

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 Nathan Wallace

City of Palmer, Alaska
City Council Meeting
April 14, 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. 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..... Page 3
 - b. Introduction to **Ordinance No. 20-005**: Amending Palmer Municipal Code Section 2.04.160 Council Community Grants Page 7
 - 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 Page 15
2. Approval of Minutes of Previous Meetings
 - a. March 10, 2020, Regular Meeting Page 33
 - b. March 24, 2020, Regular Meeting Page 37
 - c. March 31, 2020, Special Meeting Page 42

E. REPORTS

1. City Manager’s Report..... Page 45
2. City Clerk’s Report Page 47
3. Mayor’s Report Page 69
 - a. Palmer/Saroma Sister City 40th Anniversary Trip
4. City Attorney’s Report

F. AUDIENCE PARTICIPATION

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 .. Page 71

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 Page 75
2. **Action Memorandum No. 20-028**: Authorizing the Mayor to Execute the City Manager’s Employment Agreement with John Moosey Page 83
3. **Action Memorandum No. 20-029**: Appointing Community Development Director Brad Hanson as the Interim City Manager and Authorizing Compensation Page 91

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
Apr 28	Regular	7 pm	
May 12	Regular	7 pm	
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
Aug 25	Regular	7 pm	

**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

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:
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

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		_____
City Attorney		_____
City Clerk		_____

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 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:
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, through its annual operating budget, determine the amount of funds to be allocated to the community grant program.

E. Community grant – 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 – 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- 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. 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. 20-026**

Subject: Authorize the City Manager to Negotiate and Execute a Sole Source Professional Services Agreement (PSA) 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.

Agenda of: April 14, 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>03/27/2020</u>
_____	Fire	_____	_____
_____	Police	_____	_____
<u> √ </u>	Public Works	<u><i>[Signature]</i></u>	<u>03/27/2020</u>

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<u><i>[Signature]</i></u>	_____
City Attorney	<u><i>[Signature]</i></u>	_____
City Clerk	<u><i>Norma L. Alley</i></u>	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ 92,960.00

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 92,960.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

<input checked="" type="checkbox"/> Budgeted	Line item(s):	<u>24-01-13-6225 Bogard Waterline Extension</u>	<u>\$87,813.46</u>
<input type="checkbox"/> Not budgeted		<u>02-01-10-6030 Water Contractual Services</u>	<u>\$5,146.54</u>

Director of Finance Signature: *[Signature]*

Attachment(s):

- HDL Engineering Services Fee Proposal 26Mar2020

Summary Statement/Background:

This sole source PSA with HDL Engineering for engineering services will bring the designs for the future Bogard Booster Station to 95% and will provide the drawings to ADEC for Agency Review.

We are requesting a sole source PSA with HDL Engineering Consulting LLC because HDL was the engineer of record on Bogard Booster Station area prep project and for design and construction the booster station at Reservoir #4. If another engineering firm were to assume this task, it would incur additional costs for startup. It is in the best interest of the city in terms of continuity of design and cost savings to award this to HDL.

The Agency Review, once design is completed to 95%, will allow the City a speedier construction approval process when it is determined the Bogard Booster Station is needed to provide adequate pressure to Zone 3 of the City's water distribution system.

Approval of this PSA utilizes the remainder of the project funds from DCCED grant 14-DC-125 before the grant expires on June 30th, 2020.

Administration's Recommendation:

To approve Action Memorandum No. 20-026 authorizing the City Manager to negotiate execute a PSA with HDL Engineering Consultants for 95% drawings of the Bogard Booster Station.

February 14, 2020 March 26, 2020

Chris Nall, Director of Public Works
City of Palmer
231 West Evergreen Avenue
Palmer, Alaska 99645

RE: Fee Proposal for Engineering Services (Revised 3/26/2020)
Bogard Road Booster Station 95% Design

Dear Mr. Nall:

HDL Engineering Consultants (HDL) is pleased to present this fee proposal for engineering services for final design of the Bogard Road Booster Station project. The Bogard Road Booster Station will provide pressure to the Pressure Zone 3 portion of the Bogard Road Water Extension constructed in 2014, and support the continued expansion of service to the City of Palmer's (City) utility service area.

In 2016, HDL and EDC, Inc. (EDC) completed a 35%-level design of the booster station to provide a basic level of detail to support additional funding requests and to serve as the basis of site design. HDL then provided design and construction oversight for a site preparation project which performed grading, access improvements, and a water extension to support the future construction of a booster station building.

This project will utilize remaining grant funding to prepare bid ready construction documents for the booster station building. Piping modifications will also be performed within a newly installed manhole near the City's Reservoir 1 to reconnect the Bogard Road Water Extension to the City's larger water distribution system.

Scope of Services

We propose to provide the following services as an amendment to our current contract:

Task 5 – Design Development (65%)

HDL will hold a project kickoff meeting between the City, EDC, and our architectural firm, Design Alaska, to establish lines of communication for the project and revisit the original 35% design. This meeting will get the project team up to speed on the project and set the basis for design development documents.

After meeting with the City, the project team will prepare a set of construction documents to the 65% complete stage. During this phase of design, the proposed improvements will be firmly established and plans and specifications brought to a point at which the proposed improvements are clearly identified and presented. Construction documents will include plans prepared using AutoCAD 2019, and a draft project manual that incorporates purchasing requirements from the City of Palmer Standard Specifications and material and construction specifications in Construction Specifications Institute (CSI) format. Additionally, we will

CIVIL
ENGINEERING

GEOTECHNICAL
ENGINEERING

TRANSPORTATION
ENGINEERING

ENVIRONMENTAL
SERVICES

PLANNING

SURVEYING
& MAPPING

CONSTRUCTION
ADMINISTRATION

MATERIAL
TESTING

REAL ESTATE
SERVICES

provide an estimate of probable construction costs based on project bidding results for similar construction project in the area.

Deliverables. The deliverable under this task will be 65% design level plans, specifications, and estimate for the proposed improvements in hard copy and PDF format.

Design Review Meeting. Allowing for adequate review time, HDL will schedule a design review meeting to include HDL's designers, subconsultants, and City staff. We will discuss any City comments and how the design team will incorporate the comments into the subsequent design stage.

Task 6 – 95% Design

After 65% review comments are received, we will incorporate them into the design and continue to refine the construction documents to the 95% design stage. We will prepare and submit an application for approval to construct the project to the Alaska Department of Environmental Conservation (ADEC).

The deliverables for this task will be plans, a project manual, and an engineer's construction cost estimate completed to the approximate 95% complete design stage. We anticipate signing and sealing documents for the ADEC approval to construct package, however, documents will be labeled "For Agency Review" and not for construction. Once funding is obtained, these documents will need to be reviewed and updated to address ADEC comments and final City review comments, and to meet the most current building, fire, and other applicable design codes prior to bidding.

ASSUMPTIONS

The following assumptions were used to prepare this estimate:

1. No public involvement will be performed.
2. The previously completed 35% building design package will serve as the basis of design for the project. Significant revisions to the internal layout of the building, construction materials, or components will not be required. Nor will revisions to the project site.
3. There will be no landscaping component to the project, except to topsoil and seed the disturbed areas.
4. A single review meeting will be held in Palmer at the 65% design stage. EDC and Design Alaska will participate via teleconference.
5. Design of natural gas, power, and telephone extensions to the new booster station are not included. Utility coordination and extensions will be required after funding for construction is secured.
6. EDC will perform limited SCADA coordination with TecPro with the assumption that final SCADA design will be completed after 95% facility design but prior to construction.
7. A Storm Water Pollution Prevention Plan is not included.

SCHEDULE

Upon notice to proceed (NTP) we will commence work immediately. Based on an NTP in early-March, we anticipate the design can be completed in the spring of 2020, with delivery of 95% design documents in late-May 2020. Our anticipated delivery date could be affected by extended or delayed plan reviews or by significant revisions requested by the City.

FEE

We propose to provide the aforementioned services on a time and expenses basis at our published hourly labor rates and ~~standard 10%~~ reduced mark-up of 5% on subcontracts and reimbursable expenses for a fee not to exceed ~~\$99,855~~ **\$92,960** as detailed on the attached worksheet.

We appreciate the opportunity to provide this proposal and look forward to assisting the City with this important project. If you have any questions, please contact me at 746-5230.

Sincerely,

HDL Engineering Consultants, LLC



Chris Bowman, P.E.
Senior Civil Engineer

cc: David Lundin, P.E., HDL

attach: HDL Fee Worksheet (3 pages)
EDC Fee Proposal (3 pages)
Design Alaska Fee Proposal (3 pages)

COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants, LLC				PROJECT TITLE: Bogard Road Booster Station Design											
TASK NO: 5	TASK DESCRIPTION: 65% Design							DATE: 3/26/2020							
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													
		Principal Civil Eng.	Senior Civil Engineer	Eng Assistant	Designer/Drafter	Clerical									
	Management & Coordination	4	12			2									
	65% Project Plans														
	Sht Indx/Notes/Legend		1	2	2										
	Typical Sections		4	4	2										
	Site Plan		8	12	16										
	Details		4	8	4										
	Specifications & Bid Docs		8	24											
	Cost Estimate		2	4	2										
	QC Review	4													
	65% Review Meeting		2	2											
TOTAL LABOR HOURS		8	41	56	26	2	0	0	0	0	0	0	0	0	0
* LABOR RATES (\$/HR)		\$185.00	\$145.00	\$95.00	\$115.00	\$85.00									
LABOR COSTS (\$)		\$1,480.00	\$5,945.00	\$5,320.00	\$2,990.00	\$170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES												COMMENTS:			
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE											
				\$0.00											
				\$0.00											
				\$0.00											
				\$0.00											
				\$0.00											
	Markup at 10%			\$0.00											
				\$0.00											
				TOTAL EXPENSES:	\$0										
												FIRM'S TOTAL COST OF LABOR (or Fixed Price):		\$15,905	
												IF CPFF, TOTAL INDIRECT COST @		0.00%	\$0
												FIRM'S TOTAL EXPENSES		\$0	
SUB-CONTRACTORS: Firm Initials and Price Per Task												FIRM'S TOTAL COST (no Subcontracts or Fee)		\$15,905	
FIRM:	EDC	Design Alaska			Subtotal	5% Markup									
AMOUNT:	\$21,600	\$12,500			\$34,100	\$1,705	TOTAL SUBCONTRACTOR PRICES:				\$35,805				

* 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.)

COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants, LLC				PROJECT TITLE: Bogard Road Booster Station Design							
TASK NO: 6		TASK DESCRIPTION: Final Design						DATE: 3/26/2020			
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>				PREPARED BY: Chris Bowman					
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION									
		Principal Civil Eng.	Senior Civil Engineer	Eng Assistant	Designer/ Drafter	Clerical					
	Management & Coordination	4	12			2					
	95% Project Plans										
	Sht Indx/Notes/Legend			1	1						
	Typical Sections		2	4	2						
	Site Plan		8	8	12						
	Details		4	4	4						
	Specifications & Bid Docs		8	16							
	Cost Estimate		1	2	2						
	QC Review	4									
	ADEC Approval to Construct		8	24	4						
TOTAL LABOR HOURS		8	43	59	25	2	0	0	0	0	0
* LABOR RATES (\$/HR)		\$185.00	\$145.00	\$95.00	\$115.00	\$85.00					
LABOR COSTS (\$)		\$1,480.00	\$6,235.00	\$5,605.00	\$2,875.00	\$170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES											
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: ADEC plan review fees to be paid directly by City of Palmer.						
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
	Markup at 10%			\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price):		\$16,365				
					IF CPFF, TOTAL INDIRECT COST @		0.00%		\$0		
					FIRM'S TOTAL EXPENSES		\$0				
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL COST (no Subcontracts or Fee)		\$16,365				
FIRM:	EDC	Design Alaska			Subtotal	5% Markup					
AMOUNT:	\$16,200	\$7,500			\$23,700	\$1,185	TOTAL SUBCONTRACTOR PRICES:		\$24,885		

* 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.)



January 30, 2020

Chris Bowman, P.E.
Hattenburg, Dilley, & Linnell
202 W Elmwood Ave, Suite 1
Palmer, AK 99645

Subject: City of Palmer Bogard Road Booster Station – Electrical/Mechanical Fee Proposal

Dear Chris:

This letter is EDC's proposal to provide electrical and mechanical engineering services in support of the new booster station design with no reservoir. This proposal is based on the following:

Scope of Work

- ~~Coordination with Matanuska Electric Association (MEA) and Matanuska Telephone Association (MTA) to provide electrical power and telecom to the site.~~
- ~~Coordination with Enstar for gas service to the site.~~
- ~~New electrical service and power distribution equipment.~~
- Booster station building and site lighting.
- Booster station pressure pump selections and piping design.
- Booster station pressure pump power and controls.
- Chlorine system power and controls. Separate hypochlorite process will be provided.
- Building/Site security cameras and access controls.
- Booster station natural gas standby generator with propane backup.
- Building HVAC including electric and gas fired terminal heating units and chemical room ventilation.
- Plumbing system consisting of sanitary sewer only.
- Coordination with SCADA system contractor (TecPro) for development of SCADA system requirements, communications and drawings.
- Milestone deliverables are 65% and 95% unstamped documents.
- Book specifications will be provided in CSI format.

It is anticipated that the design will include the electrical following drawings:

- E1 – Power One-line, Legend and Abbreviations
- E2 – Reservoir Electrical Site Plan
- E3 – Booster Station Lighting Plan
- E4 – Booster Station Power Plan
- E5 – Booster Station Instrumentation Plan
- E6 – Booster Station Power One-Line Diagram & Panel Schedule

January 30, 2020

E7 –Electrical Details

TecPro shop drawings will be for information only.

It is anticipated that the design will include the mechanical following drawings:

M1 – Legend, Abbreviations, and Schedules

M2 – Booster Station Piping Plan

M3 – Process Piping Details

M4 – Booster Station Heating and Ventilation Plan and Details

M5 – Fuel System Plan and Details

Electrical and mechanical engineer’s construction cost estimate will also be provided as part of the design.

Assumptions

- HDL will provide pump performance (flow and head pressure) requirements.
- HDL will provide EDC, Inc. with the floor plans and/or site plans background drawings in AutoCAD format for our use.
- HDL will provide a process narrative and diagram describing the intended hydraulic operation of the booster station/reservoir for our use in developing the control scheme and SCADA requirements.
- One review meeting at 65%, held in Palmer. The 95% review is not included.
- TecPro will develop all the SCADA drawings including control panel layouts, back panel drawings, PLC rack views, loop diagrams, network and communications block diagrams, etc.
- TecPro will provide all Div, 40 materials and perform SCADA integration.
- TecPro will provide development and install the radio communications link to the City of Palmer’s existing SCADA system.
- EDC, Inc. will coordinate with TecPro in the development of the SCADA drawings and will review them for accuracy and completeness.

Exclusions

- This proposal does not include permit applications to DEC and other AHJ’s.
- Electrical or telephone utility line extension design. It is assumed that MEA/MTA will provide service to the new booster station. EDC, Inc. will provide coordination with MEA/MTA only.
- Construction management services such as site inspections, submittal reviews, design clarifications or record drawings.

Deliverables

- Full and/or half-size, reproducible copy (PDF) of the unstamped design drawings will be provided.
- An electronic copy of the drawings in AutoCAD format will also be available upon request.
- Electronic copies of the specifications will also be provided.

January 30, 2020

Fee

The fee to perform the above scope of work is:

	Electrical Design	Mechanical Design
65% Design	\$10,250	\$11,350
95% Design	<u>\$7,400</u>	<u>\$8,800</u>
Subtotals	\$17,650	\$20,150
Total combined fee	\$37,800	

Please feel free to contact me if you have any questions concerning this proposal.

Sincerely,



John A. Pepe, P.E.

EDC, Inc.

January 23, 2020



HDL Engineering
202 West Elmwood Ave
Palmer, AK 99645

Attn: Chris Bowman
Re: Bogard Road Pumping Station
Proposal for Professional Services

Design Alaska, Inc. (Design Alaska) is pleased to submit this proposal for professional services to HDL Engineering Consultants LLC (Client).

AGREEMENT

Upon acceptance of this proposal by Client, the considerations expressed herein (including Basic Services, Compensation and Other Terms) will constitute the Agreement between Client and Design Alaska for the Professional Services to be performed.

THE PROJECT

Construct a circulating pump station for the City of Palmer water utility in the Palmer Alaska. Project includes site development and utility connections.

BASIC SERVICES

The scope of professional services proposed for this project is limited to:

Task 1

1. Development of Architectural and Structural drawings for the building envelope. Work will include foundation, floors, walls, roof and openings in accordance with current adopted codes.
2. Support the development of plan review applications to public authorities.
3. Cost Estimating for the work developed by Design Alaska.

This proposal is offered with the understanding that:

1. Work is intended to be publicly bid. Full CSI Specifications will be used when appropriate.
2. Drawings will be prepared in REVIT format and delivered in CAD and .pdf format for use in project drawings and delivery to client.
3. 65%, 95% and 100% drawings will be provided for owner review. Over the shoulder sets will be provided as needed for coordination with the design team. Owner review comments will be responded to formally. Client will provide interface with owner personnel as needed.

This proposal specifically excludes:

1. Services associated with the identification or abatement of hazardous materials that might be encountered as part of the design or construction phases of this project.
2. Geotechnical engineering. Assumed soil loadings will be used for this small scale facility

3. Preparation of bidding and construction contract documents (Div 00) and general administrative provisions (Div 01).
4. Mechanical, Electrical, Civil engineering or landscape services associated with the building. These services may be provided as an additional service if desired.
5. Reproduction for client or owner use.
6. Construction phase services. These services can be added at a later date if desired.

COMPENSATION

For Basic Services rendered, Design Alaska will be compensated on a Time and Expense Basis in accordance with Design Alaska's Hourly Rate Schedule in effect at the time services are provided. A copy of the current rate schedule is attached. Costs for professional services included with Basic Services are estimated to be \$20,000.

Design Alaska will be reimbursed for Other Direct Costs at actual cost plus 10%. Other Direct Costs include the cost of travel and out-of-town living expenses, reproduction and mailing expenses. If Design Alaska pays any public authority document review fees, state or local taxes at any point in the project, Design Alaska will be reimbursed at cost.

OTHER TERMS

Any professional services beyond the scope of professional services included with Basic Services will be performed upon written authorization of the Client and will be compensated for on a Time and Expense Basis in accordance with Design Alaska's Hourly Rate Schedule in effect at the time services are provided, plus fees of subconsultants and Other Direct Costs at actual cost plus 10%, or as otherwise negotiated. A copy of the current rate schedule is attached.

Payments for professional services rendered and for Other Direct Costs will be made monthly upon presentation of Design Alaska's statement. Payments due to Design Alaska under this Agreement will include a service charge of twelve percent (12%) per annum or the maximum permissible by applicable law, whichever is less, on any amount not paid within thirty (30) days after the date of billing.

Design Alaska makes no guarantees or warranties, express or implied, that the professional services performed under this agreement will be without error or flaw in judgment. Design Alaska will exercise that degree of skill, care, and judgment commensurate with the professional standards for services of a similar nature. Design Alaska shall not be liable under any other standard of performance.

Design Alaska shall not be liable for consequential damages arising out of or relating to the services provided under this Agreement. Consequential damages include rental expenses; loss of use, income, profit, financing, business, and reputation; and loss of management or employee productivity or of the services of such persons.

Design Alaska has no control over information supplied by others (Client, utilities, other consultants, etc.) and has no obligation to verify its accuracy unless verification of such information is specifically listed in the scope of professional services under Basic Services.



Because of factors beyond the control of Design Alaska and Client, actual bids or negotiated construction costs may vary from estimates of construction cost, which Design Alaska may prepare. Accordingly, Design Alaska does not warrant such estimates.

Design Alaska shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with construction of the Project, for the acts or omissions of contractors, subcontractors or any other persons performing construction of the Project, or for the failure of any of them to carry out the Project in accordance with the Contract Documents.

This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In the event of termination not the fault of Design Alaska, Design Alaska shall be compensated for all services performed to termination date, together with reimbursable charges then due and all termination expenses.

This letter is the entire Agreement between the Client and Design Alaska. Changes or additions to this Agreement must be in writing and must be signed by both the Client and Design Alaska.

Acceptance of this Agreement by separate instrument is limited to the terms hereof, and Design Alaska hereby expressly objects to any different or additional terms contained in the Client's instrument of acceptance, whether in form of purchase order, acknowledgment, acceptance or other document.

If this proposal is satisfactory, sign, date, and return the original to Design Alaska. With the signature of Client, this document becomes an Agreement for Professional Services and provides Design Alaska with authorization to proceed.

Respectfully submitted,
Design Alaska, Inc.

Chris H. Miller, P.E.
President

Date: 1/23/2020

Accepted by:
HDL Engineerings Consultants, Inc

By: _____
Authorized Signature

Title: _____

Date: _____

encl; Hourly Rate Schedule

xc:

Pages: 3

M:\Potential Projects\00 MISC\2019\Palmer Bogard Booster Station\Bogard Station Agreement 2019.docx

Design Alaska, Inc.
Hourly Rate Schedule
2019

Category	Hourly Rate
CONTRACT MANAGER	\$215.00
SENIOR ARCHITECT/ENGINEER	\$187.75
STAFF ARCHITECT/ENGINEER II	\$160.50
STAFF ARCHITECT/ENGINEER I	\$133.25
ARCHITECT/ENGINEER IN TRAINING	\$106.00
* TECHNICIAN II	\$106.00
* TECHNICIAN I	\$78.75
PROJECT MANAGEMENT ASSISTANT	\$160.50
SENIOR LAND SURVEYOR	\$160.50
* LAND SURVEYOR	\$133.25
* ASSISTANT LAND SURVEYOR	\$106.00

* These classifications are subject to an overtime charge of 1.35 standard hourly rate.

DESIGN-BUILD SERVICES APPENDIX (DELETE THIS PAGE BEFORE FINALIZING THE AGREEMENT)

Include the following three paragraphs at the Understandings section of the Agreement when the Agreement is for Design Build services:

1. Client is jointly responsible, with Design Alaska, for interpretation of the Owner's requirements outlined in the RFP for the Project and the requirements of applicable regulatory authorities. Design Alaska must have Client's concurrence that the final design package, drawings and specifications, meets these requirements. If during the course of construction the Owner or a regulatory authority demonstrates that the facility does not meet these requirements, then Design Alaska will be responsible for the associated redesign costs only.
2. Design Alaska reserves the right to produce designs and make material and equipment selections that exceed the Owner's or regulatory authority's requirements if, in Design Alaska's opinion, compliance with these requirements would not result in an acceptable facility.
3. Client will verify existing conditions affecting the Work, including existing sizes and materials indicated, prior to beginning Work or ordering materials that are affected by existing conditions.

Include appropriate paragraphs from the following list at the Exclusions section of the Agreement when the Agreement is for Design Build services:

1. Services associated with the identification or abatement of hazardous materials that might be encountered as part of the design or construction phases of this project.
2. Structural steel design and drafting services for pre-engineered metal buildings (PEMB). Structural steel design and drafting will be provided by a pre-engineered building supplier. Design Alaska's structural engineering services for PEMBs are limited to those associated with the building foundations. Client or his chosen subcontractor will retain an engineer under separate agreement for design of the PEMB's structural steel system.
3. Sprinkler system shop drawings. Design Alaska will, within the scope of this agreement, provide specifications and design criteria from which the Client's sprinkler system subcontractor will layout, and provide shop drawings for, the sprinkler system. If the regulatory authority requires that sprinkler system calculations and drawings be sealed and signed by a registered engineer, Client or his chosen subcontractor is responsible for retaining the engineer under separate agreement.
4. HVAC control systems engineering design and drafting services. Design Alaska will, within the scope of this agreement, provide specifications and sequences of operations from which Client or his chosen controls subcontractor would design, and provide drawings for, the control system. If the regulatory authority requires that HVAC control system documents be sealed and signed by a registered engineer, Client or his chosen subcontractor is responsible for retaining the engineer under separate agreement.
5. Refrigeration system piping diagrams and installation drawings. Design Alaska will, within the scope of this agreement, with the assistance of Client's chosen refrigeration equipment supplier, provide refrigeration system equipment selections. Client or his chosen subcontractor will design and provide drawings for, the refrigeration system. If the regulatory authority requires that refrigeration system diagrams and installation drawings be sealed and signed by a registered engineer, Client or his chosen subcontractor is responsible for retaining the engineer under separate agreement.

6. Fire alarm and mass notification system shop drawings. Design Alaska will, within the scope of this agreement, provide specifications and design criteria from which Client or his chosen subcontractor would design, and provide shop drawings for the fire alarm and mass notification systems. If the regulatory authority requires that fire alarm and mass communication system shop drawings be sealed and signed by a registered engineer, Client or his chosen subcontractor is responsible for retaining the engineer under separate agreement.
7. Medical gas system.....

INSURANCE APPENDIX (DELETE THIS PAGE BEFORE FINALIZING THE AGREEMENT)

Insert the contents of the Insurance Appendix, appropriately edited, where indicated only if Client specifically requires that they be listed as an addition insured for this project. This will typically be required only with Design Build projects or projects where we are a subcontractor.

Insurance

Design Alaska shall procure and maintain the following insurance coverage:

Professional Liability E&O Insurance

\$1,000,000 per claim.
\$2,000,000 aggregate.

General Liability Insurance

\$1,000,000 per accident for bodily/personal injury and property damage.
\$2,000,000 aggregate.
\$2,000,000 products/completed operations general aggregate.

Automobile Liability Insurance

\$1,000,000 per accident for bodily injury and property damage.

Umbrella Liability Insurance for General and Auto Insurance

\$4,000,000 per occurrence.

Worker's Compensation Insurance

\$1,000,000 employer's liability each accident for bodily injury.
\$1,000,000 employer's liability policy for injury and disease.
\$1,000,000 employer's liability each employee for injury by disease.

Edit the following paragraph to include only those entities required by Client to be individual certificate holder, only those entities required by Client to be listed as additional insureds, and only those entities required by Client to have waivers of subrogation.

Client, General Contractor, and Owner are to be individual certificate holders; are to be additional insureds with regard to general and automobile liability insurance; and waivers of subrogation in favor of certificate holders apply to general and automobile liability and worker's compensation insurance.

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on March 10, 2020, at 7:07 p.m. in the Council Chambers, Palmer, Alaska. Mayor DeVries called the meeting to order at 7:07 p.m. Mayor DeVries requested it be recorded, that due to the preceding joint meeting adjourning at 7:02 p.m. the regular meeting was delayed in starting.

B. ROLL CALL

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

Edna DeVries, Mayor
Julie Berberich
Steve Carrington

Linda Combs, Deputy Mayor
Sabrena Combs
Jill Valerius

City Clerk Alley notified Council of receiving notification from Council Member Best, regarding his absence for the regular meeting. Council Member Best was absent and excused.

Staff in attendance were the following:

Nathan Wallace, City Manager
Norma I. Alley, MMC, City Clerk

Michael Gatti, City Attorney
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 to **Ordinance No. 20-002:** Amending Palmer Municipal Code Chapter 3.16 Sales Tax and Adopting Remote Seller Sales Tax Code, By Reference, to Create Uniform Provisions for Collection and Remittance of Sales Tax
 - b. **Action Memorandum No. 20-018:** Authorizing the City Manager to Negotiate and Execute a New Lease Agreement with Hageland Aviation Services, Inc. for Continued Operations on Lot 2, Block 3, Palmer Municipal Airport
2. Approval of Minutes of Previous Meetings
 - a. February 25, 2020, Regular Meeting

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

Moved by:	S. Combs
Seconded by:	L. Combs
Vote:	6 Yes/0 No/1 Absent (Best)
Action:	Motion Carried

E. REPORTS

1. City Manager's Report

City Manager Wallace highlighted his written report and provided a memo regarding COVID-19.

2. City Clerk's Report

None.

3. Mayor's Report

Mayor DeVries highlighted her written report.

4. City Attorney's Report

None.

F. AUDIENCE PARTICIPATION

Ms. Nancy Burnett requested support for the Palmer Spring Classic Council Grant.

Mr. David Fuller spoke about a previous incident with Council Member Best and Palmer Police Department and requested Council's input on the ethical problem it posed.

Ms. Lee Henrikson spoke about a previous incident with Council Member Best and Palmer Police Department and requested Council's input on the ethical problem it posed.

Ms. Lisa Albert-Konecky spoke about a previous incident with Council Member Best and Palmer Police Department and requested a response from the Mayor regarding the ethical problem it posed.

Mrs. Denise Christopher's written testimony requesting support for the Green Day Gallop Council Grant was entered into the record.

G. NEW BUSINESS

1. **Action Memorandum No. 20-019:** Authorizing the Mayor to Execute an Employment Agreement with City Clerk Norma Alley

Main Motion: To Approve Action Memorandum No. 20-019

Moved by:	S. Combs
Seconded by:	Valerius

Motion to Postpone: To Postpone Action Memorandum No. 20-019 to March 24, 2020

Moved by:	Carrington
Seconded by:	L. Combs

Deliberation amongst the Council commenced on potential amendments and merit on postponing the contract. Negotiation commenced between the Council and City Clerk on the contract.

Motion: To Move the Previous Question

Moved by:	Valerius
Seconded by:	Berberich
Action:	3 Yes/3 No (Carrington/L. Combs/DeVries)/1 Absent (Best)
Action:	Motion Failed

Vote to Postpone: To Postpone Action Memorandum No. 20-019 to March 24, 2020

Vote:	3 Yes/3 No ((Berberich, S. Combs, Valerius)/1 Absent (Best)
Action:	Motion Failed for Lack of Majority Vote

Primary Amendment #1: To Amend Item 3.B. to Two Months, Item 4.B. to Change the Word Salary to Performance, Item 11.H. to She

Moved by:	S. Combs
Seconded by:	Valerius
Vote:	6 Yes/0 No/1 Absent (Best)
Action:	Motion Carried

Primary Amendment #2: To Reduce Pay to \$95, 441.00

Moved by:	S. Combs
Seconded by:	Valerius
Vote:	6 Yes/0 No/1 Absent (Best)
Action:	Motion Carried

Primary Amendment #3: To Amend 2.D. to Change Five Years to Three Years

Moved by:	L. Combs
Seconded by:	Berberich
Vote:	6 Yes/0 No/1 Absent (Best)
Action:	Motion Carried

Main Motion: To Approve Action Memorandum No. 20-019, as Amended

Vote:	4 Yes/2 No (Carrington, DeVries)/1 Absent (Best)
Action:	Motion Carried

Mayor DeVries called a recess at 8:24 p.m. The meeting reconvened at 8:31 p.m.

2. **Action Memorandum No. 20-020:** Directing the City Manager to Notify the State of Alaska of the City Council’s Statement of Non-Objection to Liquor License No. 1436 for Pizzeria Delphi Restaurant, Located at 103 W. Arctic Avenue

Main Motion: To Approve Action Memorandum No. 20-020

Moved by:	S. Combs
Seconded by:	Valerius
Vote:	6 Yes/0 No/1 Absent (Best)
Action:	Motion Carried

3. **Action Memorandum No. 20-021:** Approving a Council Community Grant in the Amount of \$2,000.00 to the Organizers of the Mayor’s Green Day Gallop

Main Motion: To Approve Action Memorandum No. 20-021

Moved by:	S. Combs
Seconded by:	Valerius
Vote:	6 Yes/0 No/1 Absent (Best)
Action:	Motion Carried

4. **Action Memorandum No. 20-022:** Approving a Council Community Grant in the Amount of \$1,000.00 to the Organizers of the Palmer Spring Classic

Council Member Berberich rescued herself due to being a sponsor of the Palmer Spring Classic.

Main Motion: To Approve Action Memorandum No. 20-022

Moved by:	L. Combs
Seconded by:	Valerius
Vote:	5 Yes/0 No/1 Absent (Best)/1 Recused (Berberich)
Action:	Motion Carried

5. **Information Memorandum No. 20-004:** Committee of the Whole for Discussion on General Election Matters (note: action may be taken following the committee of the whole)

The Council entered into a Committee of the Whole at 8:48 p.m.

Topics addressed included Council seats and term limits.

The Council adjourned from Committee of the Whole at 9:02 p.m. and reconvened the Regular Meeting.

Main Motion: To Direct a Resolution be Prepared for a Public Hearing Regarding Council Term Limits

Moved by:	S. Combs
Seconded by:	Valerius
Vote:	6 Yes/0 No/1 Absent (Best)
Action:	Motion Carried

H. RECORD OF ITEMS PLACED ON THE TABLE

City Clerk Alley reported the Memo from City Manager and an email from Denise Christopher were Items Placed on the Table.

I. AUDIENCE PARTICIPATION

None.

J. COUNCIL MEMBER COMMENTS

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

K. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 9:19 p.m.

Approved this ____ day of _____, 2020.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on March 24, 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

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

Edna DeVries, Mayor
Julie Berberich (participated telephonically)
Richard W. Best (participated telephonically)
Steve Carrington (participated telephonically)

Linda Combs, Deputy Mayor (participated telephonically)
Sabrena Combs (participated telephonically)
Jill Valerius (participated telephonically)

Staff in attendance were the following:

Nathan Wallace, City Manager
Norma I. Alley, MMC, City Clerk
Michael Gatti, City Attorney (participated telephonically)

Kara Johnson, Deputy City Clerk
Kimberley Green, HR (participated telephonically)

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. **Action Memorandum No. 20-023:** Authorizing the City Manager to Negotiate and Execute Professional Services Agreement with Agnew::Beck Consulting, LLC in an Amount Not to Exceed \$129,305.00 for a Community and Economic Analysis for the Preparation of an Annexation Study
2. Approval of Minutes of Previous Meetings
 - a. March 10, 2020, Joint Meeting

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

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

E. REPORTS

1. City Manager's Report

None.

2. City Clerk's Report

City Clerk Alley reported she was in receipt of two citizens' petition applications.

- The first was an initiative to enact term limits. The initiative application was rejected due to not being in the proper form, because it was styled as a code amendment instead of a charter amendment. A

new application would not need to be submitted if Council approved Resolution No. 20-010, which is on the meeting agenda.

- The second was a referendum to repeal PMC Chapter 5.32 pertaining to the prohibition of marijuana business within the city of Palmer. The referendum application was certified.

3. Mayor's Report

Mayor DeVries highlighted her written report and entered into the record an email from Who Let the Girls Out thanking the city for the grant they received.

4. City Attorney's Report

None.

F. AUDIENCE PARTICIPATION

Mr. Fuller spoke about a previous incident with Council Member Best incident and 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).

G. PUBLIC HEARING

1. **Ordinance No. 20-002:** Amending Palmer Municipal Code Chapter 3.16 Sales Tax and Adopting Remote Seller Sales Tax Code, By Reference, to Create Uniform Provisions for Collection and Remittance of Sales Tax

Mayor opened the public hearing on Ordinance No. 20-002. Seeing no one come forward to speak and hearing no objection from the Council, the Mayor closed the public hearing.

City Manger Wallace provided the staff report and highlighted some suggested amendments (see official meeting packet for amendments).

Main Motion: To Approve Ordinance No. 20-002 with Amendments as Stated by the City Manager

Moved by:	S. Combs
Seconded by:	Valerius
Vote:	6 Yes/1 No (Best)
Action:	Motion Carried

2. **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

Mayor opened the public hearing on Resolution No. 20-010. Seeing no one come forward to speak and hearing no objection from the Council, the Mayor closed the public hearing.

Main Motion: To Approve Resolution No. 20-010

Moved by:	S. Combs
Seconded by:	Valerius

Primary Amendment #1: To Strike the Mayor from the Resolution

Moved by:	Best
Seconded by:	
Action:	Failed for Lack of Second

Motion to Postpone: To Postpone Resolution No. 20-010 to April 14, 2020

Moved by:	Best
Seconded by:	L. Combs

Primary Amendment #1: To Postpone to Date to be Determined at the Discretion of the City Clerk

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

Vote on Motion to Postpone: To Postpone Resolution No. 20-010, as Amended to a Council Meeting Determined at the Discretion of the City Clerk

Vote:	Unanimous
Action:	Motion Carried

H. NEW BUSINESS

1. **Action Memorandum No. 20-024:** Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection to Liquor License No. 4366 for Fred Meyer, Located at 535 E. Palmer Wasilla Highway

Main Motion: To Approve Action Memorandum No. 20-024

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

2. **Action Memorandum No. 20-025:** Approving a Council Community Grant in the Amount of \$475.00 to the Organizers of the Drive Your Tractor to Work

Main Motion: To Approve Action Memorandum No. 20-025

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

Mayor Devries called a recess at 8:46 p.m. The meeting reconvened at 9:00 p.m.

3. **Committee of the Whole** for Discussion Regarding COVID-19

Main Motion: To Enter Into Committee of the Whole

Moved by:	S. Combs
Seconded by:	Valerius
Vote:	6 Yes/0 No/1 Absent (Best)
Action:	Motion Carried

The Council entered into a Committee of the Whole at 9:01 p.m.

Council Member Best joined the meeting by teleconference at 9:02 p.m.

Topics addressed included:

- FEMA activation for Federal and State;
- State of Emergency declaration by the Governor;
- Council's authority to adopt emergency orders;
- Local services the city provides; and
- Steps city has taken for the health of the employees.

Council Member S. Combs left the meeting at 9:40 p.m. and rejoined quickly after at 9:40 p.m.

The Mayor adjourned from Committee of the Whole at 9:46 p.m. and reconvened the regular meeting.

4. **Committee of the Whole** for Discussion Regarding City Manager Recruitment

Main Motion: To Enter Into Committee of the Whole

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

The Council entered into a Committee of the Whole at 9:47 p.m.

Topics addressed included review of the applications, interview dates, and process to select interview questions:

- Review of the applications and applicant qualifications;
- Interview dates;
- Process to select interview questions; and
- City Manager recruitment advertisement.

Council Member S. Combs requested inviting John Ardaugh, Serena Bemis-Goodall, Brad Hanson, John Moosey and George Zoukee to interview.

Council Member L. Combs requested inviting John Alcantra and Jannette Bower to be interviewed.

Human Resources Specialist Kimberly Green joined the meeting, by teleconference, at 9:59 p.m.

Discussion ensued regarding interviewing candidates that did not meet the minimum requirements, potential concerns for providing equal opportunity to those that met the qualifications`, re-advertising with changing the minimum qualifications, and interviewing all candidates.

Council Member S. Combs left the meeting at 10:14 p.m. and rejoined quickly after at 10:14 p.m.

The Mayor adjourned from Committee of the Whole at 10:15 p.m. and reconvened the regular meeting.

Main Motion: To Interview John Ardaugh, Serena Bemis-Goodall, Brad Hanson, John Moosey, and George Zoukee on March 31, 2020, and Open to Others Applied if Needed After the Interviews

Moved by:	S. Combs
Seconded by:	Valerius

Motion to Postpone: To Postpone for Two Weeks, Have Wording Changed In the Advertisement to for the Position Requirements to be Bachelor Degree or Experience

Moved by:	Best
Seconded by:	Carrington
Vote:	3 Yes/4 No (Berberich, S. Combs, DeVries, Valerius)
Action:	Motion Failed for Lack of Majority Vote

Vote on Main Motion: To Interview John Ardaugh, Serena Bemis-Goodall, Brad Hanson, John Moosey, and George Zoukee on March 31, 2020, and Open to Others Applied if Needed After the Interviews

Vote:	Unanimous
Action:	Motion Carried

I. RECORD OF ITEMS PLACED ON THE TABLE

City Clerk Alley reported Council Member L. Combs' email regarding COVID-19, City Manager's memo regarding COVID-19, and email from Who Let the Girls Out were Items Placed on the Table.

J. AUDIENCE PARTICIPATION

Mr. Chmielewski spoke about the city manager hiring process and his experience.

K. COUNCIL MEMBER COMMENTS

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

L. ADJOURNMENT

With no further business before the City Council, the meeting adjourned at 11:00 p.m.

Approved this ____ day of _____, 2020.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor

A. CALL TO ORDER

A special meeting of the Palmer City Council was held on March 31, 2020, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor DeVries called the meeting to order at 6:00 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) | Sabrena Combs (participated by teleconference) |
| Richard W. Best (participated by teleconference) | Jill Valerius (participated by teleconference) |
| Steve Carrington (participated by teleconference) | |

Council Member Best was absent and unexcused.

Staff in attendance were the following:

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

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Main Motion: To Approve the Agenda

Moved by:	S. Combs
Seconded by:	Valerius
Vote:	6 Yes/0 No/1 Absent (Best)
Action:	Motion Carried

E. AUDIENCE PARTICIPATION

Mr. Eugene Carl Haberman testified on the public process and rights for the public to address policies, procedures, and interviews conducted.

F. NEW BUSINESS

1. City Council Interview Process Discussion

The Council was provided a list of interview questions (see meeting packet for the record). Council reviewed the questions and selected seven questions, consensus was met for Mayor DeVries to ask the questions of the candidates.

2. City Manager Interviews
 - a. Serena Bemis-Goodall

Mayor DeVries asked the candidate the interview questions. Candidate Serena Bemis-Goodall answered the questions and then asked questions of the Council.

- b. John Ardaugh

Mayor DeVries asked the candidate the interview questions. Candidate John Ardaugh answered the questions and then asked questions of the Council.

Mayor DeVries called a break at 7:22 p.m. The special meeting reconvened at 7:30 p.m.

- c. George Zoukee

Mayor DeVries asked the candidate the interview questions. Candidate George Zoukee answered the questions and then asked questions of the Council.

- d. John Moosey

Mayor DeVries asked the candidate the interview questions. Candidate John Moosey answered the questions and then asked questions of the Council.

- e. Bradley Hanson

Mayor DeVries asked the candidate the interview questions. Candidate Bradley Hanson answered the questions and then asked questions of the Council.

G. EXECUTIVE SESSION

1. Subjects That Tend to Prejudice the Reputation and Character of Any Person – City Manager Candidates

Main Motion: To Enter in Executive Session on Subjects That Tend to Prejudice the Reputation and Character of Any Person – City Manager Candidates

Moved by:	Valerius
Seconded by:	S. Combs
Vote:	6 Yes/0 No/1 Absent (Best)
Action:	Motion Carried

Mayor DeVries called a break at 8:43 p.m. The special meeting reconvened at 8:50 p.m.

Mayor DeVries announced the City Council was entering into Executive Session on subjects that tend to prejudice the reputation and character of any person – city manager candidates.

The Council entered into Executive Session at 8:51 p.m. and exited at 9:59 p.m. to reconvene the special meeting.

Main Motion: To Offer the City Manager Position to John Moosey with Contract Negotiations to be Made by the Mayor

Moved by:	S. Combs
Seconded by:	L. Combs
Vote:	6 Yes/0 No/1 Absent (Best)
Action:	Motion Carried

Mayor DeVries announced the Council interviewed outstanding candidates and especially an extra outstanding internal candidate. She stated the Council valued what Mr. Hanson has done and continues to do for the city of Palmer; looks forward to his continued support in his current position, the many things he will continue to bring to the table, and continued work at the city for many years to come; and thanked Mr. Hanson for applying.

Council discussed the absence of Council Member Best. Hearing no objection from the Council, the absence was to be recorded as unexcused.

H. RECORD OF ITEMS PLACED ON THE TABLE

City Clerk Alley reported the interview questions and public's written testimony.

I. ADJOURNMENT

With no further business before the City Council, the meeting adjourned at 10:05 p.m.

Approved this ____ day of _____, 2020.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor



Report to Council
 City Manager Nathan Wallace
 April 14, 2020

Building Department Report
 MARCH 2020

Permit Type	Count	Total Valuation	Permit Fees Collected	Plan Review Fees Collected
Building Permit	5	\$413,966.00	\$4,023.25	\$373.75
Sign Permit	3	\$4,200.00	\$256.00	
Fence Permit	0	\$0.00	\$0.00	
Totals	8	\$418,166.00	\$4,279.25	\$373.75

TYPE OF PERMITS:

Applicant	Valuation	Type of Work	Permit Fee	Plan Review Fee
Spinell Homes, Inc.	\$272,655.00	SF New	\$2,184.00	
Hooks, Andrea	\$2,000.00	Sign	\$158.00	
Bolshio Misha, Inc.	\$5,500.00	COM Alteration	\$139.25	\$90.75
Moffitt, Carol	\$2,200.00	Sign	\$98.00	
Garic Hayes General Contractor	\$107,176.00	SF New	\$1,156.50	
Tuomi, Jessica	\$3,635.00	SF Alteration	\$108.00	
JGH Plumb. & Htg.	\$25,000.00	COM Alteration	\$435.50	\$283.00
U-Haul Co. of Alaska	\$0.00	Temporary Signs	\$0.00	

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
2010	17	0	0	\$2,123,195.00	\$14,370.75	
2011	17	8	1	\$568,939.00	\$7,471.25	
2012	16	11	1	\$3,426,369.00	\$25,643.50	
2013	6	3	2	\$527,860.00	\$4,749.00	
2014	11	2	0	\$4,983,890.00	\$27,411.00	
2015	23	5	1	\$1,929,578.00	\$18,359.50	
2016	8	7	1	\$22,355,993.00	\$97,119.25	
2017	13	3	0	\$2,273,516.00	\$17,738.75	\$9,632.50
2018	8	3	0	\$1,491,635.00	\$12,621.50	\$5,643.50
2019	17	3	1	\$5,860,494.00	\$33,346.00	\$17,491.50
2020	12	4	0	\$960,728.00	\$7,490.50	\$2,079.25

Radio Free Palmer Inside the City schedule: City Manager April 17 and 24, Public Works May 1, Library May 8



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 April 14, 2020, Council Meeting

1. Citizen Petitions Update

Referendum Petition RE: Repealing PMC 5.32

On April 3, 2020, petition books began to be issued. The sponsors have 90 days to return the petition books, which is July 3, 2020.

Initiative Petition RE: Term Limits

On March 27, 2020, the primary contact refiled the initiative petition application material in proper form. On March 7, 2020, the application was certified. At time of publication of the packet, it was anticipated the petition books would be issued around Friday, April 10, 2020. Attached is the certification letter and attorney opinion.

As noted in the legal opinion, the city council may adopt Resolution No. 20-010, as written or with amendment to the length of term only, and it would be substantially similar enough for the Council's ballot measure to be placed on the ballot. If Resolution No. 20-010 is approved, the petition would be rejected and there would be no competing measures on the ballot.

2. October 6, 2020, Regular Election

Recruitment for election officials have begun. I have 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 begun to express their concern for serving this year with the current COVID-19 pandemic. Inquiry has begun 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. Contingencies are currently being looked at.

One contingency to support safe polls will be, in the May utility bill, for Palmer residents only, I will provide a letter and Absentee By Mail Application informing residents of their option to receive a ballot via the mail instead of going to the polls. This will ensure their involvement in the election process and help protect themselves and the community in case the virus continues or returns.

3. Vote By Mail Information

During the January Committee of the Whole on general election matters, I was directed to contact Resource Date, Inc. (RDI) for a proposal in assisting the city of Palmer in researching the city's possible needs and value of a vote by mail option. Attached is RDI's proposal for this feasibility study. RDI contracted with the Municipality of Anchorage and is currently contracting with the Kenai Peninsula Borough.

Council's direction is requested for moving forward with the proposal.



Norma I. Alley, MMC
City Clerk

Phone: (907) 761-1301
Direct: (907) 761-1321
Fax: (907) 761-1340
Email: cityclerk@palmerak.org

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

April 7, 2020

Mr. David Fuller, Prime Sponsor
Mrs. Andrea Fuller, Alternate Sponsor
217 S. Cobb Street
Palmer, AK 99645

RE: Review of Application for Initiative Petition Regarding Term Limits

Dear Mr. and Mrs. Fuller:

I am in receipt of your initiative petition application titled:

"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"

Under Palmer Municipal Code (PMC) 18.07.015, the City Clerk must certify an application within 14 business days certifying there are 10 voters who will sponsor the petition. **This requirement has been met.**

In addition, PMC 18.07.015 states the City Clerk must certify an application within 14 business days if the clerk finds that it is in proper form. **This requirement has been met.**

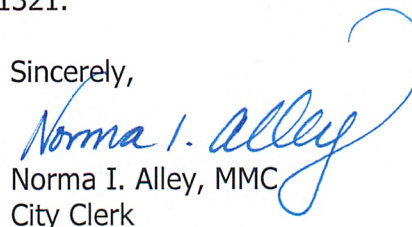
The application for an initiative petition is hereby certified based on the above findings and the City Attorney's opinion. I have attached the Attorney's opinion for your reference.

This is a final administrative decision and may be appealed to the superior court within thirty (30) days, as per the Alaska Rules of Appellate Procedure, Part 600, and PMC 18.07.015(B).

PMC 18.07.020 states the City Clerk has 14 business days after certification of an application for an initiative or referendum petition, a petition shall be prepared by the clerk. I will notify you when the petition is available.

If you have any questions regarding the application for initiative petition review, please call me at (907) 761-1321.

Sincerely,


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.*

{00994283}

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.

{00994283}

City Clerk's Office
Initiative/Referendum Petition Sponsorship Application

Ordinance or resolution to be Initiated or Repealed:

A Voter Initiative Resolution Amending Charter Section 3.2: Terms of Office,
to Limit Mayor and Councilmembers to no More Than Three Consecutive Terms
Without a One-Year Break, to the City's Qualified Voters at the October 6, 2020,
City of Palmer Election

CITY OF PALMER, ALASKA

Resolution No. XX-XXX

A Voter Initiative Resolution Amending Charter Section 3.2: Terms of Office, to Limit Mayor and Councilmembers to no More Than Three Consecutive Terms Without a One-Year Break, 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 initiative petition; and

WHEREAS, Section 14.4 of the Charter of the City of Palmer provides that when an amendment to the Charter is proposed by initiative petition, it shall be submitted to the qualified voters of the City at any election to be held in the City not less than 90 days after the filing of the petition; 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 three three-year terms as a Council Member or Mayor and no more than three 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, 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
(Initiative Resolution No. 20-XXX)

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

**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

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	<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):

- Resolution No. 20-010

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
Date: March 24, 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]):

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



Mayor's Memo

Council Meeting report for council Meeting

on April 14, 2020

**MOST PUBLIC EVENTS HAVE BEEN POSTPONED
BECAUSE OF COVID-19.**

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

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

**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**

**STAY SAFE AND HEALTHLY AND WE WILL COME OUT
OF THIS**

We want and value your input and participation.

Edna DeVries Mayor

voice or text 907-355-9933

eDEVRIES@PALMERAK.ORG

**City of Palmer
Resolution No. 20-011**

Subject: 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

Agenda of: April 14, 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: \$ **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):

- Resolution No. 20-011

Summary Statement/Background:

The Palmer Charter was drafted and adopted over 50 years ago. Our fore-fathers were extremely far sighted when preparing this document. In many cases they directed actions and policy be adopted by code or ordinance which the city council as done may times throughout the city's lifetime. For other items, the charter has been specific in nature and with time has had to be updated by the citizens through the vote of the qualified citizens.

Chapter I, section 1.9 has not been modified over time and through the cost of living and inflational increases, it has come time to update this particular section.

Section 1.9 Penalties for violations has a maximum penalty of three hundred dollars without provision to be modified by code or ordinance. The City's fine schedule is established annually as part of the budget process and the maximum penalty for many violations has been 3 hundred dollars for several years without the ability to raise this amount for more serious violations.

Alaska Statue Section 29.25.070 Penalties sets a not to exceed penalty for municipal ordinance violations for \$1,000.

It is recommended that the City of Palmer amend its Charter to match AS 29.25.070 Penalties with a not to exceed fine of \$1,000.

This does not preclude the city council from setting fines at an amount lower than \$1,000 but allows the flexibility to do so over time and as necessary to promote good order in the city with future fine schedules.

Administration's Recommendation:

Adopt Ordinance No. 20-011

LEGISLATIVE HISTORY

Introduced by: City Council

Date:

Action:

Vote:

Yes:

No:

--	--

CITY OF PALMER, ALASKA

Resolution No. 20-011

A Resolution of the Palmer City Council 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

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 1.9, if approved by the city’s qualified voters increases the amount of a violation of the charter, the code, or any ordinance to One Thousand Dollars; and

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.

AMENDMENT OF THE PALMER CITY CHARTER, CHAPTER I,
SECTION 1.9 Penalties for Violations

Shall Chapter I, Section 1.9 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 Penalties for violations.

Violations of this charter, the code, or any ordinance of the city may punished by a fine which shall not exceed [~~Three Hundred Dollars~~] **One Thousand Dollars**, or imprisonment for not more than thirty days, or by both such fine and imprisonment.

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, and the filing of the amendment as provided in Section 1.9 of the Charter of the City of Palmer, provided that the filing may be made with the Lieutenant Governor in lieu of the Secretary of State of Alaska.

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

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Action Memorandum No. 20-027**

Subject: 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


Agenda of: April 10, 2020

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


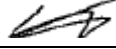

Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance		03/19/2020
_____	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: \$ **2,000.00**

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
X	Creates expenditure in the amount of:	\$ <u>2,000.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

X	Budgeted	Line item(s): <u>01-02-10-6068</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: 

Attachment(s):

- 2020 Grant Application

Summary Statement/Background:

MatSu Running Club is requesting a \$2,000.00 grant to help support costs for the Who Let the Girls Out Run/Walk event to be held in downtown Palmer on April 24, 2020. Grant funds will be used to purchase a custom canopy to be used for this event and others throughout the year.

MatSu Running Club has received funding from Palmer in 2018 (\$1,000) and 2019 (\$2,000).

The event is open to the public and is located within the city limits of Palmer and is expected to draw 300 participants to the event. A post report was provided in 2019.

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	2/25/2020
20-021	Mayors Green Day	\$1000	3/10/2020
20-022	Palmer Spring Classic	\$2000	3/10/2020
	Drive your Tractor to Work		
Total 2020 Grants approved prior:		\$8630	

Administration’s Recommendation:

To approve Action Memorandum No. 20-027 for a Council Community Grant to MatSu Running Club for the year 2020



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

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

The objectives of the City of Palmer Council Community Grant are:

- 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; and
- to treat all organizations fairly and consistently while creating a minimal administrative process.

Applicant eligibility

Preference will be given to organizations and groups that demonstrate Palmer community support and that propose a program, service, project or event (event) 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.

An applicant organization must meet the following general criteria in order to be considered for a Council Community grant:

1. Program, service, project or event must primarily benefit the community and residents of Palmer.
2. Program, service, project or 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, service, project or event. 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. Program, service, project or event is open – accessible – to all members of the community;
 - b. Program, service, project or event must take place within the Palmer city limits or within one mile of the city limits;
 - c. Program, service, project or event is effective in providing an economic benefit to Palmer;
 - d. applicant is accountable through sound management and financial practices;
 - e. Individuals are not eligible.



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: Who Let The Runners Out 5K & 1K Run/Walk
Date(s) of program, service, project or event: April 24, 2020

Applicant Information

Name: MatSu Running Club
Address: P.O. Box 1824
City: Palmer State: AK Zip: 99645
Phone: (907) 841-8769 Email: staceym65@outlook.com

Organization Information

Name of organization/group: MatSu Running Club
Type of organization: Non-profit Volunteer community group Other

Funding Request

Amount of Request: \$ 2,000
Matching funds provided by applicant: \$ 2,000

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.

Valley Women's Running Team (VWRT) was formed in 1998 as a group to help its members reach personal goals while increasing the joy and satisfaction of running. In 2013 we hosted the first 5K run/walk for the Who Let The Girls Out (WLTGO), a fun filled weekend event in Palmer. VWRT changed it's name to MatSu Running Club (MSRC) in 2015 to accommodate a co-ed membership and beginning in 2017 men were welcomed at the WLTGO run/walk. In 2019, the name of the race was changed to Who Let the Runners Out to reflect the change to co-ed participation. In the past, up to 300 participants have registered for the race, bringing people to Palmer to eat and shop.

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).

The planning for the WLTRO run/walk is already underway, with board members meeting and discussing ideas and deciding on all of the details of the event. The run/walk will be held on Friday, April 24th, 2020 and will begin with the 1K kid's fun run at 6 p.m. The 5K will follow, beginning at 6:15 p.m. The start and end of the walk/run will be at the Palmer Pavilion across from the Train Depot. An awards ceremony with light refreshments and water for all participants will start soon after the walk/run concludes. The awards ceremony will be held during the Klondike Mike's Fashion Show in the Palmer Train Depot. The MSRC board members/volunteers will conduct the event as well as clean up.

Eligibility

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

1. The community benefits when race participants spend money at local merchants.
2. For the past 7 years, up to 300 participants have come to Palmer to run/walk. Many of these people stay afterward to shop and eat.
3. The VVRT/MSRC was established in 1998 and this will be their eighth year of hosting this event. In the past, MSRC has relied on its savings account to fund this event.
4. This run/walk event benefits Palmer in economic ways as well as in a broader community sense by encouraging people to get outside and get moving.

All principles in criteria #5 have been met.

Matching Funding Source

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

The MSRC race savings account will be the source for matching funds for this event.

We have also applied for a grant from the MatSu Health Foundation with a "Sponsorship Request" grant. We have requested grant funds once again this year because we are purchasing a custom printed canopy/tent. This canopy will be printed with the MSRC logo and will be used at all events hosted by the club, including the WLTRGO run/walk as well as other events as needed.

Community Benefit

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.

MSRC will use RunSignUp, a web-based sign up that allows participants to register online as well as view their results on the website. We will continue to utilize "chips" as our timing system, which allows us to track exactly how many participants actually cross the finish line. The amount of participants varies from year to year, but in the past as many as 300 participants have signed up for the race. While it is impossible to calculate exactly how many of those who participate in the race will spend further time in Palmer, one can assume that many people will stay to eat and shop. We hope to draw people from Anchorage by putting up flyers at JBER and offering a 10% military discount.

Detailed Budget

Revenue:

Source:	Cash	In-Kind	Total
Dividend	\$ 9.98	\$	\$ 9.98
Palmer City Grant	\$ 2,000.00	\$	\$ 2,000.00
MSHF Operation Grant	\$ 3,730.00	\$	\$ 3,730.00
Membership Dues	\$ 15,887.56	\$	\$ 15,887.56
Race Sign Up	\$ 3,670.00	\$	\$ 3,670.00
Totals	\$ 25,297.54	\$	\$ 25,297.54

Expenditures:

Item/Service:	Cash	In-Kind	Total
Coaching Contracts	\$ 14,965.00	\$	\$ 14,965.00
Operations (see attached)	\$ 2,811.49	\$	\$ 2,811.49
WLTRO Race	\$ 3,555.64	\$	\$ 3,555.64
Facility Rental	\$ 81.25	\$	\$ 81.25
Registration Fees	\$ 25.00	\$	\$ 25.00
Totals	\$ 21,438.38	\$	\$ 21,438.38

Applications may be submitted at any time to the address listed above. Please allow at least six weeks lead time for application review and City Council agenda scheduling.

Applicant signature: Stacey Moran, Treasurer MSRC
Date: 3-13-2020

For Office Use Only

Date received by Manager's Office: _____
City Council agenda date: _____
Action Memorandum No.: _____
City Council: Approved Denied
Date Manager's Office notified applicant of request outcome: _____

MatSu Running Club
Statement of Activities
 January through December 2019

Jan - Dec 19

Ordinary Income/Expense	
Income	
City of Palmer Grant	2,000.00
Dividend	9.98
MatSu Health Foundation Grant	3,730.00
Program Income	
Membership Dues	
Bankcard Fees	-410.44
Membership Dues - Other	16,298.00
Total Membership Dues	<u>15,887.56</u>
Race Sign Up	3,670.00
Total Program Income	<u>19,557.56</u>
Total Income	25,297.54
Expense	
Business Expenses	
Business Registration Fees	25.00
Total Business Expenses	<u>25.00</u>
Contract Services	
Coaching	14,965.00
Total Contract Services	<u>14,965.00</u>
Facilities and Equipment	
Facilities Rental	81.25
Total Facilities and Equipment	<u>81.25</u>
Operations	
Business Cards	39.88
Club Fees	529.70
End of Season Celebration	347.63
Facebook Ads	235.92
Informational Meeting	27.25
Postage, Mailing Service	187.00
Race Calendar	78.00
Supplies	177.78
T-shirts (Juniors)	608.99
Website	579.34
Total Operations	<u>2,811.49</u>
Who Let the Girls Out Race	3,555.64
Total Expense	<u>21,438.38</u>
Net Ordinary Income	<u>3,859.16</u>
Surplus/(Deficit)	<u><u>3,859.16</u></u>

**City of Palmer
Action Memorandum No. 20-028**

Subject: Authorizing the Mayor to Execute the City Manager’s Employment Agreement with John Moosey

Agenda of: April 14, 2020

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

Originator: City Council

Attachment(s):

- Draft City Manager Contract

Summary Statement/Background:

After a comprehensive search for a city manager and thorough interviews, the City Council has offered the position to Mr. John Moosey. It is the wish of the City Council and John Moosey to enter into an employment agreement. The City Council is authorizing the Mayor, on behalf of the city, to execute and do all other necessary acts to enter into an employment agreement with Mr. Moosey.

EMPLOYMENT AGREEMENT

This is an Agreement made and entered into by and between **JOHN MOOSEY** and the CITY OF PALMER, an Alaska municipal corporation, hereinafter called the "City," and John Moosey, hereinafter called "Employee."

This Agreement is based upon the following premises:

- A. The City desires to employ the services of John Moosey as City Manager of the City of Palmer, in accordance with the terms of its Home Rule Charter and the Palmer Municipal Code which are incorporated herein by this reference.
- B. It is the desire of the City Council to provide certain benefits, establish certain conditions of employment, and to set working conditions of said Employee.
- C. It is the desire of the City Council to (1) secure and retain the services of Employee and to provide inducement for him to remain in such employment, (2) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee, and (4) to provide a just means of terminating Employee's services at such time as he may be unable fully to discharge his duties or when City may desire to otherwise terminate his employ.
- D. Employee desires to accept employment as City Manager of the City.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants herein contained, the parties hereto agree as follows:

Section 1. Duties.

City hereby agrees to employ said John Moosey as City Manager of the City to perform the functions and duties specified in said City Charter, this Agreement and City Code, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.

Section 2. Term.

- A. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City Council to terminate the services of Employee at any time, subject only to the provisions set forth in Section 3, paragraphs A and B, of this Agreement.
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the City, subject only to the provision set forth in Section 3, paragraph C, of this Agreement.

- C. Employee agrees to remain in the exclusive employ of City until **June 30, 2023**, and neither to accept, nor to become "employed" by any other employer until said termination date, unless sooner terminated by the City.
- D. In the event the parties agree, this Agreement may be extended on the same terms and conditions as herein provided, for up to **one (1) year**.

Section 3. Termination and Severance Pay.

- A. In the event Employee is terminated by the City Council **for convenience** before expiration of the term of employment and during such time that Employee is willing and able to perform the duties of City Manager, then in that event the City agrees to pay Employee, in addition to his accrued benefits (e.g. personal leave), a lump sum cash payment equal **to six (6)** month's salary in lieu of any and all other damages or monies that Employee might claim; provided, however, that in the event Employee is terminated because of any illegal act **or just cause**, then, in that event, City shall have no obligation to pay the aggregate severance sum designated in this paragraph. **Just cause is defined as the following:**
 - a. **Misfeasance, malfeasance and/or nonfeasance in performance of the Managers duties**
 - b. **Conviction or a plea of guilty to a misdemeanor or felony crime**
 - c. **Neglect of Duty**
 - d. **Violation of any substantive Employer policy, rule or regulation which would subject an other city employee to termination**
 - e. **Commission of any fraudulent act against the City of Palmer**
 - f. **Commission of any act which involves moral turpitude, or cause the City of Palmer disrepute**
 - g. **Any other act of similar nature of the same or greater seriousness.**
- B. In the event the City at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than an applicable across-the-board reduction for all City employees, then, in that event, Employee may at his option, be deemed to be "terminated" for convenience at the date of such reduction.
- C. In the event Employee voluntarily resigns his position with the City before expiration of the aforesaid term of employment, then Employee shall give the City two (2) months notice in advance. Provided that such notice is given, there will be no breach of this Agreement by reason of said resignation, and Employee shall not be responsible for any damages hereunder for his early termination.

Section 4. Salary and Performance Review.

- A. Effective **June 15, 2020, or earlier**, City agrees to pay Employee for his services rendered pursuant hereto an annual salary of **\$145,000** payable in installments at the same time as other employees of the City are paid.
- B. **Except as otherwise provided herein, City agrees to increase said base salary and/or other benefits of Employee in such amounts and to such an extent as the City Council may determine that it is desirable to do so on the basis of an annual salary review.**

Section 5. Hours of Work.

- A. It is recognized that Employee must devote a great deal of his time outside normal office hours to business of the City. Normal office hours hereunder shall be construed to mean a 40-hour work week during daylight hours when possible.
- B. In this agreement, the term "employed" shall not be construed to include occasional teaching, writing, or consulting performed on Employee's time off. Employee shall not spend more than 10 hours per week in teaching, consulting, or other non-city-connected business without the express prior approval of the Council.

Section 6. **Automobile.**

Employee's duties require that he shall have the exclusive use at all times during his employment with the City of an automobile provided to him by the City. City shall be responsible for paying for liability, property damage, and comprehensive insurance and for the operation, maintenance, and repair of said automobile.

Section 7. Credit Card Usage.

In addition to the Credit Card policy signed by the Employee, the City recognizes it may be necessary for the Employee while conducting City business to purchase meals for certain individuals. It is understood that these meals may be purchased by the Employee. Provided however:

- A. The Employee shall provide a sales receipt along with the credit card receipt to the Department of Finance indicating for whom the meals were purchased, and explaining the purpose of the purchase and the benefit of the expense to the City of Palmer.

- B. The Employee shall not purchase alcohol with the city credit card.
- C. The Employee shall not receive a per diem for meals purchased on the city credit card.

Section 8. Dues and Subscriptions.

City may budget and pay the professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement, and for the good of the City.

Section 9. Professional Development.

City may budget and pay the travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions as may be authorized by the City from time to time.

Section 10. Alaska Public Employees Retirement System and Health Benefits.

Employee shall be covered under the Alaska Public Employees Retirement System (PERS) and city provided health benefits.

Section 11. Other Terms and Conditions of Employment.

- A. All applicable provisions of the City Charter and Code, and regulations and rules of City (except as provided in this agreement) relating to holidays, unemployment insurance, and other benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to other employees of City.
- B. Upon the execution of this agreement Employee shall accrue leave immediately as provided in Palmer Municipal Code 4.30.010 **B. 4.**
- C. Employee shall be entitled to five (5) days of advanced leave for use until such time as accrued leave equals the advanced or used portion of the advanced leave. Advanced leave may be utilized during the probationary period.

Section 12. General Provisions.

- A. The text herein shall constitute the entire agreement between the parties.
- B. This Agreement shall become effective commencing **signing** by both parties.
- C. Except as otherwise provided, this Agreement cannot be changed or modified except by an agreement in writing duly authorized by the City Council and signed by the Mayor and Employee.
- D. All notices, requests, demands and other communications hereunder shall be in writing, and shall be deemed to have been duly given if duly delivered, or if mailed, first class United States certified or registered mail, postage prepaid (1) by the City to the Employee at such address as he may from time to time indicate in writing to the City, and (2) by the Employee to (a) the Mayor at the City's address and (b) the Executive Secretary at the City's address.
- E. Both parties have provided input into the drafting of this Agreement, and agree that this Agreement shall not be construed against either party as drafter.
- F. This Agreement shall be construed and enforced in accordance with the laws of the State of Alaska and the City of Palmer, and venue shall be in Palmer, Alaska, only.
- G. This Agreement may be executed in duplicate originals, both of which when so executed and delivered shall be deemed to be an original, but such duplicate originals shall together constitute but one and the same instrument.
- H. Employee shall not assign any interest in this Agreement, and shall not transfer any interest in the same without the prior written consent of City.
- I. This Agreement shall be governed by the laws of the State of Alaska and the City of Palmer and any litigation brought shall be in Palmer, Alaska. Employee expressly waives any rights he might otherwise have as provided in Alaska Rules of Civil Procedure to remove any action from Palmer, Alaska.

IN WITNESS WHEREOF, the City of Palmer, an Alaska municipal corporation, has caused by proper action this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and the Employee has signed and executed this Agreement, both in duplicate.

DATE: _____

John Moosey, EMPLOYEE

CITY OF PALMER, ALASKA

DATE: _____

BY: _____
MAYOR, CITY OF PALMER

ATTEST:

CITY CLERK

(SEAL)

**City of Palmer
Action Memorandum No. 20-029**

Subject: Appointing Community Development Director Brad Hanson as the Interim City Manager and Authorizing Compensation

Agenda of: April 14, 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>Brad Hanson</i></u>	<u>4/2/2020</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<u><i>Brad Hanson</i></u>	_____
City Attorney	<u><i>[Signature]</i></u>	_____
City Clerk	<u><i>Norma L. Alley</i></u>	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ **2,000.00**

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 2,000.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-01-05-6011; 01-01-05-6012
- Not budgeted

Director of Finance Signature: *Brad Hanson*

Attachment(s):

➤ None

Summary Statement/Background:

The current city manager is expected to depart the city on or about April 25, but remain an employee through May 8. The city manager could appoint an acting city manager through May 8, but would not cover the period expected to be vacant until later in June.

To ensure continuity in city manager authority and responsibilities it is recommended that the city council appoint an interim city manager effective April 25 until a permanent city manager assumes duties in the future. The Community Development Director Brad Hanson has served as acting city manager in the past and is the logical director to transition the incoming permanent city manager.

The city council could also direct that compensation for the temporary assignment begin upon commencement of temporary assignment per Palmer Municipal Code 4.10.070(B)(2).

Administration's Recommendation:

To approve Action Memorandum No. 20-029

**City of Palmer
Action Memorandum No. 20-030**

Subject: Approving the Cancellation of the April 28, 2020, Regular Council Meeting

Agenda of: April 14, 2020

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


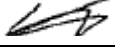

Originator Information:

Originator: Mayor DeVries via 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: \$ (600.00)

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ 600.00
- Has no fiscal impact

Funds are (√):

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

Director of Finance Signature: 

Attachment(s):

- None

Summary Statement:

With the COVID-19 pandemic, the city of Palmer has encouraged all community members to practice social distancing and supported efforts made to reduce any social gatherings. With no legislation scheduled for the April 28, 2020, agenda and nothing expected that couldn't wait until the May 12, Regular Meeting, the Council may choose to cancel the April 28 Regular Council Meeting.

Is it the wish of the Council to hold or cancel the April 28, 2020, Regular Council Meeting?