=====			
EQUITY			
=====			
55-00-00-2710	Fund Balance	21,789.50	
55-00-00-2713	Fund Balance-Committed	<u>27,249.00</u>	
TOTAL BEGINNING EQUITY		49,038.50	
TOTAL REVENUE		<u>400.00</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		400.00	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>49,438.50</u>	
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			49,438.50
			=====

CITY OF PALMER
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2020

55 -Neighborhood Park Fund
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
Development Fees	0	400.00	400.00	0.00 (400.00)	0.00
TOTAL REVENUES	0	400.00	400.00	0.00 (400.00)	0.00
<u>EXPENDITURE SUMMARY</u>						
Neighborhood Parks						
REVENUE OVER/(UNDER) EXPENDITURES	0	400.00	400.00	0.00 (400.00)	0.00

City of Palmer
Sales Tax by Month

Council
Updated 05/04/2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2009	439,940.44	374,586.22	303,529.79	350,252.30	327,760.43	427,052.33	400,408.44	397,749.23	504,190.73	471,063.46	426,730.10	474,012.36	4,897,276
2010	512,639.30	221,932.04	452,533.69	406,134.13	374,132.87	389,014.63	447,921.85	425,267.04	573,302.08	527,292.00	368,575.60	458,752.43	5,157,498
2011	560,471.29	333,864.45	393,462.46	431,466.59	431,221.10	444,462.06	461,401.86	497,980.35	589,507.28	568,041.76	565,442.24	287,273.86	5,564,595
2012	431,187.74	373,673.30	437,545.28	444,551.88	435,333.62	468,546.08	497,973.54	476,696.57	682,731.38	556,388.75	469,029.40	546,188.89	5,819,846
2013	426,436.27	425,894.37	399,925.02	442,252.57	437,574.46	477,732.23	509,694.27	554,274.36	747,829.63	535,186.70	463,705.05	617,864.71	6,038,370
2014	706,153.32	410,780.20	425,768.20	460,820.57	468,761.19	565,203.07	545,107.19	543,277.73	785,772.40	586,182.21	493,216.15	389,936.29	6,380,979
2015	614,564.53	432,092.96	403,826.08	481,560.35	461,215.68	545,121.03	560,449.45	546,437.45	680,929.12	661,964.55	535,715.64	493,079.00	6,416,956
2016	614,535.00	419,172.12	438,488.67	487,879.15	468,893.65	510,349.83	573,095.73	530,501.00	784,395.00	643,923.00	492,460.00	535,871.00	6,499,564
2017	654,742.00	439,724.00	473,276.00	559,272.00	533,287.00	552,353.00	596,048.00	578,818.00	801,324.00	673,838.00	518,454.00	552,225.00	6,933,361
2018	699,081.00	503,904.00	469,286.00	536,404.00	522,228.00	576,912.00	644,768.00	593,547.00	864,444.00	677,933.00	544,215.00	583,847.00	7,216,569
2019	773,619.00	462,165.00	482,281.00	528,846.00	595,406.00	606,341.00	626,440.00	612,094.00	835,842.00	736,798.00	549,398.00	614,954.00	7,424,184
2020	808,616.00	538,382.00	503,656.00	551,388.00									2,402,042
2020-2019	34,997.00	76,217.00	21,375.00	22,542.00	(595,406.00)	(606,341.00)	(626,440.00)	(612,094.00)	(835,842.00)	(736,798.00)	(549,398.00)	(614,954.00)	
% from PY	0.0569	0.1818	0.0487	0.0462	(1.2698)	(1.1881)	(1.0931)	(1.1538)	(1.0656)	(1.1442)	(1.1156)	(1.1476)	
Y-T-D	34,997.00	111,214.00	132,589.00	155,131.00	(440,275.00)	(1,046,616.00)	(1,673,056.00)	(2,285,150.00)	(3,120,992.00)	(3,857,790.00)	(4,407,188.00)	(5,022,142.00)	

City of Palmer Legal Fees

Department	2020 Budget	January - March	%
<u>Expenditures/Expenses</u>			
01-01-05-6027 - Manager	5,000.00	1,441.00	28.82%
01-01-10-6027 - Finance	7,000.00	1,449.00	20.70%
01-01-12-6027 - Community Develop	7,500.00	65.00	0.87%
01-02-10-6027 - City Council	25,000.00	9,784.00	39.14%
01-12-10-6027 - Police	20,000.00	615.00	3.08%
01-13-10-6027 Fire	2,000.00	-	0.00%
01-17-10-6027- Public Works	5,000.00	279.00	5.58%
02-01-10-6027 - Water	5,000.00	-	0.00%
02-01-50-6027 - Sewer	5,000.00	988.00	19.76%
03-01-10-6027 - Airport	5,000.00	4,635.00	92.70%
05-01-10-6027 - Solid Waste	-	-	0.00%
15-01-10-6027 - Golf Course	500.00	107.00	21.40%
	87,000.00	19,363.00	22.26%

General Fund Captial Projects/Purchases Scheduled for 2020

Fund 08	Amount	Status
MTA Equipment Arena	20,000.00	
ADA Sidewalks Match Funds	61,700.00	Grant not happening in 2020
	<u>81,700.00</u>	
Fund 09		
Police Radios	50,000.00	Have remaining Funds from Previous Years
Police Vehicle Annual Replacement	50,000.00	Vehicle is Ordered
Sander Truck	175,000.00	
	<u>275,000.00</u>	
Fund 10		
Traffic Planning	135,000.00	
Fund 15		
Golf Course - Golf Carts	20,000.00	
Golf Course Infrastructure	20,000.00	
	<u>40,000.00</u>	
Fund 30		
Avigation Easement	16,600.00	FAA Grant 100% Funding Phase I
FAA Broke into Two Phases		Phase II may need funding depending on start date (if in 2020 100% funding)
Total From General Fund	548,300.00	

**City of Palmer
Resolution No. 20-0XX**

Subject: A Resolution to the Fees and Fines Schedules for the Waiver of Certain Fees or Fines Due to COVID-19 Public Health Disaster Emergency

Agenda of: May 12, 2020 – Committee of the Whole
June 9, 2020 – Public Hearing

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

Originator Information:

Originator: City Manager

Department Review:

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

Approved for Presentation By:

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

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: _____

Attachment(s):

- Resolution No. 20-0xx
- Sample hardship form

Summary Statement/Background:

On March 11, 2020, Alaska Governor declared a public health disaster emergency in response to the novel coronavirus disease (COVID-19) pandemic. Since that time the State has issued 15 health mandates including closing private and public schools and stay at home orders for non-essential operations. Many Palmer residents and businesses are being adversely affected by these mandates. The following fees or fines are being waived or are considerations for waivers to lessen the burden on Palmer residents, businesses, and airport operators.

Utilities:

On April 9, 2020 the Governor signed SB 241 which among other items, provided for a moratorium on disconnection of residential utility service. The bill states an individual may seek protection against residential utilities being disconnected for nonpayment during the COVID-19 public health disaster emergency. Under this provision, an individual must provide the public utility a signed statement, sworn under penalty of perjury, that the person is experiencing financial hardship related to the COVID-19 public health disaster emergency and negotiate a deferred payment agreement with the utility. The utility may not impose interest or late fees on a person receiving protection who fulfills the terms of a deferred payment agreement.

The City did not hang door tags or disconnect any water, sewer or garbage utilities in March. The City made phone calls instead as reminders and were successful on getting payment for most of the outstanding accounts. Currently 14 accounts are past due from March. Late fees were not charged (deferred) in April, a loss in penalty revenue of \$3,561. The City will continue the practice of phone calls to delinquent utility customers. The City will work with customers that are having financial hardship due to COVID-19 public health disaster emergency and get a COVID-19 financial hardship form in place.

The City would like to continue with this process and actually waive late fees and working with utility customers with this process through June 2020.

Airport Operators:

State mandates for travel restrictions and stay at home orders for non-essential operations has had a large impact on many of the City's airport operators. Airport lease holders have specific language in each of their leases regarding late payment penalties. The airport superintendent will work with each airport operator on a case by case basis waiving late payment penalties if applicable for the period of April through June 2020. This process would utilize a similar hardship form as finance.

LEGISLATIVE HISTORY

Introduced by: City Council
Date: June 9, 2020
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 20-0XX

A Resolution of the Palmer City to Suspend Certain Fees and Fines from the 2020 Fees and Fines schedules due to COVID-19 Public Health Disaster Emergency

WHEREAS, Alaska Governor declared a public health disaster emergency on March 11, 2020 due to COVID-19 and has since issued 15 state mandates including the closing of non-essential businesses, both private and public schools and a shelter in place order, and

WHEREAS, Palmer residents, airport operators, businesses have been adversely affected by the public health disaster emergency due to COVID-19 and the state mandates; and

WHEREAS, the City of Palmer desires to reduce the financial burden on the residents, businesses and airport operators of late fees and penalties on past due accounts for those who demonstrate a hardship.

NOW, THEREFORE, BE IT RESOLVED, that the Palmer City Council hereby authorizes the City Manager to waive interest and penalties for late payments to the City when a hardship is demonstrated retroactive to March 18, 2020 through June 30, 2020.

Approved by the Palmer City Council this ____ day of _____, 2020.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Coronavirus Relief Fund
Guidance for State, Territorial, Local, and Tribal Governments
April 22, 2020

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.¹

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost

¹ See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

A cost is “incurred” when the responsible unit of government has expended funds to cover the cost.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Nonexclusive examples of ineligible expenditures²

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.³
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

² In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

³ See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.