

Mayor Edna B. DeVries  
Deputy Mayor Pete LaFrance  
Council Member Julie Berberich  
Council Member Steve Carrington  
Council Member Linda Combs  
Council Member Sabrena Combs  
Council Member David Fuller

City Attorney Michael Gatti  
City Clerk Norma I. Alley, MMC  
City Manager Nathan Wallace

**City of Palmer, Alaska**  
**City Council Meeting**  
**December 11, 2018, at 7 PM**  
City Council Chambers  
231 W. Evergreen Avenue, Palmer  
[www.cityofpalmer.org](http://www.cityofpalmer.org)

## AGENDA

### A. CALL TO ORDER

### B. ROLL CALL

### C. PLEDGE OF ALLEGIANCE

### D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
  - a. Introducing and Recommending Setting for Public Hearing on January 8, 2019: **Ordinance No. 19-001:** Amending Palmer Municipal Code Chapter 17.60 General District Regulations by Repealing Section 17.60.060 Distance Between Buildings ..... Page 3
  - b. **Action Memorandum No. 18-093:** Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with HDL Engineer Consultants for Construction Administration and Inspection Services for the 2019 ADA Sidewalk Improvements Project in an Amount Not to Exceed \$41,850.00..... Page 9
  - c. **Action Memorandum No. 18-094:** Accepting Board Member Sally Pollen's Resignation from the Parks, Recreation and Cultural Resources Advisory Board..... Page 15
2. Approval of Minutes of Previous Meetings
  - a. October 30, 2018, Special Meeting..... Page 17
  - b. November 6, 2018, Special Meeting ..... Page 19

### E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Presentation Recognizing our Public Safety Personnel

### F. REPORTS

1. City Manager's Report
2. City Clerk's Report ..... Page 21
3. Mayor's Report
4. City Attorney's Report

### G. AUDIENCE PARTICIPATION

### H. PUBLIC HEARING

1. **Resolution No. 19-001:** Adopting the 2019 City of Palmer Employee Pay Plan (3<sup>rd</sup> Public Hearing) ..... Page 33
2. **Resolution No. 19-002:** Adopting the 2019 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2019, and Ending December 31, 2019 (3<sup>rd</sup> Public Hearing)..... Page 35
3. **Resolution No. 19-003:** Adopting the 2019 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2019, and Ending December 31, 2019 (3<sup>rd</sup> Public Hearing)..... Page 51
4. **Resolution No. 19-004:** Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2019, and Ending December 31, 2019 (3<sup>rd</sup> Public Hearing)..... Page 65

- 5. **Resolution No. 19-005:** Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2019, and Ending December 31, 2019, and Appropriating Monies (3<sup>rd</sup> Public Hearing) .....Page 71

**I. ACTION MEMORANDA**

- 1. **Action Memorandum No. 18-095:** Approving a Council Community Grant in the Amount of \$2,500.00 to the Mat-Su Special Santa Program Through Alaska Family Services ..... Page 75

**J. RECORD OF ITEMS PLACED ON THE TABLE**

**K. AUDIENCE PARTICIPATION**

**L. COUNCIL MEMBER COMMENTS**

**M. ADJOURNMENT**

**Tentative Future Palmer City Council Meetings**

Meeting Date	Meeting Type	Time	Notes
<del>Dec 25</del>	Regular	7 pm	<b>CANCELLED Due to Holiday</b>
<b>Jan 8, '19</b>	Regular	7 pm	
<b>Jan 22</b>	Regular	7 pm	
<b>Jan TBD</b>	Joint	TBD pm	AAC
<b>Feb 5</b>	Joint	6 pm	BED
<b>Feb 12</b>	Regular	7 pm	
<b>Feb 26</b>	Regular	7 pm	
<b>March 12</b>	Joint	6 pm	PRCRAB
<b>March 12</b>	Regular	7 pm	
<b>March 26</b>	Regular	7 pm	

**City of Palmer  
Ordinance No. 19-001**

**Subject:** Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapter 17.60 General District Regulations by Repealing Section 17.60.060 Distance Between Buildings Amending Palmer Municipal Code Chapter 17.60 General District Regulations by Repealing Section 17.60.060 Distance Between Buildings

**Agenda of:** December 11, 2018 – Introduction  
January 8, 2019 – Public Hearing

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




**Originator Information:**

**Originator:**    City Manager

**Department Review:**

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

**Approved for Presentation By:**

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

**Certification of Funds:**


Total amount of funds listed in this legislation:    \$ 0

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. 19-001
- Information provided by the Building Inspector
- Planning and Zoning Minutes of November 15, 2018 (draft copy)

**Summary Statement/Background:**

The text amendment will delete PMC 17.60.060 Distance between buildings requiring a 20-foot separation between main buildings or detached dwellings on the same building site.

It has recently been brought to staff's attention that the requirement PMC 17.60.060 Distance between buildings in Title 17, Zoning is a standard that is also addressed in Title 15 Buildings and Construction.

Staff has researched back to 1992 and has found no reference to the rationale for the requirement of the 20-foot separation.

The Building Inspector has provided the information regarding the standard in Title 15 requiring either separation of buildings or addition of fire walls between buildings on the same lot for life safety standards.

After researching the current code, staff has found inconsistencies in different zoning districts regarding building separation and lot coverage. In Industrial and Business Park districts the maximum lot coverage is unrestricted if lot line setbacks, parking and landscaping requirements are met. However, requiring a 20-foot building separation imposes an artificial standard that hinders the intent of the Industrial and Business Park districts for the highest and best use. In residential zones, building separation is regulated by maximum lot coverage requirements, setbacks, and the International Building Code standard in Title 15.

At the November 15, 2018 Planning and Zoning meeting, the Commission discussed and reviewed the draft ordinance, and voted unanimously to move the draft ordinance forward to City Council with a recommendation for adoption.

**Administration's Recommendation:**

Adopt Ordinance No. 18-0XX amending PMC 17.60 General District Regulations by Repealing Section 17.60.060 Distance between buildings, in its entirety.

**LEGISLATIVE HISTORY**

Introduced by: City Manager Wallace  
Date: December 11, 2018  
Public Hearing: January 8, 2019  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Ordinance No. 19-001**

**An Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapter 17.60 General District Regulations by Repealing Section 17.60.060 Distance Between Buildings**

WHEREAS, the Commission proposes and recommends text amendments as necessary to Title 17, Zoning to ensure that the regulations and standards are applicable to the current needs of the community; and

WHEREAS, the Commission has discussed the requirement of PMC section 17.60.060 Distance between buildings located in Title 17, Zoning and the standard regarding building separation located in Title 15, Buildings and Construction; and

WHEREAS, the Commission has determined that Section 17.60.060 Distance between buildings should be repealed in its entirety since this standard is addressed in Title 15, Buildings and Construction.

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 Section 17.60.060 is hereby repealed (new language is underlined and deleted language is stricken):

~~**17.60.060 Distance between buildings.**~~

~~A detached dwelling or other main building shall be at least 20 feet from any other detached dwelling or main building on the same building site.~~

Section 4. Effective Date. Ordinance No. 19-001 shall take effect upon adoption by the City of Palmer City Council.

**Passed and approved** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Edna B. DeVries, Mayor

\_\_\_\_\_  
Norma I. Alley, MMC, City Clerk

## Information provided by the Building Inspector:

This portion of the palmer Municipal Code Title 17 is no longer need.

### 17.60.060 Distance between buildings.

A detached dwelling or other main building shall be at least 20 feet from any other detached dwelling or main building on the same building site. (Ord. 454 § 4, 1992)

The International Code Council (ICC) addresses this issue in the “International Building Code” (IBC). The city of palmer adopts and enforces this standard of construction for all buildings. In section 503.1.2 of the IBC, it says we need to address each building on the same lot as separate buildings. This means that there will either be a distance separation or a Fire rated wall to protect the buildings.

503.1.2 Buildings on same lot. **Two or more buildings on the same lot shall be regulated as separate buildings** or shall be considered as portions of one building where the building height, number of stories of each building and the aggregate building area of the buildings are within the limitations specified in Sections 504 and 506. The provisions of this code applicable to the aggregate building shall be applicable to each building.

The separation of building is addressed in the IBC Section 602. This portion of the code address concerns about the separation of buildings based on fire and life safety. Here the designer has the ability to separate the buildings or add fire walls and move the buildings close to meet there needs on the property.

**TABLE 602**  
**FIRE-RESISTANCE RATING REQUIREMENTS FOR EXTERIOR WALLS BASED ON FIRE SEPARATION DISTANCE<sup>a, d, g</sup>**

FIRE SEPARATION DISTANCE = X (feet)	TYPE OF CONSTRUCTION	OCCUPANCY GROUP H <sup>a</sup>	OCCUPANCY GROUP F-1, M, S-1 <sup>f</sup>	OCCUPANCY GROUP A, B, E, F-2, I, R, S-2, U <sup>h</sup>
$X < 5^b$	All	3	2	1
$5 \leq X < 10$	IA	3	2	1
	Others	2	1	1
$10 \leq X < 30$	IA, IB	2	1	1 <sup>c</sup>
	IIB, VB	1	0	0
	Others	1	1	1 <sup>c</sup>
$X \geq 30$	All	0	0	0

For SI: 1 foot = 304.8 mm.

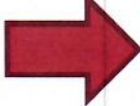
- a. Load-bearing exterior walls shall also comply with the fire-resistance rating requirements of Table 601.
- b. See Section 706.1.1 for party walls.
- c. Open parking garages complying with Section 406 shall not be required to have a fire-resistance rating.
- d. The fire-resistance rating of an exterior wall is determined based upon the fire separation distance of the exterior wall and the story in which the wall is located.
- e. For special requirements for Group H occupancies, see Section 415.6.
- f. For special requirements for Group S aircraft hangars, see Section 412.4.1.
- g. Where Table 705.8 permits nonbearing exterior walls with unlimited area of unprotected openings, the required fire-resistance rating for the exterior walls is 0 hours.
- h. For a building containing only a Group U occupancy private garage or carport, the exterior wall shall not be required to have a fire-resistance rating where the fire separation distance is 5 feet (1523 mm) or greater.

All the other requirements will be met such as open space, landscaping and parking

- At length discussion on development of an administrative evaluation/review/approval process to address changes that occur over time regarding permitted uses and to allow more flexibility when the code is not specific or as-yet updated (see packet pp. 23-24 for examples/options and reference);  
Options considered: a) Determination by staff with appeal to Planning and Zoning; b) Determination by staff with confirmation by Planning and Zoning; c) Staff review with Planning and Zoning confirmation appeal to City Council.  
Consensus: Work towards b) which allows for more transparency.
- Discussion and review of the Proposed City of Palmer Use Matrix (see packet, pp 19-22). The Commission was in general approval on the direction of the matrix.

Chairman Lucas declared exit of Committee of the Whole, without objection, at 8:29 p.m.

K. NEW BUSINESS:



1. **IM 18-014:** Consideration of Recommendation of a Text Amendment to Repeal Palmer Municipal Code 17.60.060, Distance between buildings, in its entirety.

Staff Report: Director Hanson explained the reasoning behind the requested text amendment, directing attention to information in the packet (p. 27) provided by the Building Inspector. The standard is addressed in Title 15, Buildings and Construction, and not necessary in Title 17. By requiring a 20' separation on the same lot, it restricts operational efficiencies and unnecessarily restricts building lot coverage in areas where density is preferred. The Commission was asked to review the proposed Ordinance and if approved, move forward for adoption by the City Council.

Following brief discussion,

**Main Motion: For approval of Ordinance No. 18-0xx repealing PMC 17.60.060, Distance between buildings, in its entirety and move forward to City Council with a recommendation for adoption.**

Moved by:	Benedetto
Seconded by:	Wohlbach
Action:	Motion carried unanimously by all members present.
In favor:	Wohlbach, Corbin, Benedetto, Ornquist, Thom-Bernier, Petty, Lucas
Opposed:	None

L. PLAT REVIEWS:

1. **IM 18-015:** Preliminary Plat Review – To adjust the common lot lines between Lots 2, 3 & 4, Homesite Tract No. 100 to create three new lots, located outside Palmer city limits.

Director Hanson reported the abbreviated plat was distributed for comment by City Departments. The City Manager, Building Inspector, and Fire Chief commented no changes necessary. Community Development commented the proposed lots would meet the minimum required lot width of 60 feet and the minimum required lot area of 8,400 square feet if these



**City of Palmer  
Action Memorandum No. 18-093**

**Subject:** Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with HDL Engineer Consultants for Construction Administration and Inspection Services for the 2019 ADA Sidewalk Improvements Project in an Amount Not to Exceed \$41,850.00

**Agenda of:** December 11, 2018

**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>11/08/18</u>
_____	Fire	_____	_____
_____	Police	_____	_____
<u>  √  </u>	Public Works	<u><i>[Signature]</i></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>[Signature]</i></u>	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ 41,850.00

This legislation (√):

- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ 41,850.00
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): AKDOT ATAP Grant 08-40-04-6225; 08-01-10-7172 City Match
- Not budgeted

Director of Finance Signature: *[Signature]*

**Attachment(s):**

- HDL Fee Proposal

**Summary Statement/Background:**

The Council approved and appropriated a 2018 Alaska Transportation Alternatives Program Grant from the State of Alaska for the installation and improvement of sidewalks, driveways, and curb ramps with Resolution 18-010. This grant, including the city matching funds is in the amount of \$323,400.

The scope of this project is larger than previous sidewalk improvement projects that have previously been managed by the public works staff and construction management by a contractor was included in the grant application budget.

HDL provided the phase design work for this project and is well acquainted with the with the ADA Sidewalk Improvement Plan. HDL Engineering has previously conducted the ADA Sidewalk Improvement Plan sidewalk inventories, sidewalk, driveway and ramp improvement design, for this and previous phases of the ADA Sidewalk Improvement Plan. Contracting with a potentially new contractor on the project will add an unnecessary dimension of complexity and expense to completing this upgrade.

Palmer Municipal Code (PMC) 3.21.230 A3 provides for a sole source procurement and is appropriate to ensure consistency and efficiency in managing this project to its completion within the grant guidelines.

**Administration's Recommendation:**

To approve Action Memorandum No. 18-093 authorizing the City Manager to Negotiate and Execute a Professional Services Agreement (PSA) with HDL Engineer Consultants for Construction Administration and Inspection Services for the 2019 ADA Sidewalk Improvements Project in an Amount Not to Exceed \$41,850.00.

November 7, 2018

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

RE: Fee Proposal for Construction Administration & Inspection Services  
2019 ADA Sidewalk Improvements – City of Palmer

Dear Mr. Nall:

HDL Engineering Consultants, LLC (HDL) is pleased to present this amendment proposal to assist the City of Palmer with the 2019 ADA Sidewalk Improvements project by providing construction administration (CA) and inspection services. The City of Palmer has been actively upgrading pedestrian facilities to meet Americans with Disabilities Act (ADA) requirements since 2009. This project is a continuation of that effort and will improve accessibility and repair sidewalks in the government offices area.

**SCOPE OF SERVICES**

We propose to provide professional services required for CA and inspection of the project. Our scope of services will be as follows:

**Task 4 – Construction Administration & Inspection**

HDL will provide CA and periodic inspection services during a 10-week construction period during Summer 2019. HDL will work closely with Public Works staff and will be the contractor’s primary point of contact for verbal and written communication. Our scope of work will include construction monitoring, coordination, administration, inspection, material testing, and record drawings.

HDL will coordinate and monitor the day-to-day activities of the project on behalf of the City. David Lundin, P.E. will be the Project Manager and Matthew Coburn, P.E. will be the Project Engineer. Under David’s close supervision, Matt will be the primary point of contact and will keep the City informed of progress, field directives, and changes as they arise and will prepare weekly written status reports.

- a. Construction Administration. HDL will conduct a pre-construction conference to review the contractor’s schedule, establish procedures for submittals and shop drawings, and to establish a working understanding between the contractor, HDL, and the City. At start-up, we will review material and equipment submittals, shop drawings, samples, and quality control submittals.

During construction, HDL will review administrative submittals and schedules. HDL will review and respond to Requests for Information (RFIs) from the contractor. We

CIVIL ENGINEERING  
GEOTECHNICAL ENGINEERING  
TRANSPORTATION ENGINEERING  
ENVIRONMENTAL SERVICES  
PLANNING  
SURVEYING & MAPPING  
CONSTRUCTION ADMINISTRATION  
MATERIAL TESTING  
REAL ESTATE SERVICES

will review traffic control plans (TCPs) and verify implementation of approved TCPs during construction. We will conduct construction meetings as needed, review the contractor's pay requests, verify completed pay item quantities, and provide recommendations for payment.

The project plans identify the general work locations. However, without survey mapping of the existing conditions, the exact details of the layout are not provided. We will work closely with the Contractor to layout the work and adjust the standard details to fit the actual conditions.

For construction closeout, we will request a release of liens and claims statement from the contractor and will distribute a project completion and acceptance certificate for execution.

- b. Construction Inspection & Quality Assurance Testing. HDL will provide part-time inspection to observe, test, and document the construction on behalf of the City. Documentation will include photographs and daily construction reports detailing the equipment, labor, inspections, testing, and activities occurring each day. We will provide copies of daily reports to the City on a weekly basis. Our Inspector will work up to 24 hours per week over a 6-week period from June to mid-July 2019. However, actual inspection hours will depend upon the Contractor's schedule and type of work being performed. HDL will conduct formal substantial and final completion inspections jointly with the City and prepare a substantial completion inspection report and list of deficient items.

HDL will provide quality assurance material testing to check the adequacy of the Contractor's quality control program by performing the following independent tests:

- ✓ Approximately 6 field density tests.
- ✓ Approximately 3 laboratory moisture-density tests (Proctors) including soil gradations.
- ✓ Approximately 6 sets of concrete tests including slump, unit weight, air, and compressive strength.

### **BASIC ASSUMPTIONS**

The following basic assumptions were used to prepare this estimate:

1. The area disturbed by the project is less than one-acre and no Storm Water Pollution Prevention Plan is required.
2. Preparation of Requests for Proposal (RFPs) for additional and/or unanticipated work, review of proposals and preparation of Change Orders are not included in our proposal and may require a budget amendment, depending on the extent.
3. HDL will review the Contractor's construction markups and will prepare electronic record drawings. We will submit half-size record drawings in Adobe PDF format, as well as final AutoCAD files, on CD for your records.

## SCHEDULE

We anticipate a 10-week construction period with six weeks from start of field work to substantial completion. If the Contractor's work extends beyond the contract construction period, there may be additional cost to our work.

## FEE

We propose to provide aforementioned services on a time and expenses basis at our published hourly labor rates and a standard 10% mark-up of reimbursable expenses for a fee not to exceed \$41,850 as detailed on the attached fee worksheet.

The level of effort required for CA and inspection services is highly dependent on the cooperation and skill of the contractor; the methods and equipment the contractor employs; the weather; the amount of rejected workmanship that must be retested; and the schedule the contractor decides to work. None of these conditions is within HDL's control. We have prepared this estimate taking an optimistic view of potential difficulties based on our current understanding of the project and have not included budget for claim negotiation, protracted disputes, repeated retesting, or if the contractor's work extends beyond the contract construction period. Our fee is a budget-level estimate based on the above-described services and schedule. Anything to the contrary may result in additional cost to our work.

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

Sincerely,

HDL ENGINEERING CONSULTANTS, LLC



David Lundin  
Principal Civil & Environmental Engineer

attach: Fee Worksheet (1 page)

**FEE PROPOSAL WORKSHEET**  
**Construction Phase Services**  
**2019 Sidewalk Improvements**

<u>TASK</u>	<u>ACTIVITY</u>	<u>QTY</u>	<u>RATE</u>	<u>HDL LABOR &amp; DIRECT EXPENSES</u>	<u>REIMBURSABLE EXPENSES</u>	<u>SUB-CONTRACTS</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
<b>4.0</b>	<b>Construction Phase Services.....</b>							<b>\$41,850</b>
4.1	<u>Construction Administration - Office (10 weeks)</u>							\$14,450
	Project Manager (2 hrs/wk)	20 hrs	@ \$180	\$3,600				
	Project Engineer (8 hrs/wk)	80 hrs	@ \$125	\$10,000				
	Clerical (1 hr/wk)	10 hrs	@ \$85	\$850				
4.2	<u>Inspection Services (6 weeks)</u>							\$19,090
	Project Engineer (4 hrs/week)	24 hrs	@ \$125	\$3,000				
	Inspector ST (20 hrs/wk)	120 hrs	@ \$95	\$11,400				
	Inspector OT (4 hrs/wk)	24 hrs	@ \$125	\$3,000				
	Vehicle (half day rate)	36 days	@ \$40	\$1,440				
	Miscellaneous Reimbursables	1 Allowance	@ \$250		\$250			
4.3	<u>Quality Assurance Material Testing</u>							\$3,105
	Materials Engineer	4 hrs	@ \$120	\$480				
	Field Materials Tech.		Included w/ inspection					
	Nuclear Densometer	6 days	@ \$35	\$210				
	Lab. Moisture-Density Test	3 ea	@ \$270	\$810				
	Concrete Testing	6 ea	@ \$225	\$1,350				
	Clerical	3 hrs	@ \$85	\$255				
4.4	<u>Record Drawings and Closeout</u>							\$5,180
	Project Manager	6 hrs	@ \$180	\$1,080				
	Project Engineer	12 hrs	@ \$125	\$1,500				
	Inspector	8 hrs	@ \$95	\$760				
	Drafter	16 hrs	@ \$115	\$1,840				
<b>Subtotal Task 4</b>				<b>\$41,575</b>	<b>\$250</b>	<b>\$0</b>		<b>\$41,825</b>
Markup*					\$25	\$0		\$25
<b>Total Task 4</b>				<b>\$41,575</b>	<b>\$275</b>	<b>\$0</b>		<b>\$41,850</b>
*10% for subcontracts, 10% for reimbursable expenses								

**City of Palmer  
Action Memorandum No. 18-094**

**Subject:** Accepting Board Member Sally Pollen's Resignation from the Parks, Recreation and Cultural Resources Advisory Board

**Agenda of:** December 11, 2018

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

**Originator Information:**

**Originator:**    Mayor DeVries via City Clerk

**Department Review:**

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

**Approved for Presentation By:**

	<b>Signature:</b>	<b>Remarks:</b>
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):**

- None

**Summary Statement/Background:**

Palmer Charter Chapter II Section 2.9 requires the City Council to approve resignations by members of boards and commissions.

Sally Pollen has submitted her resignation effective November 15, 2018.

The Clerk's Office will begin the advertising process to fill the vacancy created by the resignation, will forward applications to the Mayor for nomination, and then to the council for confirmation.



**A. CALL TO ORDER**

A Special meeting of the Palmer City Council was held on October 30, 2018, 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**

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

Edna DeVries, Mayor	Julie Berberich (participated telephonically)
Steve Carrington (arrived at 6:29 p.m.)	Linda Combs
Sabrena Combs (participated telephonically)	David Fuller
Pete LaFrance, Deputy Mayor (left at 7:27 p.m.)	

Staff in attendance were the following:

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

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

**Main Motion: To Approve Agenda**

Moved by:	Fuller
Seconded by:	L. Combs
In favor:	Berberich, L. Combs, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	Carrington
Action:	Motion Carried

**E. AUDIENCE PARTICIPATION**

Mr. Tom Roberson requested a letter of support from the city for the installation of an emergency stand pipe at the palmer pool. City Manager Wallace stated he had sent the letter to the Borough and would provide Mr. Roberson with a copy.

**F. NEW BUSINESS**

1. Committee of the Whole: Presentation of the Audit on the 2019 Budget (note: action may be taken by the council following the committee of the whole)
  - a. 2019 City of Palmer Budget
  - b. 2019 City of Palmer Pay Plan
  - c. 2019 City of Palmer Fee Schedule
  - d. 2019 City of Palmer Fine Schedule
  - e. 2019 City of Palmer Capital Improvement Program

**Main Motion: To Enter into Committee of the Whole**

Moved by:	L. Combs
Seconded by:	Fuller
In favor:	Berberich, L. Combs, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	Carrington
Action:	Motion Carried

The Council entered into a Committee of the Whole at 6:06 p.m.

Topics addressed in the Committee of the Whole included:

- Police Department;
- Fire Department;
- Public Works Department; and
- Public Works Enterprise Funds.

The Council adjourned from Committee of the Whole at 8:15 p.m. and reconvened the Regular Meeting.

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

City Clerk Alley reported an updated Budget Presentation Schedule was the one item placed on the table.

**H. AUDIENCE PARTICIPATION**

None.

**I. COUNCIL MEMBER COMMENTS**

Council Member Carrington reported he was late to the meeting due to his commute from Anchorage being over two hours.

**J. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 8:20 p.m.

**Approved this \_\_\_\_ day of \_\_\_\_\_, 2018.**

\_\_\_\_\_  
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 November 6, 2018, 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

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

Edna DeVries, Mayor	Julie Berberich
Steve Carrington	Linda Combs
Sabrena Combs (Excused Absence)	David Fuller
Pete LaFrance, Deputy Mayor	

Staff in attendance were the following:

Nathan Wallace, City Manager	Norma I. Alley, MMC, City Clerk
Michael Gatti, City Attorney	Angie Anderson, Deputy City Clerk

## C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

## D. APPROVAL OF AGENDA

### Main Motion: To Approve Agenda

Moved by:	Fuller
Seconded by:	LaFrance
In favor:	Berberich, Carrington, L. Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	S. Combs
Action:	Motion Carried

## E. AUDIENCE PARTICIPATION

Mr. Kelsey Taylor testified to the unmaintained roads by his home that were in need of attention due to poor drainage and a lack of snow maintenance.

## F. NEW BUSINESS

1. Committee of the Whole: Presentation of the Audit on the 2019 Budget (note: action may be taken by the council following the committee of the whole)
  - a. 2019 City of Palmer Budget
  - b. 2019 City of Palmer Pay Plan
  - c. 2019 City of Palmer Fee Schedule
  - d. 2019 City of Palmer Fine Schedule
  - e. 2019 City of Palmer Capital Improvement Program

**Main Motion: To Enter into Committee of the Whole**

Moved by:	L. Combs
Seconded by:	Fuller
In favor:	Berberich, Carrington, L. Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	S. Combs
Action:	Motion Carried

The Council entered into a Committee of the Whole at 6:06 p.m.

Topics addressed in the Committee of the Whole included:

- Mayor/Council/Clerk;
- Palmer Golf Course; and
- CIP.

City Manager Wallace and City Clerk Alley fielded general questions.

Mayor DeVries called a break at 7:20 p.m. The meeting reconvened at 7:32 p.m.

The Council adjourned from Committee of the Whole at 9:00 p.m. and reconvened the Special Meeting.

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

City Clerk Alley reported the following documents were Items Placed on the Table:

- City Clerk's Office Budget Stats;
- Radio Free Palmer Yearly Stats;
- City Clerk's Office Division of Labor;
- Golf Course Budget Worksheet;
- Parks, Recreation, and Cultural Resources Advisory Board CIP Worksheet; and
- Veterans Day Celebration Flyer from Council Member L. Combs.

**H. AUDIENCE PARTICIPATION**

None.

**I. COUNCIL MEMBER COMMENTS**

Council Member L. Combs handed out a Veterans Day Celebration flyer and invited all to attend.

**J. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 9:03 p.m.

**Approved this \_\_\_\_ day of \_\_\_\_\_, 2018.**

\_\_\_\_\_  
Norma I. Alley, MMC, City Clerk

\_\_\_\_\_  
Edna B. DeVries, Mayor



**Norma I. Alley, MMC**  
**City Clerk**

Phone: (907) 745-3271  
Direct: (907) 761-1321  
Fax: (907) 761-1340

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

**TO:** Palmer City Council  
**FROM:** Norma I. Alley, MMC *Norma I. Alley*  
**SUBJECT:** City Clerk's Report for the December 11, 2018, Council Meeting

1. Boards & Commissions Attendance Spreadsheets

The monthly attendance spreadsheets are attached for:

- a. AAC
- b. BED
- c. PRCRAB
- d. P&ZC

2. Boards & Commissions Membership Lists

Attached are updated Membership Lists for the boards and commissions.

3. Upcoming Events

Below is a list of upcoming events on the City Clerk's Office radar. Please let us know if you are or are not planning on attending one of the events below.

Name of Event	Date	Time	Location
<b>Mat-Su Foundation Open House</b>	12/14	3-5 pm	Health Foundation

Don't forget to let us know of any other events you are aware of or attending.

4. Tentative Upcoming Meetings

Attached is the tentative 2019 Meeting Schedule. All Special Meetings are subject to change. Below is a quick four month view.

Please note the joint meeting dates and times with the Boards and Commissions.

Tentative Future Meeting Schedule			
Meeting Date	Meeting Type	Time	Notes
<b>Jan 8</b>	Regular	7 pm	
<b>Jan 15</b>	Joint	7 pm	AAC
<b>Jan 22</b>	Regular	7 pm	
<b>Feb 5</b>	Joint	6 pm	BED
<b>Feb 12</b>	Regular	7 pm	
<b>Feb 26</b>	Regular	7 pm	
<b>March 12</b>	Joint	6 pm	PRCRAB

<b>March 12</b>	Regular	7 pm	
<b>March 26</b>	Regular	7 pm	
<b>April 9</b>	Regular	7 pm	
<b>April 16</b>	Joint	6 pm	PZC
<b>April 23</b>	Regular	7 pm	

# City of Palmer

## Airport Advisory Commission Members

PMC 2.25.020. There is created a city airport advisory commission which shall consist of seven members.

Seat	Board Member	Term Expires
A	Richard Best	Oct. 2019
B	Kenneth More	Oct. 2019
C	Jeff Helmericks	Oct. 2020
D	Andrew Weaver	Oct. 2021
E	Joyce Momarts	Oct. 2020
F	Shannon Jardine	Oct. 2019
G	Liz Swearingin	Oct. 2021

PMC 2.25.140.B. Cause for removal. In addition, a board member may be removed by the council if, during any 12-month period while in office: 1) The board member is absent from three regular meetings without excuse; or 2) The board member is absent from six regular meetings.

### 2018 Attendance Record

Board Member	Jan *	Feb	Mar	Apr	May	June *	July	Aug	Sept	Oct	Nov	Dec *
Best											✓	
More		✓	✓	✓	✓		✓	E	✓	✓	✓	
Helmericks		✓	✓	✓	✓		✓	✓	✓	✓	✓	
Weaver		✓	✓	E	E		✓	E	E	U	✓	
Momarts		✓	✓	E	✓		✓	✓	✓	✓	✓	
Jardine		✓	✓	✓	✓		✓	E	✓	✓	✓	
Swearingin											✓	

### 2017 Attendance Record

Board Member	Jan	Feb	Mar	Apr	May *	June	July	Aug	Sept	Oct	Nov	Dec *
More	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	
Helmericks	U	✓	✓	✓		✓	✓	✓	✓	✓	✓	
Weaver	✓	✓	✓	E		✓	✓	✓	✓	E	✓	
Momarts	E	✓	✓	✓		✓	✓	✓	✓	✓	✓	
Jardine	✓	✓	✓	✓		✓	E	✓	✓	✓	✓	

\* Meeting Cancelled  
 \*\* Special Meeting  
 ✓ - Present

E - Excused  
 U - Unexcused Absence  
 V - Vacant

# City of Palmer

## Board of Economic Development Members

PMC 2.30.010.A. There is created a city board of economic development which shall consist of seven members.

Seat	Board Member	Term Expires
D	Christopher Chappel	Oct. 2021
B	Peter Christopher	Oct. 2019
A	Barbara Hunt	Oct. 2020
E	Janet Kincaid	Oct. 2019
C	Lorie Koppenberg	Oct. 2021
F	Kelly Turney	Oct. 2020
G	Dusty Silva	Oct. 2021
CC	David Fuller	Oct. 2019
PZC	Not Yet Appointed	Oct. 2019

PMC 2.30.140.B. Cause for removal. In addition, a board member may be removed by the council if, during any 12-month period while in office: 1) The board member is absent from three regular meetings without excuse; or 2) The board member is absent from six regular meetings.

### 2018 Attendance Record

Board Member	Jan	Feb	Mar	Mar **	Apr *	May	June	July	Aug	Sept	Oct *	Nov	Dec
Chappel	✓	✓	U	E		✓	✓	✓	E	✓		U	
Christopher	✓	✓	U	✓		✓	E	✓	E	✓		✓	
Hunt	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	
Kincaid	✓	E	✓	✓		✓	✓	✓	✓	✓		✓	
Koppenberg	✓	✓	✓	✓		✓	✓	E	✓	✓		✓	
Turney	E	✓	✓	✓		✓	✓	✓	✓	E		✓	
Silva	✓	✓	✓	✓		✓	✓	E	✓	✓		✓	
Fuller												✓	

### 2017 Attendance Record

Board Member	Jan	Feb	Mar	Mar **	Apr	May	June	July	Aug	Sept	Oct *	Nov	Dec *
Chappel	✓	✓	✓	✓	✓	✓	✓	E	✓	✓		✓	
Christopher	✓	✓	✓	E	✓	✓	E	E	✓	✓		U	
Hunt												✓	
Kincaid	✓	E	✓	✓	✓	✓	✓	✓	E	✓		✓	
Koppenberg	✓	✓	E	✓	✓	✓	E	✓	✓	E		✓	
Turney												✓	
Silva	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	

\* Meeting Cancelled  
 \*\* Special Meeting  
 ✓ - Present

E - Excused Absence  
 U - Unexcused Absence  
 V - Vacant



# City of Palmer Parks, Recreation and Cultural Resources Advisory Board Members

PMC 2.22.010.A. There is created a city board for parks, recreation and cultural resources which shall consist of seven members.

Seat	Board Member	Term Expires
A	Stephanie Allen	Oct. 2020
B	Jo Ehmann	Oct. 2021
C	Heather Kelley	Oct. 2020
D	Shannon Connelly	Oct. 2019
E	Denise Christopher	Oct. 2020
F	Wesley Rath	Oct. 2021
G	Sally Pollen	Oct. 2019

PMC 2.22.140.B. Cause for removal. In addition, a board member may be removed by the council if, during any 12-month period while in office: 1) The board member is absent from three regular meetings without excuse; or 2) The board member is absent from six regular meetings.

## 2018 Attendance Record

Board Member	Jan	Feb	Feb **	Mar	Apr	May	June *	July	Aug	Sept *	Oct	Nov	Dec
Allen	✓	✓	✓	✓	✓	✓		✓	U		✓	✓	
Christopher						E		E	✓		✓	✓	
Connelly	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓	
Ehmann	✓	✓	✓	U	✓	✓		✓	✓		✓	✓	
Kelley									✓		E	✓	
Pollen	U	✓	✓	✓	✓	✓		U	U		✓	E	
Rath												E	

## 2017 Attendance Record

Board Member	Jan	Feb	Mar	Mar **	Apr	May *	June	July	July **	Aug	Sept	Oct	Nov	Dec *
Allen	E	✓	✓	E	✓		✓	✓	✓	E	E	✓	✓	
Connelly	✓	✓	✓	✓	✓		✓	✓	✓	E	✓	✓	✓	
Ehmann	✓	✓	✓	✓	✓		E	E	E	✓	✓	✓	✓	
Pollen													✓	

\* Meeting Cancelled  
 \*\* Special Meeting  
 ✓ – Present  
 E – Excused Absence  
 U – Unexcused Absence  
 V – Vacant  
 S:\CityClerk\Boards and Commissions\PRCRAB\Attendance Reports\Attendance Report PRCRAB 2018-10.docx

# City of Palmer

## Planning & Zoning Advisory Commission Members

PMC 2.20.010.A. There is created a city planning and zoning commission which shall consist of seven members who shall be nominated by the mayor and confirmed by the city council. All members must be residents of the city.

Seat	Commission Member	Term Expires
A	Gena Ornquist	Oct. 2020
B	Richard Benedetto	Oct. 2019
C	Andrew Corbin	Oct. 2021
D	Kristy Thom Bernier	Oct. 2019
E	Dan Lucas	Oct. 2020
F	David Petty	Oct. 2021
G	Rhonda Wohlbach	Oct. 2021

PMC 2.20.321.C. Cause for removal. In addition, a commissioner may be removed by the council if, during any 12-month period while in office: 1) The commissioner is absent from three regular meetings without excuse; or 2) The commissioner is absent from six regular meetings.

### 2018 Attendance Record

Commissioner	Jan	Feb	Mar *	Apr **	Apr	May	Jun *	Jul	Aug	Sep	Oct	Nov	Dec *
Benedetto	E	✓		✓	✓	✓		✓	✓	✓	E	✓	
Corbin								✓	✓	✓	✓	✓	
Lucas	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	
Ornquist	✓	✓		E	E	✓		✓	E	✓	✓	✓	
Petty	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	
Thom Bernier	✓	✓		✓	✓	✓		✓	E	E	✓	✓	
Wohlbach								✓	✓	E	U	✓	

### 2017 Attendance Record

Commissioner	Jan	Feb	Mar	Apr **	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec *
Benedetto												✓	
Lucas	✓	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Ornquist	✓	*	✓	✓	✓	✓	✓	✓	✓	✓	E	✓	
Petty	✓	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Thom Bernier	✓	*	✓	✓	E	✓	E	✓	✓	E	✓	✓	

\* Meeting Cancelled  
 \*\* Special Meeting  
 ✓ – Present

E – Excused Absence  
 U – Unexcused Absence  
 V – Vacant

S:\CityClerk\Boards and Commissions\PZC\Attendance Reports\Attendance Report PZC 2018-10.docx



## City of Palmer Airport Advisory Commission Members 2019

Page 27 of 81

Seat	Member	Address	Phone Numbers	Email Address	Appt.	Term Ending	Interest In Airport	Live In City Limits
A	Richard W. Best	1150 W. Josselin Lane Palmer, AK 99645	907-715-4317	<a href="mailto:best_family@gci.net">best_family@gci.net</a>	2018	2019	N	Y
B	Kenneth More, Chair	877 Shakespeare Circle Anchorage, AK 99503	907-279-2702 (h) 907-746-2290 (w) 907-240-3286 (c)	<a href="mailto:flyartic@articsairacademy.com">flyartic@articsairacademy.com</a>	2016	2019	Y	N
C	Jeff Helmericks	621 Airport Rd. #200 Palmer, AK 99645	907-357-6849 (h) 907-232-0230 (c)	<a href="mailto:colville@ak.net">colville@ak.net</a>	2006	2020	Y	N
D	Andrew Weaver	1500 N. Ranch Road Palmer, AK 99645	907-631-8114	<a href="mailto:dreamstrails@yahoo.com">dreamstrails@yahoo.com</a>	2016	2021	N	N
E	Joyce Momarts	360 E. Dogwood Avenue Palmer, AK 99645	907-745-3738	<a href="mailto:jmom@mtaonline.net">jmom@mtaonline.net</a>	2008	2020	N	Y
F	Shannon Jardine	8614 E. Highlander Cir. Palmer, AK 99645	907-947-1828	<a href="mailto:shannon@extremeshannon.com">shannon@extremeshannon.com</a>	2016	2019	Y	N
G	Liz Swearingin, Vice Chair	PO Box 876161 Wasilla, AK 99687	412-526-0760	<a href="mailto:Lizswear21@gmail.com">Lizswear21@gmail.com</a>	2018	2021	N	N

Staff Representative		
Frank Kelly, Airport Superintendent	Phone: 907-761-1334 Email: <a href="mailto:fkelly@palmerak.org">fkelly@palmerak.org</a>	901 E. Airport Road Palmer, AK 99645 Phone: 907-761-1334 <a href="http://www.cityofpalmer.org">www.cityofpalmer.org</a>



## City of Palmer Board of Economic Development Members 2019

Seat	Member	Address	Phone Numbers	Email Address	Appt.	Term Ending	Represent	Live In City Limits
A	Barbara Hunt	PO Box 62 Palmer, AK 99645	907-315-3222 (c)	<a href="mailto:bhunt@mtaonline.net">bhunt@mtaonline.net</a>	2017	2020	Business	N
B	Peter Christopher	11335 E. Equestrian St. Palmer, AK 99645	907-746-4914 (h) 907-745-6401 (w) 907-373-8730 (c)	<a href="mailto:gminers@gci.net">gminers@gci.net</a>	2016	2019	Business & Tourism	N
C	Lorie Koppenberg	PO Box 2344 Palmer, AK 99645	907-355-3153	<a href="mailto:Rmk800@gci.net">Rmk800@gci.net</a>	2018	2021	Business	N
D	Chris Chappel	7472 N. Raleigh Hills St. Palmer, AK 99645	801-669-1526	<a href="mailto:chris.chappel@nitalaska.com">chris.chappel@nitalaska.com</a>	2018	2021	Business	N
E	Janet Kincaid	7050 Finger Lake Dr. Palmer, AK 99645	907-745-3855 (h) 907-745-3330 (w)	<a href="mailto:akjanet@mtaonline.net">akjanet@mtaonline.net</a>	2016	2019	Business & Tourism	N
F	Kelly Turney, Vice Chair	Res: 3331 N. Aoki Dr., #A Mail: 562 S. Denali St. Palmer, AK 99645	907-841-2060 (c) 907-746-7878 (w)	<a href="mailto:alaskapicker@gmail.com">alaskapicker@gmail.com</a>	2017	2020	Business	N
G	Dusty Silva, Chair	1550 Shoreline Dr. PO Box 2266 Palmer, AK 99645	907-355-8389	<a href="mailto:dusty@silvainsurance.net">dusty@silvainsurance.net</a>	2018	2021	Finance/ Insurance	N
CC	David Fuller	231 W. Evergreen Ave. Palmer, AK 99645	907-354-3568	<a href="mailto:dfuller@palmerak.org">dfuller@palmerak.org</a>	2018	2019	Council	Y

Page 28 of 81

### Staff Representatives

Brad Hanson, Community Dev. Director	Phone: 907-761-1322 Email: <a href="mailto:bahanson@palmerak.org">bahanson@palmerak.org</a>	Kimberly McClure, Planning & Code Compliance Technician	Phone: 907-761-1306 Email: <a href="mailto:kmcclure@palmerak.org">kmcclure@palmerak.org</a>	645 E. Cope Industrial Way, Phone: 907-745-3709 Fax: 907-745-5443 <a href="http://www.cityofpalmer.org">www.cityofpalmer.org</a>
--	--	---	--	---



## City of Palmer Parks, Recreation and Cultural Resources Advisory Board Members 2019

Seat	Member	Address	Phone Numbers	Email Address	Appt.	Term Ending	Interest In	Live In City Limits
A	Stephanie Allen	1245 S. Williwaw Drive Palmer, AK 99645	907-746-3363 (h) 907-745-5821 (w)	<a href="mailto:sallen@unitedwaymatsu.org">sallen@unitedwaymatsu.org</a>	2015	2020	Parks & Recreation	Y
B	Jo Ehmann	430B Melissa Rose Circle PO Box 2048 Palmer	907-745-8025 (h) 907-232-3763 (c)	<a href="mailto:jehmann@gci.net">jehmann@gci.net</a>	2015	2021	History & Arts	Y
C	Heather Kelley	231 W. Evergreen Ave. Palmer, AK 99645	907-982-9504 (c) 907-861-8695 (w)	<a href="mailto:Heather_Kelley@outlook.com">Heather_Kelley@outlook.com</a>	7/2018	2020	Recreation & Trails	Y
D	Shannon Connelly, Vice Chair	11427 E. Cienna Avenue PO Box 172 Palmer, AK 99645	907-745-7046 (h) 907-354-1856 (c)	<a href="mailto:skconn@mtaonline.net">skconn@mtaonline.net</a>	2016	2019	Recreation & Trails	N
E	Denise Christopher, Chair	11335 E. Equestrian St. Palmer, AK 99645	907-746-4914 (h) 907-861-6858 (w) 907-841-4589 (c)	<a href="mailto:pchristopher08@hotmail.com">pchristopher08@hotmail.com</a>	5/2018	2020	Recreation & Trails	N
F	Wesley Rath	370 N. Anna Street Palmer, AK 99645	907-861-8724 (w) 907-795-6636 (c)	<a href="mailto:wesley.rath@gmail.com">wesley.rath@gmail.com</a>	2018	2021	Culture & Arts	Y
G		Palmer, AK 99645				2019	Recreation	

Staff Representative		
Chris Nall Public Works Director	Phone: 907-761-1350 Email: <a href="mailto:cnall@palmerak.org">cnall@palmerak.org</a>	1316 S. Bonanza Street Palmer, AK 99645 Fax: 907-745-3203 <a href="http://www.cityofpalmer.org">www.cityofpalmer.org</a>



## City of Palmer Planning and Zoning Commission Members 2019

Seat	Member	Address	Phone Numbers	Email Address	Appointed	Term Ending	Live In City Limits
A	Gena Ornquist	1000 Josselin Lane Palmer, AK 99645	907-745-2060	<a href="mailto:mission@mtaonline.net">mission@mtaonline.net</a>	2016	2020	Y
B	Richard Benedetto	1260 S. Felton St. Palmer, AK 99645	907-982-8708 (c)	<a href="mailto:benedettorich@gmail.com">benedettorich@gmail.com</a>	2017	2019	Y
C	Andrew Corbin	1120 S. Gurn Circle Palmer, AK 99645	907-354-4757 (c)	<a href="mailto:andrewcorbin@gci.net">andrewcorbin@gci.net</a>	7/2018	2021	Y
D	Kristy Thom Bernier	340 N. Beylund Circle Palmer, AK 99645	907-355-8400 (h) 907-276-6353 (w) 907-355-8400 (c)	<a href="mailto:kristy.bernier@brilliantak.com">kristy.bernier@brilliantak.com</a>	2016	2019	Y
E	Dan Lucas, Chair	PO Box 855 Palmer, AK 99645	907-745-3444 (h) 907-745-2383 (w)	<a href="mailto:dlucas@mtaonline.net">dlucas@mtaonline.net</a>	2012	2020	Y
F	David Petty, Vice Chair	1325 S. Felton St. Palmer, AK 99645	907-903-8222 (h) 907-240-5664 (c)	<a href="mailto:josiesdaddy@gmail.com">josiesdaddy@gmail.com</a>	2014	2021	Y
G	Rhonda Wohlbach	920 W. Fern Avenue Palmer, AK 99645	907-631-8631 (c) 907-746-6970 (w)	<a href="mailto:rhondap@gci.net">rhondap@gci.net</a>	7/2018	2021	Y

### Staff Representatives

Brad Hanson, Community Dev. Director	Phone: 907-761-1322 Email: <a href="mailto:bahanson@palmerak.org">bahanson@palmerak.org</a>	Kimberly McClure Planning & Code Compliance Technician	Phone: 907-761-1306 Email: <a href="mailto:kmccclure@palmerak.org">kmccclure@palmerak.org</a>	645 E. Cope Industrial Way, Palmer, AK 99645 Phone: 907-745-3709 Fax: 907-745-5443 <a href="http://www.cityofpalmer.org">www.cityofpalmer.org</a>
--	--	--	--	---

## 2019 Palmer City Council Meetings

### Tuesday (Reg. 2<sup>nd</sup> & 4<sup>th</sup>)

Meeting Date	Meeting Type	Time	Notes
Jan 8	Regular	7 pm	
Jan 15	Joint	7 pm	AAC
Jan 22	Regular	7 pm	
Feb 5	Joint	6 pm	BED
Feb 12	Regular	7 pm	
Feb 26	Regular	7 pm	
March 12	Joint	6 pm	PRCRAB
March 12	Regular	7 pm	
March 26	Regular	7 pm	
April 9	Regular	7 pm	
April 16	Joint	7 pm	PZC
April 23	Regular	7 pm	
May 14	Regular	7 pm	
May 28	Regular	7 pm	
June 11	Regular	7 pm	
June 25	Special	6 pm	Audit Presentation
June 25	Regular	7 pm	
July 9	Special	6 pm	Mid-Year Budget Review
July 9	Regular	7 pm	
July 23	Special	6 pm	2020 Budget Planning Priorities
July 23	Regular	7 pm	
Aug 13	Regular	7 pm	
Aug 27	Regular	7 pm	
Sept 10	Regular	7 pm	
Sept 24	Regular	7 pm	
Oct 7	Special	6 pm	Election Certification
Oct 8	Regular	7 pm	
Oct 15	Special	6 pm	1 <sup>st</sup> Budget Public Hearing
Oct 22	Special	6 pm	Budget

Meeting Date	Meeting Type	Time	Notes
<b>Oct 22</b>	Regular	7 pm	
<b>Oct 29</b>	Special	6 pm	Budget
<b>Nov 5</b>	Special	6 pm	Budget
<b>Nov 12</b>	Special	6 pm	Budget
<b>Nov 12</b>	Regular	7 pm	
<b>Nov 26</b>	Special	6 pm	Budget
<b>Nov 26</b>	Regular	7 pm	
<b>Dec 3</b>	Special	6 pm	Budget (2 <sup>nd</sup> Public Hearing)
<b>Dec 10</b>	Special	6 pm	Budget
<b>Dec 10</b>	Regular	7 pm	Budget Adoption (3 <sup>rd</sup> Public Hearing)
<b>Dec 24</b>	Regular	7 pm	
<b>Jan 14, '20</b>	Regular	7 pm	

The Council may cancel a meeting if no quorum or an emergency exists. Meetings are automatically cancelled if they fall on a holiday.



**LEGISLATIVE HISTORY**

Introduced by: City Manager Wallace  
1<sup>st</sup> Public Hearing: October 16, 2018  
2<sup>nd</sup> Public Hearing: December 4, 2018  
3<sup>rd</sup> Public Hearing: December 11, 2018  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Resolution No. 19-001**

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

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

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that the City of Palmer amends its employee compensation pay plan by adopting the attached "City of Palmer Pay Plan- January 1, 2019" with the effective date of the pay plan to be January 1, 2019.

**Approved** by the City Council of the City of Palmer, Alaska, this 11<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Edna B. DeVries, Mayor

\_\_\_\_\_  
Norma I. Alley, MMC, City Clerk

**CITY OF PALMER PAY PLAN -- January 1, 2019**  
**Steps E&F + \$1./Per Hour**

Implement: 1/1/2019

Approved:

LEVEL	Level Classification by Job Title		Steps									Longevity Steps*					
			1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
1		Hourly	11.73	12.17	12.61	13.07	13.57	14.06	14.58	15.12	15.69	16.19	16.72	17.27	17.85	18.44	19.05
		Bi-weekly	938.40	973.60	1008.80	1045.60	1085.60	1124.80	1166.40	1209.60	1255.20	1295.20	1337.60	1381.60	1428.00	1475.20	1524.00
		Annual	24,398	25,314	26,229	27,186	28,226	29,245	30,326	31,450	32,635	33,675	34,778	35,922	37,128	38,355	39,624
2	Seasonal Arena Attendant Janitor/ Light Maintenance Library Technician Seasonal Groundskeepers / LT Maintenance	Hourly	13.28	13.76	14.28	14.80	15.36	15.92	16.52	17.15	17.79	18.38	18.98	19.61	20.25	20.93	21.63
		Bi-weekly	1062.40	1100.80	1142.40	1184.00	1228.80	1273.60	1321.60	1372.00	1423.20	1470.40	1518.40	1568.80	1620.00	1674.40	1730.40
		Annual	27,622	28,621	29,702	30,784	31,949	33,114	34,362	35,672	37,003	38,230	39,478	40,789	42,120	43,534	44,990
3	Library Assistant Library Specialist Receptionist & Cashier	Hourly	14.80	15.36	15.92	16.52	17.15	17.79	18.46	19.16	19.88	20.54	21.22	21.93	22.66	23.42	24.21
		Bi-weekly	1184.00	1228.80	1273.60	1321.60	1372.00	1423.20	1476.80	1532.80	1590.40	1643.20	1697.60	1754.40	1812.80	1873.60	1936.80
		Annual	30,784	31,949	33,114	34,362	35,672	37,003	38,397	39,853	41,350	42,723	44,138	45,614	47,133	48,714	50,357
4	Admin Assistant: City Manager, Library Receptionist & Cashier	Hourly	16.30	16.91	17.55	18.21	18.90	19.61	20.35	21.13	21.93	22.66	23.41	24.21	25.02	25.86	26.73
		Bi-weekly	1304.00	1352.80	1404.00	1456.80	1512.00	1568.80	1628.00	1690.40	1754.38	1812.80	1872.80	1936.80	2001.60	2068.80	2138.40
		Annual	33,904	35,173	36,504	37,877	39,312	40,789	42,328	43,950	45,614	47,133	48,693	50,357	52,042	53,789	55,598
5	Admin Asst - Public Safety, Public Works, Community Development Planning & Code ComplianceTech Maintenance Worker, Seasonal Arena Specialist Seasonal Arena Operations Assistant Seasonal Groundskeeper Foreman	Hourly	17.86	18.54	19.24	19.97	20.73	21.52	22.33	23.19	24.07	24.89	25.72	26.59	27.48	28.41	29.37
		Bi-weekly	1428.80	1483.20	1539.20	1597.60	1658.40	1721.60	1786.40	1855.20	1925.60	1991.20	2057.60	2127.20	2198.40	2272.80	2349.60
		Annual	37,149	38,563	40,019	41,538	43,118	44,762	46,446	48,235	50,066	51,771	53,498	55,307	57,158	59,093	61,090
6	Accounting Technician I, Dispatcher I Evidence & Records Custodian Lib Srvs Coordinator, W/WW Operator I Solid Waste Collector, Mechanic I	Hourly	19.41	20.14	20.90	21.70	22.53	23.38	24.28	25.21	26.17	27.06	27.97	28.91	29.89	30.90	31.95
		Bi-weekly	1552.80	1611.20	1672.00	1736.00	1802.40	1870.40	1942.40	2016.80	2093.60	2164.80	2237.60	2312.80	2391.20	2472.00	2556.00
		Annual	40,373	41,891	43,472	45,136	46,862	48,630	50,502	52,437	54,434	56,285	58,178	60,133	62,171	64,272	66,456
7	Building Inspector, Dispatcher II Equipment Operator, Mechanic Police Officer I, Support Services Specialist Utility Meter Reader & Laborer W/WW Operator II	Hourly	20.94	21.74	22.57	23.42	24.33	25.27	26.22	27.23	28.28	29.24	30.23	31.25	32.31	33.41	34.54
		Bi-weekly	1675.20	1739.20	1805.60	1873.60	1946.40	2021.60	2097.60	2178.40	2262.40	2339.20	2418.40	2500.00	2584.80	2672.80	2763.20
		Annual	43,555	45,219	46,946	48,714	50,606	52,562	54,538	56,638	58,822	60,819	62,878	65,000	67,205	69,493	71,843
8	Accounting Technician II Arena Manager, Deputy City Clerk	Hourly	22.47	23.32	24.22	25.14	26.11	27.12	28.16	29.24	30.37	31.40	32.46	33.56	34.69	35.87	37.09
		Bi-weekly	1797.60	1865.60	1937.60	2011.20	2088.80	2169.60	2252.80	2339.20	2429.60	2512.00	2596.80	2684.80	2775.20	2869.60	2967.20
		Annual	46,738	48,506	50,378	52,291	54,309	56,410	58,573	60,819	63,170	65,312	67,517	69,805	72,155	74,610	77,147
9	Dispatch Supervisor Fire Training Coordinator Police Officer II Utilities Foreman	Hourly	24.01	24.94	25.88	26.88	27.92	29.01	30.13	31.30	32.51	33.61	34.75	35.94	37.15	38.42	39.73
		Bi-weekly	1920.80	1995.20	2070.40	2150.40	2233.60	2320.80	2410.40	2504.00	2600.81	2688.80	2780.00	2875.20	2972.00	3073.60	3178.40
		Annual	49,941	51,875	53,830	55,910	58,074	60,341	62,670	65,104	67,621	69,909	72,280	74,755	77,272	79,914	82,638
10	Airport Superintendent Library Director Police Sergeant Police Detective Sergeant	Hourly	25.53	26.52	27.54	28.60	29.71	30.85	32.05	33.29	34.59	35.76	36.99	38.24	39.55	40.90	42.30
		Bi-weekly	2042.40	2121.60	2203.20	2288.00	2376.80	2468.00	2564.00	2663.20	2767.20	2860.80	2959.20	3059.20	3164.00	3272.00	3384.00
		Annual	53,102	55,162	57,283	59,488	61,797	64,168	66,664	69,243	71,947	74,381	76,939	79,539	82,264	85,072	87,984
11	Commander, Finance Manager Human Resource Manager Maintenance Superintendent	Hourly	27.07	28.11	29.19	30.31	31.49	32.71	33.98	35.30	36.67	37.92	39.21	40.55	41.93	43.36	44.84
		Bi-weekly	2165.60	2248.80	2335.20	2424.80	2519.20	2616.80	2718.40	2824.00	2933.60	3033.60	3136.80	3244.00	3354.40	3468.80	3587.20
		Annual	56,306	58,469	60,715	63,045	65,499	68,037	70,678	73,424	76,274	78,874	81,557	84,344	87,214	90,189	93,267
12	Directors: Community Development Finance, Public Works Fire Chief, Police Chief	Hourly	33.92	35.24	36.61	38.03	39.51	41.05	42.65	44.32	46.04	47.62	49.26	50.94	52.70	54.51	56.38
		Bi-weekly	2713.60	2819.20	2928.80	3042.40	3160.80	3284.00	3412.00	3545.60	3683.20	3809.60	3940.80	4075.20	4216.00	4360.80	4510.40
		Annual	70,554	73,299	76,149	79,102	82,181	85,384	88,712	92,186	95,763	99,050	102,461	105,955	109,616	113,381	117,270

**\*Pay Increments for Longevity**

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

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

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

**LEGISLATIVE HISTORY**

Introduced by: City Manager Wallace  
1<sup>st</sup> Public Hearing: October 16, 2018  
2<sup>nd</sup> Public Hearing: December 4, 2018  
3<sup>rd</sup> Public Hearing: December 11, 2018  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Resolution No. 19-002**

**A Resolution of the Palmer City Council Adopting the 2019 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2019, and Ending December 31, 2019**

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

WHEREAS, the Fee Schedule establishes the fees for 2019 and becomes a part of the current, adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that through the budget process, the City of Palmer adopts the attached fee schedule for a period of one (1) year, that being from January 1, 2019, through December 31, 2019.

**Approved** by the City Council of the City of Palmer, Alaska, this 11<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Edna B. DeVries, Mayor

\_\_\_\_\_  
Norma I. Alley, MMC, City Clerk



# City of Palmer

## 2019 Fee Schedule

(Amended by Resolution No. 19-002)

**Contents**

**Airport Fees.....3**

**Animal Control Fees .....3**

**Appeals .....4**

**Application Filing Fees (Filing fees are nonrefundable) .....4**

**Building Inspector Inspection Services and Fees .....4**

**Building Permit Fees based on Total Valuation.....4**

**Business Licenses .....5**

**Community Center (Railroad Depot) Rental .....6**

**Community Center (Railroad Depot) Rental Miscellaneous Fees .....6**

**Election Fees .....6**

**Equipment Rental .....7**

**False Alarms.....7**

**Fire Equipment Items .....8**

**Fire Training Center Rental Fees.....8**

**Fire Training Ground Items.....9**

**Miscellaneous.....9**

**MTA Events Center .....9**

**Neighborhood Park Development Fee Schedule .....10**

**Palmer Public Library Fees.....10**

**Permits.....11**

**Public Information Requests .....11**

**Sales Tax.....11**

**Special Assessments .....12**

**Utilities .....12**

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

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

<b>Appeals</b>	
Appeal to hearing officer regarding a decision of the Planning and Zoning Commission:	
Nonrefundable application filing fee	\$ 300
Deposit for preparation of the appeal record	\$ 500

<b>Application Filing Fees (Filing fees are nonrefundable)</b>	
Mobile home park	\$ 500
Large Retail Establishment	\$ 500
Conditional Use Permit	\$ 250
Variance Request	\$ 250
Planned Unit Development (PUD)	\$ 250
Zone Change/Palmer Municipal Code Text Amendment	\$ 250
Accessory Dwelling Unit	\$ 50
Bed and Breakfast <b>Short Term Rental and Annual Renewal</b>	<b>\$ 75 50</b>

<b>Building Inspector Inspection Services and Fees</b>	
Inspections outside normal business hours (per hour)*	\$ 125
Re-inspection fees assessed under provisions of Section 305.8 of the 97 UAC (per hour)*	\$ 100
Inspection for which no fee is specifically indicated (per hour)*	\$ 100
For use of outside consultants for plan check and inspections, – actual costs**	\$

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

\*\*Actual costs include administrative and overhead costs

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

<b>Business Licenses</b>	
Business License:	
Annual license	\$ 25
Biennial license	\$ 50
State Fair License (duration of Fair – not transferable to annual license)	\$ 25
Special Event License (duration of the special event up to three days (not transferable to annual license)	\$ 10
Roving Vendor License (non-refundable annual fee)	\$ 50
Door to Door Solicitors License (non-refundable annual fee)	\$ 50
Business License – failure to apply before business opens:	\$ 25
Business License – late filing fee:	
Through February 1	\$ 25
Additional fee on March 1 (not to exceed \$50)	\$ 25
State Fair vendors failure to apply for a business license by the first day of the Fair.	\$ 25
State Fair vendors additional fee on September 4	\$ 25
Special Event License	\$ 10
Business License – failure to display business license:	\$ 25
Roving Vendors – failure to apply before business opens:	\$ 25
Roving Vendor – prohibited acts (PMC 5.28.110)	
First offense	\$ 75
Second offense – of the same ordinance within 365 days of the first offense	\$ 150
Third offense – of the same ordinance within 365 days of the second offense	\$ 300
Business License – Reprint:	\$ 25
Door to Door Solicitors License Reprint – full application process	\$ 50
Copy of Business License list	\$ 25



<b>Community Center (Railroad Depot) Rental</b>		
<b>Rental Period ----- 8 am to Midnight</b>	<b>Rental Rate</b>	<b>Security Deposit</b>
Daily: Monday through Thursday	\$ <del>225</del> 220	\$ 150
Daily weekend: Friday through Sunday	\$ 275	\$ 150
<b><del>Long run — consecutive use</del></b>	<b>Rental Rate</b>	<b>Security Deposit</b>
<del>Minimum five consecutive day rental:</del>		
<del>Monday through Thursday</del>	<del>\$ 165</del>	\$ 150
<del>Friday through Sunday</del>	<del>\$ 220</del>	\$ 150
<b>Reoccurring Use</b>	<b>Rental Rate</b>	<b>Security Deposit</b>
<del>Minimum rental of 10 to 19 calendar days per year:</del>		
<del>Monday through Thursday</del>	<del>\$ 165</del>	\$ 150
<del>Friday through Sunday</del>	<del>\$ 190</del>	\$ 150
<del>Minimum rental of 20 15 calendar days per year:</del>		
<del>Monday through Thursday</del>	\$ <del>165</del> 135	\$ 150
<del>Friday through Sunday</del>	\$ <del>190</del> 165	\$ 150

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

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

<b>Community Center (Railroad Depot) Rental Miscellaneous Fees</b>	
Security Deposit	\$ 150
Screen Remote Deposit	\$ 65
Screen Usage Fee	\$ 10
Public Announcement System Usage Fee	\$ 20
Re-hanging of ceiling noise baffles (per hour basis)	\$ 55
Lost key fee	\$ 106
Cleaning (if more than two hours is required – per hour basis)	\$ 75

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

<b>Elections</b>	
Recount ballot application deposit (per precinct)	\$ 150

<b>Equipment Rental</b>	
Equipment rental and dry equipment rates when City must repair damages to City property. Labor costs are in addition to these rates.	
Compactor	\$ 35
Compressor	\$ 60
Generator	\$ 80
Push Mower	\$ 25
Backhoe & Attachment	\$ 95
Bucket Truck	\$ 95
Cement Mixer	\$ 45
Chainsaw	\$ 30
Cut Off Saw	\$ 25
Drain Cleaner	\$ 50
Dredge	\$ 200
Dump/Flat Bed	\$ 65
Dump Trucks (8 yard)	\$ 105
Garbage Truck	\$ 100
Graders	\$ 122
Hot Patcher	\$ 75
Jumping Jack	\$ 35
Front End Loader	\$ 98
Riding Mower	\$ 55
Paver	\$ 65
Pickup Truck	\$ 40
Plow/Sand Truck (large)	\$ 105
Pressure Washer	\$ 25
Road Striper Power Liner	\$ 45
Rototiller	\$ 35
Snow Blower	\$ 210
Spreader	\$ 25
Steam Truck	\$ 95
Street Sweeper	\$ 98
Trac Star Fusion Machine (per hour, 4 hour min) monthly price = \$19,000, monthly fee can be pro-rated	\$ 115
Trailer	\$ 55
Trash Pump	\$ 25
Vactor	\$ 95
Water/Sewer/Maintenance Utility Trucks	\$ 40
Weed Blower	\$ 25
Weed Whacker	\$ 25

<b>False Alarms</b>	
<b>False Burglar Alarm Fees (Within a 12 month period):</b>	
First false alarm	\$ 0
Second false alarm	\$ 0
Third false alarm	\$ 75

Fourth false alarm	\$ 100
Fifth false alarm	\$ 125
Sixth false alarm	\$ 150
Seventh false alarm	\$ 175
Eighth false alarm	\$ 200
Ninth false alarm	\$ 225
Tenth false alarm	\$ 250
Each false alarm in excess of ten	\$ 300

<b>False Fire Alarm Fees (Within a 12 month period):</b>	
First false alarm	\$ 0
Second false alarm	\$ 300 150
Third false alarm	\$ 350 175
Fourth false alarm	\$ 400 200
Each false alarm in excess of four	\$ 400 225
<del>Sixth false alarm</del>	\$ 250
<del>Seventh false alarm</del>	\$ 275
<del>Eighth false alarm</del>	\$ 300
<del>Ninth false alarm</del>	\$ 325
<del>Tenth false alarm</del>	\$ 350
<del>Each false alarm in excess of ten</del>	\$ 400

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

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

<b>Fire Training Center Rental Fees</b>	
Classroom, each (per day, includes A/V and restrooms)	\$ 100
Copy machine (per copy)	\$ .30
CPR Mannequins, each (per day)	\$ 20
First-aid Training Kit (per day)	\$ 10
Airway Training Kit (per day)	\$ 20
Firefighting Small Classroom Props (per day)	\$ 10
Fire Behavior Carmody Kit (per day)	\$ 20
Hydrant Cutaway Large Prop (per day)	\$ 20
Pump Cutaway Large Prop (per day)	\$ 20
Training ground (per day, includes hydrant usage and field)	\$ 80

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

<b>Miscellaneous</b>	
Notary fee	\$ 5
Non-Sufficient Funds (NSF) (per item)	\$ 30
Administrative fees on credit card charges of \$5,000 or higher (in person or phone transactions only)	3%

<b>MTA Events Center</b>	
Events Center Rental (ice covered) per day	\$ 2,500
Events Center Rental (dry floor) per hour – up to 8 hours	\$ 150
Events Center Rental (dry floor) per day	\$ 1,500
Prime Ice Hour (September through March) (M-F 5 – 10 pm) (Sat-Sun 6 am – 10 pm) (Per hour)	\$ 200
Non-Prime Ice Hour (M-F 8:00 AM – 5:00 PM) (Per hour)	\$ 155
Paid Gate (Ice) Event Hourly	\$ 220
Public Skate Ages 5-16 (under 5 – Free)	\$ 4
Public Skate Ages 17-59	\$ 5
Public Skate Ages 60+	\$ 4
Public Skate Family Pass (up to 4 people, each additional is \$2)	\$ 15
Public Skate Ages 5-16, 60+ 10 punch card	\$ 35
Public Skate Ages 17-59 10 punch card	\$ 45
Freestyle all ages	\$ 5
Freestyle 5 punch card	\$ 25
Skate Rental	\$ 3
Skate Rental 10 punch card	\$ 25
Skate Sharpen	\$ 7
Skate Sharpen 10 punch card	\$ 60
Shinny Hockey	\$ 7
Shinny Hockey 10 punch card	\$ 60
Broomball	\$ 5
Birthday Party (up to 15 skaters, \$5 per additional skater)	\$ 75
School/Youth Organization Group Rate (per skater)	\$ 3
Homeschool Hockey (per person)	\$ 8

<b>Neighborhood Park Development Fee Schedule</b>	
Dwelling Type:	
Single Family (per dwelling unit)	\$ 200
Multi-family (per dwelling unit)	\$ 150
Mobile home (per dwelling unit)	\$ 150

<b>Palmer Public Library Fees</b>	
Overdue items (per day, maximum \$5 per item)	\$ .25
Library community room rental (per hour with two hour minimum)	\$ 25
Library community room rental (nonprofit – annually, entitles renter one use per month)	\$ 100
Copying fee (per page)	\$ .25
Replacement library cards	\$ 3
Temporary card (4 months)	\$ 10
Temporary card (1 year)	\$ 35

<b>Damaged Books</b>	
Chewed edge corner (per corner)	\$ 2
Torn pages in book that can be repaired (per page)	\$ 2
Repeated dog eared pages (per book)	\$ 2
Chewed spine (top or bottom)	\$ 2
Rebinding (replacement cost of item plus administrative fee)	\$
Water/fluid damage	\$
Replacement cost plus administrative fee	\$
Mildew (replacement cost plus administrative fee)	\$
Missing barcodes and spine labels on any library item (per item)	\$ 1
Missing or damaged any library item jacket or case	\$ 2
Administrative reprocessing fee for lost or damaged books, DVD, audios, E-readers	\$ 5

<b>Damaged Videos/DVDs/CDs:</b>	
Damaged video, DVD, or CD (actual cost of repair plus administrative fee)	\$
Taping over a library video (replacement cost)	\$
Broken or lost case	\$ 5

<b>Damaged Audio Tapes:</b>	
Replacement (actual replacement cost)	\$

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

<b>Permits</b>	
Fence permits	\$ 26
Non-electrical sign permit (base fee plus \$1.50 per sq. ft of sign area)	\$ 25
Electrical sign permit (base fee plus \$3 per sq. ft of sign area)	\$ 50
Loud equipment permit (valid for eight hours)	\$ 25
Noise permit	\$ 25
Water/Sewer Permits:	
Connection fee – water (new construction)	\$ 400
Connection fee – sewer (new construction)	\$ 400
Disconnect/abandonment fee – water (back to main)	\$ 500
Disconnect/abandonment fee – sewer (back to main)	\$ 500
Encroachment Permit (before construction)	\$ 150
Encroachment Permit (after construction)	\$ 250

<b>Public Information Requests</b>	
Copies of files, documents, etc. (per page – first 20 pages no charge)	\$ .25
Copies of drawings – actual cost	\$
Audio recording (per meeting)	\$ 15
Public Safety audio recordings (per individual incident)	\$ 20
Police Video Recording (per individual incident)	\$ 20
Fire Report Copy	\$ 10
Charge for staff time above five hours for research/copying costs – actual personnel cost	\$

<b>Sales Tax</b>	
Sales Tax Rate (\$1,000 cap per item/service)	3%
Sales Tax – late filing fee	\$ 20
Sales Tax – delinquency tax interest rate – per year	8%
Sales Tax – late payment penalty a penalty of 5% of the tax for each month late after the due date, until total penalty of 15% has been accrued.	\$
Sales Tax – collection upon sale – failure to collect	\$ 150
Sales Tax – lien for tax, interest, and administration costs for penalties – violation	\$ 150
Sales Tax – PMC 3.16.260 – violation	\$ 150
Contractor Certification of Exemption (for sales tax/per calendar year)	\$ 150
Owner/Builder Exemption (for sales tax/per calendar year)	\$ 30

<b>Special Assessments</b>	
Special Assessment District billing fee	\$ 3
Special Assessment Interest Rate	3 %
Special Assessment Penalty Rate	3 %

<b>Utilities</b>	
Deposit – water and sewer (new active customers)	\$ 100
Utility late fees (percentage of balance owed)	10 %
Service call fee	\$ 25
Connection/Disconnect fee for residential customers	\$ 25
Door tag fee for non-payment of prior months' utility bill	\$ 15
Transfer Tenant Utilities to Landlord for non-payment	\$ 15
Miscellaneous Repair Work hourly labor rate, contact the Department of Public Works for material costs	\$ 50
After Hours/Holiday/Weekend Inspection Fee (hourly)	\$ 125
Online Utility Payments Convenience Fee (transaction limit - \$5,000)	\$ 2.25

<b>Monthly Water Rates:</b>	
0 to 5,000 gallons (plus meter charge plus sales tax)	\$18.25 <del>17.30</del>
Over 5,000 gallons (plus meter charge and \$0.365 per 100 gallons plus sales tax)	\$18.25 <del>17.30</del>
Bulk Water Rate (per gallon)	\$ .042 <del>.04</del>

<b>Monthly Wastewater Rates:</b>	
0 to 5,000 gallons (plus sales tax)	\$34.70 <del>31.85</del>
Over 5,000 gallons (plus \$0.694 per 100 gallons plus sales tax)	\$34.70 <del>31.85</del>
Dump Station Fee (per month)	\$160 <del>150</del>

<b>Monthly Meter Charges:</b>		
5/8" meter (plus sales tax)	\$14.05	\$ 13.30
3/4" meter (plus sales tax)	\$20.30	\$ 19.25
1" meter (plus sales tax)	\$35.90	\$ 34.00
1 1/2" meter (plus sales tax)	\$81.10	\$ 76.85
2" meter (plus sales tax)	\$143.80	\$ 136.30
3" meter (plus sales tax)	\$322.75	\$ 305.95
4" meter (plus sales tax)	\$575.10	\$ 545.10
6" meter (plus sales tax)	\$1,293.90	\$ 1,226.45
8" meter (plus sales tax)	\$2,300.20	\$ 2,180.30
Hydrant Meter Connection (3" Bulk) (per month plus \$.01 per gallon) (plus sales tax)	\$275	\$ 260

<b>Unmetered Wastewater Service Rates:</b>	
Unmetered wastewater service flat rate, 4 inch service (plus sales tax) – based on the monthly wastewater rate for up to 5,000 gallons	\$34.70 <del>31.85</del>
Unmetered wastewater service flat rate, 6 inch service (plus sales tax) – based on the monthly wastewater rate calculated for 7,500 gallons	\$52.10 <del>47.80</del>

**Summer Sewer Rates:**

Residential rates:

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

Commercial rates:

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

<b>Treatment Rates:</b>	
0 - 5000 gallons (plus sales tax)	\$ 55.15
Over 5001 gallons (plus \$1.10 per 100 gallons) (plus sales tax)	\$ 55.15

<b>Solid Waste Collection:</b>	
Weekly refuse collection service (per month plus sales tax) 96 gallon cart	\$ <del>27</del> 26
Weekly refuse collection service (per month plus sales tax) 64 gallon cart	\$ <del>21</del> 20
Each additional container/bag 30 lb or less (per item)	\$ 5
64 and 96 gallon Residential Container Replacement cost	\$ 100
Oversize/special Item Collection/Disposal Fee	\$ 30
Freon Removal Fee	\$ 25
On-Call Dumpster (Residential) Monthly Fee	\$ 50
Disconnected Utility Container Removal Fee	\$ 10
Container Loss Recovery Fee	\$ 25
Container Delivery/Removal fee	\$ 10
Unscheduled Service Fee (different collection vehicle required)	\$ 40
Three Cubic Yard Container - Residential - each dump (plus sales tax)	\$ <del>29</del> 27.50
Four Cubic Yard Container - Residential - each dump (plus sales tax)	\$ <del>36.75</del> 35.00
Eight Cubic Yard Container – Residential – each dump (plus sales tax)	\$ <del>71.50</del> 68.25
Three Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ <del>116</del> 110
Three Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ <del>232</del> 220
Three Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$ <del>348</del> 330
Four Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ <del>147</del> 140
Four Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ <del>287</del> 273
Four Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$ <del>430</del> 410



Eight Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ 287 273
Eight Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ 573 546
Eight Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$ 861 820
Locking Dumpster (three or four yard includes delivery and pickup)	\$ 175



**LEGISLATIVE HISTORY**

Introduced by: City Manager Wallace  
1<sup>st</sup> Public Hearing: October 16, 2018  
2<sup>nd</sup> Public Hearing: December 4, 2018  
3<sup>rd</sup> Public Hearing: December 11, 2018  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Resolution No. 19-003**

**A Resolution of the Palmer City Council Adopting the 2019 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2019, and Ending December 31, 2019**

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

WHEREAS, the Fine Schedule establishes the fines for 2019 and becomes a part of the current, adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that through the budget process, the City of Palmer adopts the attached fine schedule for a period of one (1) year, that being from January 1, 2019, through December 31, 2019.

**Approved** by the City Council of the City of Palmer, Alaska, this 11<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Edna B. DeVries, Mayor

\_\_\_\_\_  
Norma I. Alley, MMC, City Clerk



# City of Palmer

## 2019 Fine Schedule

(Adopted by Resolution No. 19-003)

Contents

**Palmer Municipal Code (PMC) Title 1 General Provisions .....4**  
Chapter 1.08 General Penalty..... 4

**Palmer Municipal Code (PMC) Chapter 1.10 City Seal .....5**  
Chapter 1.10 City Seal ..... 5

**Palmer Municipal Code (PMC) Title 5 Business Licenses.....5**  
Chapter 5.13 Door-to-Door Solicitors ..... 5

**Palmer Municipal Code (PMC) Title 6 Animals .....5**  
Chapter 6.08 Animal Regulations..... 5  
Chapter 6.12 Licensing ..... 5  
Chapter 6.14 Domestic Animal Bite and Attack Incidents..... 6  
Chapter 6.24 Hindering officers prohibited..... 6

**Palmer Municipal Code (PMC) Title 8 Health & Safety .....6**  
Chapter 8.09 Prohibiting Prohibiting the Distribution of Single-Use Plastic Shopping Bags..... 6  
Chapter 8.10 Prohibiting Smoking in Places of Employment and Public Places..... 6  
Chapter 8.11 Marijuana Use and Prohibitions..... 7  
Chapter 8.12 Fluoridation..... 7  
Chapter 8.16 Sewage Disposal..... 7  
Chapter 8.20 Garbage Collection and Disposal..... 7  
Chapter 8.36 Nuisances..... 7  
Chapter 8.37 Junk Vehicles..... 7  
Chapter 8.38 Nuisance – Junk, Litter and Unsightly Premises ..... 8  
Chapter 8.42 Fireworks..... 8

**Palmer Municipal Code (PMC) Title 9 Public Peace, Morals & Welfare.....8**  
Chapter 9.02 Tampering with Public Notices ..... 8  
Chapter 9.04 Impersonating an Officer ..... 8  
Chapter 9.06 Interference with Public Justice ..... 8  
Chapter 9.12 Assault and Battery ..... 8  
Chapter 9.20 Alcoholic Beverages..... 9  
Chapter 9.22 Gambling..... 9  
Chapter 9.24 Indecent Exposure..... 9  
Chapter 9.28 Obscenity ..... 9  
Chapter 9.30 Prostitution ..... 9  
Chapter 9.38 Disturbing Public Assemblies ..... 9

Chapter 9.40 Trespass – Posting of Property.....	10
Chapter 9.48 Petit Larceny.....	10
Chapter 9.50 Injury to Property .....	10
Chapter 9.56 Interference with Utilities .....	10
Chapter 9.58 Sale of Poison.....	10
Chapter 9.60 Sale of Unwholesome Food.....	10
Chapter 9.67 Curfew Hour for Minors .....	11
Chapter 9.74 Discharge of Firearms .....	11
<b>Palmer Municipal Code (PMC) Title 10 Vehicles &amp; Traffic *</b> .....	<b>11</b>
Chapter 10.04 Traffic Code .....	11
Chapter 10.08 Regulation of Off-Highway Vehicles .....	11
<b>Palmer Municipal Code (PMC) Title 12 Streets, Sidewalks &amp; Public Places.....</b>	<b>12</b>
Chapter 12.16 Skateboards, Rollerblades and Similar Devices .....	12
Chapter 12.24 Park and Recreational Facility Regulations.....	12
<b>Palmer Municipal Code (PMC) Title 14 Signs .....</b>	<b>12</b>
Chapter 14.08 Sign Regulations .....	12
<b>Palmer Municipal Code (PMC) Title 15 Buildings and Construction .....</b>	<b>12</b>
Chapters 15.00 through 15.70.....	12

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

<b>Palmer Municipal Code (PMC) Title 1 General Provisions</b>
<b>Chapter 1.08 General Penalty</b>
<b>Section 1.08.011 General Fine Penalties</b>
<p>If no other penalty is specifically or by adoption prescribed by a particular ordinance or in this document, the general penalty for violation of the ordinance is:</p> <ul style="list-style-type: none"> <li>• \$75 for the first offense.</li> <li>• \$150 for the second offense of the same ordinance within 365 days of the first offense.</li> <li>• \$300 for the third offense of the same ordinance within 365 days of the second offense.</li> </ul> <p>In accordance with AS 12.25.195 through 12.25.230, for a violation that cannot result in incarceration or the loss of a valuable license, a person may dispose of the citation without a court appearance by submitting to the clerk of court all of the following:</p> <ol style="list-style-type: none"> <li>1. Payment of the fine amount and the applicable surcharge listed in AS 12.55.039 and AS 29.25.074; and</li> <li>2. A copy of the citation signed by the person indicating the person's waiver of court appearance, entry of plea of no contest, and forfeiture of the fine.</li> </ol> <p>When the fine is forfeited, a judgment of conviction shall be entered. The fine and applicable surcharge paid is complete satisfaction for the offense.</p>
<b>Section 1.08.013 Other Remedies</b>
<ol style="list-style-type: none"> <li>A. The city may institute a civil action against a person, including a minor as provided in AS 29.25.072, who violates an ordinance.</li> <li>B. A person who violates a provision of this code may be subject to injunctive relief, compensatory relief, and a civil penalty not to exceed \$1,000 for each violation.</li> <li>C. An action to enjoin a violation may be brought notwithstanding the availability of any other remedy.</li> <li>D. On application for injunctive relief and a finding of a violation or threatened violation, the superior court shall grant the injunction.</li> <li>E. Each day that a violation of a provision of this code continues constitutes a separate violation.</li> <li>F. This section does not bar other civil remedies.</li> </ol>
<b>Section 1.08.020 Penalty Surcharge</b>
<ol style="list-style-type: none"> <li>A. In addition to any fine or other penalty prescribed by law, a person who pleads guilty or nolo contendere to, forfeits bail for, or is convicted of:             <ol style="list-style-type: none"> <li>1. A violation of code comparable to a misdemeanor offense under AS 28.33.030, 28.33.031, 28.35.030, or 28.35.032 and adopted under AS 28.01.010 shall be assessed a surcharge of \$75.00;</li> <li>2. A misdemeanor or other violation of code if a sentence of incarceration may be imposed for the misdemeanor or ordinance violation, other than a provision identified in subsection (A)(1) of this section, shall be assessed a surcharge of \$50.00; and</li> </ol> </li> </ol>

3. A misdemeanor or a violation of code if a sentence of incarceration may not be imposed for the misdemeanor or ordinance violation shall be assessed a surcharge of \$10.00 if the fine or bail forfeiture amount for the offense is \$30.00 or more.
- B. The surcharge shall be deposited into the general fund of the state in accordance with AS 29.25.072.

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

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

Palmer Municipal Code (PMC) Title 6 Animals			
Chapter 6.08 Animal Regulations			
Section Title:	Section Citation:	Fine:	Fine Citation:
Cruelty to Animals	6.08.010	Applicable to all of PMC Chapter 6.08:	6.28.010
Animal Restrictions	6.08.020		6.28.010
Depositing Poison	6.08.030		6.28.010
Diseased Animals	6.08.040	First offense: \$ 75	6.28.010
Animal Noise	6.08.050	Second offense: \$ 150	6.28.010
Animal Odor	6.08.060	Third offense: \$ 300	6.28.010
Animals at Large	6.08.065		6.28.010
Animal Annoyance	6.08.067		6.28.010
Unattended Secure Animal	6.08.070		6.28.010
Disposal of Dead Animal	6.08.080		6.28.010
Confinement Requirements	6.08.090		6.28.010
Carrying Dogs Outside of Vehicle	6.08.100		6.28.010
Chapter 6.12 Licensing			
Section Title:	Section Citation:	Fine:	Fine Citation:
Registration – Dogs and cats	6.12.005		6.28.010



Application	6.12.010	Applicable to all of PMC Chapter 6.12:	6.28.010
Immunization	6.12.012		6.28.010
License Transfer	6.12.018	First offense: \$ 25	6.28.010
Fees	6.12.020	Second offense: \$ 50	6.28.010
Tag and Collar	6.12.030	Third offense: \$ 75	6.28.010

#### Chapter 6.14 Domestic Animal Bite and Attack Incidents

Section Title:	Section Citation:	Fine:	Fine Citation:
Owner Compliance	6.14.060	First offense: \$ 100	6.28.010
		Second offense: \$ 200	
		Third offense: \$ 300	

#### Chapter 6.24 Hindering officers prohibited

Section Title:	Section Citation:	Fine:	Fine Citation:
Hindering Officer Prohibited	6.24.010	First offense: \$ 75	6.28.010
		Second offense: \$ 150	
		Third offense: \$ 300	

### Palmer Municipal Code (PMC) Title 8 Health & Safety

#### Chapter 8.09 Prohibiting the Distribution of Single-Use Disposable Plastic Shopping Bags

Section Title:	Section Citation:	Fine:	Fine Citation:
Single-Use Disposable Plastic Shopping Bags Prohibited	8.09.030	First Offense: Warning Second Offense: \$ 100 Third Offense: \$ 300	8.09.050

#### Chapter 8.10 Prohibiting Smoking in Places of Employment and Public Places

Section Title:	Section Citation:	Fine:	Fine Citation:
Smoking Prohibited	8.10.020	Applicable to all of PMC Chapter 8.10:	8.10.070
Reasonable Distance	8.10.030		8.10.070
Areas Where Smoking Not Prohibited	8.10.040		8.10.070
Sign Posting and Other Requirements	8.10.050	First offense: \$ 100 Plus required surcharges	8.10.070
No Retaliation nor Waiver of Rights	8.10.060	Second offense: \$ 150 Plus required surcharges, for a second violation with 24 month period	8.10.070
Violations and Penalties	8.10.070	Third offense: \$ 300 Plus required surcharges, for a third or additional violation within a 24 month period Civil penalties may not exceed \$300 per violation	8.10.070
Enforcement	8.10.080		8.10.070
Other Applicable Laws	8.10.090		8.10.070

<b>Chapter 8.11 Marijuana Use and Prohibitions</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Consuming in a public place	8.11.030	\$ 100	8.11.030
Marijuana oil, flammable extraction	8.11.050	\$ 100	8.11.050

<b>Chapter 8.12 Fluoridation</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Public Water System	8.12.010	First offense: \$ 75	1.08.011
		Second offense: \$ 150	
		Third offense: \$ 300	

<b>Chapter 8.16 Sewage Disposal</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Waste Disposal Systems Required	8.16.010	First offense: \$ 100	1.08.011
		Second offense: \$ 200	
		Third offense: \$ 300	

<b>Chapter 8.20 Garbage Collection and Disposal</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Garbage Disposal System Use Required	8.20.010	Applicable to all of PMC Chapter 8.20:	8.20.130
Adequate Receptacles Required, Time Limit	8.20.050		8.20.130
Depositing Restrictions	8.20.060	First offense: \$ 75	8.20.130
Unauthorized Dumpster and Container Usage	8.20.070	Second offense: \$ 150 Third offense: \$ 300	8.20.130
Clean Premises Required	8.20.080		8.20.130
Unauthorized Dumping Prohibited	8.20.090		8.20.130
Occupant Duties – Containers	8.20.100		8.20.130
Vehicles	8.20.110		8.20.130
Refuse Accumulation Prohibited	8.20.120		8.20.130

<b>Chapter 8.36 Nuisances</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Designated – Prohibited	8.36.010	Applicable to all of PMC Chapter 8.36:	8.36.130
Specific Acts Designated	8.36.020		8.36.130
Acts Requiring Permit	8.36.025	First offense: \$ 75	8.36.130
Snow and Ice Removal	8.36.050	Second offense: \$ 150	8.36.130
Dumping Debris/Blocking Ditch	8.36.060	Third offense: \$ 300	8.36.130
Pump Locations	8.36.080		8.36.130

<b>Chapter 8.37 Junk Vehicles</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Junk Vehicles Unlawful	8.37.020	First offense: \$ 75	8.37.090
		Second offense: \$ 150	

		Third offense:	\$ 300	
<b>Chapter 8.38 Nuisance – Junk, Litter and Unsightly Premises</b>				
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>		<b>Fine Citation:</b>
Final Notice to Abate Violation	8.38.060			1.08.011 or 1.08.013
Remedies	8.38.075			1.08.011 or 1.08.013
<b>Chapter 8.42 Fireworks</b>				
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>		<b>Fine Citation:</b>
Sales Prohibited	8.42.020	Applicable to all of PMC Chapter 8.42:		8.42.070
Authorized Uses	8.42.040			8.42.070
Permit Required	8.42.050			8.42.070
Permissible Uses	8.42.060	First offense:	\$ 75	8.40.040
		Second offense:	\$ 150	
		Third offense:	\$ 300	

<b>Palmer Municipal Code (PMC) Title 9 Public Peace, Morals &amp; Welfare</b>				
<b>Chapter 9.02 Tampering with Public Notices</b>				
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>		<b>Fine Citation:</b>
Prohibited When	9.02.010	First offense:	\$ 75	9.02.020
		Second offense:	\$ 150	
		Third offense:	\$ 300	
<b>Chapter 9.04 Impersonating an Officer</b>				
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>		<b>Fine Citation:</b>
Prohibited When	9.04.010	First offense:	\$ 100	9.04.020
		Second offense:	\$ 200	
		Third offense:	\$ 300	
<b>Chapter 9.06 Interference with Public Justice</b>				
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>		<b>Fine Citation:</b>
Interfering with Officer Prohibited	9.06.010	First offense:	\$ 75	9.06.020
		Second offense:	\$ 150	
		Third offense:	\$ 300	
<b>Chapter 9.12 Assault and Battery</b>				
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>		<b>Fine Citation:</b>
Prohibited When – Definitions	9.12.010	First offense:	\$ 75	9.12.020
		Second offense:	\$ 150	
		Third offense:	\$ 300	

<b>Chapter 9.20 Alcoholic Beverages</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Licensed Premises Closing Hours	9.20.010	Applicable to all of PMC Chapter 9.20:	9.20.050
Prohibited Acts Designated	9.20.020		9.20.050
Personal Liability	9.20.030		9.20.050
Election Day Sales Permitted	9.20.040		9.20.050
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	
<b>Chapter 9.22 Gambling</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Prohibited When	9.22.010	First offense: \$ 75	9.22.020
		Second offense: \$ 150	
		Third offense: \$ 300	
<b>Chapter 9.24 Indecent Exposure</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Prohibited When	9.22.010	First offense: \$ 75	9.22.020
		Second offense: \$ 150	
		Third offense: \$ 300	
<b>Chapter 9.28 Obscenity</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Obscene Language Prohibited	9.28.010	Applicable to all of PMC Chapter 9.28:	9.28.050
Selling Obscene Materials Prohibited	9.28.020		9.28.050
Obscene Exhibitions Prohibited	9.28.030		9.28.050
Obscene Public Writing and Drawing Prohibited	9.28.040	First offense: \$ 75	9.28.050
		Second offense: \$ 150	
		Third offense: \$ 300	
<b>Chapter 9.30 Prostitution</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Prohibited – Procuring Prohibited	9.30.020	Applicable to all of PMC Chapter 9.30:	9.30.090
House of Ill Fame	9.30.030		9.30.090
Aiding in Prostitution Prohibited	9.30.040		9.30.090
Receiving Money from Prostitute Prohibited	9.30.50	First offense: \$ 75	9.30.090
		Second offense: \$ 150	
Remaining in House of Prostitution Prohibited	9.30.060	Third offense: \$ 300	9.30.090
Loitering for Prostitution Purposes Prohibited	9.30.070		9.30.090
Reputation Testimony Permitted	9.30.080		9.30.090
<b>Chapter 9.38 Disturbing Public Assemblies</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Prohibited Acts Designated	9.38.010	First offense: \$ 75	9.38.020

		Second offense: \$ 150	
		Third offense: \$ 300	
<b>Chapter 9.40 Trespass – Posting of Property</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Trespass – Posting of Property	9.40.010	First offense: \$ 75	9.40.020
		Second offense: \$ 150	
		Third offense: \$ 300	
<b>Chapter 9.48 Petit Larceny</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Prohibited When	9.48.010	First offense: \$ 75	9.48.020
		Second offense: \$ 150	
		Third offense: \$ 300	
<b>Chapter 9.50 Injury to Property</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Defacing Property– Injuring Animals	9.50.010	Applicable to all of PMC Chapter 9.50:	9.50.040
Injuring Plants or Fences	9.50.020		9.50.040
Injuring Monuments and Markers	9.50.030		9.50.40
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	
<b>Chapter 9.56 Interference with Utilities</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Pollution of Drinking Water	9.56.010	Applicable to all of PMC Chapter 9.56:	9.56.030
Damage to Water or Utility System	9.56.020		9.56.030
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	
<b>Chapter 9.58 Sale of Poison</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Selling Poison Without Label	9.58.10	First offense: \$ 75	9.58.020
		Second offense: \$ 150	
		Third offense: \$ 300	
<b>Chapter 9.60 Sale of Unwholesome Food</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Prohibited When	9.60.010	First offense: \$ 75	9.60.020
		Second offense: \$ 150	
		Third offense: \$ 300	

<b>Chapter 9.67 Curfew Hour for Minors</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Curfew Violations	9.67.020	Applicable to all of PMC Chapter 9.56:	9.67.050
Exceptions	9.67.030		9.67.050
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	
<b>Chapter 9.74 Discharge of Firearms</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Prohibited When – Exceptions	9.74.010	First offense: \$ 75	9.74.020
		Second offense: \$ 150	
		Third offense: \$ 300	

<b>Palmer Municipal Code (PMC) Title 10 Vehicles &amp; Traffic *</b>			
<b>Chapter 10.04 Traffic Code</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Parking Prohibitions During Snow Accumulation and/or Drifting Snow Conditions	10.04.050	Applicable to all of PMC Chapter 10.04	10.04.050
Towing	10.04.055		10.04.055
No-Parking Areas – Identification	10.04.060 (B)	First offense: \$ 75	10.04.060
Parking Prohibited for Longer than 24 Hours	10.04.080	Second offense: \$ 150	10.04.080
		Third offense: \$ 300	
Prohibiting Parking that Obstructs Traffic	10.04.090		10.04.090
Prohibiting Parking in Construction Zones	10.04.100		10.04.100
<b>Chapter 10.08 Regulation of Off-Highway Vehicles</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Operation Requirements	10.08.020	Applicable to all of PMC Chapter 10.08:	10.08.100
Equipment	10.08.030		10.08.100
Speed and Time Restrictions	10.08.040		10.08.100
Driver's License Required	10.08.050	First offense: \$ 75	10.08.100
Towing	10.08.060	Second offense: \$ 150	10.08.100
Parent, Guardian or Other Person Responsible	10.08.070	Third offense: \$ 300	10.08.100

\*

1. The fine amounts are doubled for motor vehicle or traffic offenses committed in a highway work zone or traffic safety corridor, as those terms are defined in AS 28.90.990 and 13 AAC 40.010 (b).

2. An offense may not be disposed of, without court appearance, if the offense is in connection with a motor vehicle accident that results in the death of a person.

<b>Palmer Municipal Code (PMC) Title 12 Streets, Sidewalks &amp; Public Places</b>			
<b>Chapter 12.16 Skateboards, Rollerblades and Similar Devices</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
Skateboards, Prohibition and Regulation	12.16.010	First offense: \$ 75	12.16.020
		Second offense: \$ 150	
		Third offense: \$ 300	
<b>Chapter 12.24 Park and Recreational Facility Regulations</b>			
<b>Section Title:</b>	<b>Section Citation:</b>	<b>Fine:</b>	<b>Fine Citation:</b>
General Rules	12.24.025	First offense: \$ 75	12.24.050
		Second offense: \$ 150	
		Third offense: \$ 300	

<b>Palmer Municipal Code (PMC) Title 14 Signs</b>			
<b>Chapter 14.08 Sign Regulations</b>			
<b>Section 14.08.0240 Remedies and Civil Penalties</b> (applicable to entire chapter):			
The city or an aggrieved person may institute a civil action against a person who violates a provision of this title or a term, condition or limitation imposed pursuant to this title. In addition to other relief, a civil penalty not to exceed \$300.00 may be imposed for each violation. Each day that a violation or an unlawful act or condition continues constitutes a separate violation. An action to enjoin a violation may be brought notwithstanding the availability of any other remedy. Upon application for injunctive relief and a finding of a violation or threatened violation, the superior court shall grant the injunction.			

<b>Palmer Municipal Code (PMC) Title 15 Buildings and Construction</b>			
<b>Chapters 15.00 through 15.70</b>			
All chapters within Title 15 are subject to the following fines:		First offense: \$ 75	15.60.020
		Second offense: \$ 150	10.08.100
		Third offense: \$ 300	10.08.100





**LEGISLATIVE HISTORY**

Introduced by: City Manager Wallace  
1<sup>st</sup> Public Hearing: October 16, 2018  
2<sup>nd</sup> Public Hearing: December 4, 2018  
3<sup>rd</sup> Public Hearing: December 11, 2018  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Resolution No. 19-004**

**A Resolution of the Palmer City Council Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2019, and Ending December 31, 2019**

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

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that through the budget process, the City of Palmer adopts the attached five-year capital improvement program for a period of one (1) year, that being from January 1, 2019, through December 31, 2019.

**Approved** by the City Council of the City of Palmer, Alaska, this 11<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Edna B. DeVries, Mayor

\_\_\_\_\_  
Norma I. Alley, MMC, City Clerk

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2018 Total	2018 remaining	2019 Addition	2019 total	2020 Addition	2021 Addition	2022 Addition	2023 Addition
<b>Prior Years Ongoing</b>												
N	LED Streetlights	COP	2016	\$ 45,000	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	Complete			
N	MTA Equipment Arena	COP	2016		\$ 25,000	\$ 34,786	\$ 15,214	\$ 50,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	City Hall Parking Lot				\$ 120,000	\$ -	\$ 45,000	\$ 45,000	Complete			
N	Paint Bailey Hill Reservoir	COP-W/S	2017	\$ 40,000	\$ 30,141	\$ 27,428	\$ -	\$ 27,428	\$ 50,000			
N	ADA Sidewalks	COP/Grant	2017	\$ 250,000	\$ 50,000	\$ 50,000	\$ 15,000	\$ 65,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
N	Police Radios	COP	2017	\$ 625,000	\$ 100,000	\$ 3,000	\$ 100,000	\$ 10,300	\$ 100,000	\$ 100,000	\$ 100,000	Complete
N	Street Maintenance	COP	2017	\$ 500,000	\$ 500,000	\$ 448,778	\$ 100,000	\$ 548,778	\$ 300,000	\$ 200,000	\$ 200,000	\$ 100,000
N	Public Video	COP	2018	\$ 75,000		\$ 75,000	\$ 25,000	\$ 100,000	\$ 25,000	\$ 25,000	Complete	
N	W/S Lift station and well pumps	COP-W/S	2018	\$ 100,000	\$ 100,000	\$ 25,000	\$ 75,000	\$ 100,000	\$ 55,000	\$ 75,000	\$ 75,000	\$ 75,000
N	Water/Sewer Truck	COP-W/S	2018	\$ 55,000	\$ 55,000	\$ 14,000	\$ 40,600	\$ 55,000	\$ 55,000			\$ 60,000
N	Police Vehicle Annual Replacement	COP	Annually	\$ 45,000	\$ 90,000	\$ 5,756	\$ 70,000	\$ 75,756	\$ 45,000	\$ 50,000	\$ 50,000	\$ 55,000
N	Park Improvements	COP	Annually		\$ 50,204	\$ 50,204	\$ 50,000	\$ 100,204	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
N	Mayor Funded Projects	COP	Undetermined		\$ 500	\$ 500		\$ 500				
N	Depot Expansion	COP	Undetermined		\$ 6,177	\$ 555		\$ 555				
<b>2019</b>												
N	Roads-Grader	COP	2019	\$ 300,000		\$ 26,000	\$ 300,000	\$ 326,000	Complete	Prior Year Funded (Carry over) \$761,007		
N	Fire radio repeater and associated materials	COP	2019	\$ 40,000			\$ 40,000	\$ 40,000	Complete	2019 Recommended additional funding \$1,189,814		
N	Public Building Maintenance	COP	2019	\$ 500,000			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	100000
N	Airport-Safety Improvements	COP	2019	\$ 450,000			\$ 30,000	\$ 30,000	Complete			
N	Golf Course-Golf Carts	COP	2019	\$ 40,000			\$ 40,000	\$ 40,000	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000
N	Golf Course- Golf Boards	COP	2019	\$ 24,000			\$ 24,000	\$ 24,000		\$ 24,000		\$ 30,000
N	Golf Course-Deck & Patio Materials	COP	2019	\$ 20,000			\$ 30,000	\$ 30,000	\$ 30,000	Complete		
N	Fire Personnel equipment	COP	2019	\$ 35,000			\$ 35,000	\$ 35,000	Complete			
N	Depot updates-piping	COP	2019	\$ 15,000			\$ 10,000	\$ 10,000	Complete			
<b>2020</b>												
N	Roads-Dump truck with plow blade	COP	2020	\$ 275,000					\$ 275,000			
N	Fire Engine	Grant	2020	\$ 700,000					\$ 150,000			

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2018 Total	2018 remaining	2019 Addition	2019 total	2020 Addition	2021 Addition	2022 Addition	2023 Addition
<b>2021</b>												
N	NOVEMBER Taxiway Design	FAA/COP	2021	\$ 450,000						\$ 35,000		
N	Trais and Parks	COP	2021	\$ 600,000					\$ 200,000	\$ 200,000	\$ 150,000	
N	PW-Street Sweeper	COP	2021	\$ 275,000						\$ 275,000		
N	W/S Vac Truck	COP-W/S	2021	\$ 300,000						\$ 300,000		
<b>2022</b>												
N	Depot Updates- Windows	COP	2022	\$ 60,000							\$ 60,000	
N	Golf Course- Maintenance Shed	COP	2022	\$ 100,000							\$ 50,000	\$ 60,000
N	Update Fire classroom building	COP	2022	\$ 150,000							\$ 150,000	
N	Paving repair equipment	COP	2022	\$ 75,000							\$ 75,000	
N	Steam Truck Replacement	COP-W/S	2022	\$ 280,000							\$ 280,000	
<b>2023</b>												
N	Stormwater Design	COP-W/S	2023	\$ 500,000								\$ 500,000
N	Fire Support vehicle (replacement/equip) with lift gate	COP	2023	\$ 80,000								\$ 80,000
<b>2024</b>												
N	Emergency Generator City Hall	Grant	2024	\$ 400,000								
N	Public Safety Bldg Updates	Grant	2024	\$ 400,000								
<b>2025</b>												
N	Palmer Stormwater Improvements	Loan/Grant	2025	\$ 5,000,000								
N	City Hall Updates	COP	2025	\$ 150,000								
N	NOVEMBER TAXIWAY	FAA / COP	2025	\$ 3,000,000								

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2018 Total	2018 remaining	2019 Addition	2019 total	2020 Addition	2021 Addition	2022 Addition	2023 Addition
			Unassigned									
N	Generator for Fire St36 (training center)	COP	Undetermined	\$ 50,000								
N	New Fire engine and equipment	COP	Undetermined	\$ 700,000								
N	Fire Brush truck replacement/equip	COP	Undetermined	\$ 160,000								
N	Snow Dump Lots	COP	Undetermined	\$ 100,000								
N	Roof over Fire conexas	COP	Undetermined	\$ 55,000								
N	Extend S. Industrial to Inner Springer	COP	Undetermined	\$ 400,000								
N	Design new Library buiding	COP	Undetermined	\$ 100,000								
N	Public Library Extension Ph II	Bond	Undetermined	\$ 5,000,000								
N	New Fire station	Bond	Undetermined	\$ 9,000,000								
N	Design Museum phase 2	COP	Undetermined	\$ 250,000								
Y	Downtown Road Improvements- Cobb Street		Undetermined	\$ 1,100,000								
Y	Historic Palmer Water Tower Purchase		Undetermined	\$ 100,000								
Y	Restore Railroad Tracks to Downtown Palmer		Undetermined	\$ 3,000,000								
Y	Park Project Walk to the Fair		Undetermined	\$ 300,000								
N	Babb Aboretum Restoration		Undetermined	\$ 75,000								
N	Sherrrod Area Gravel to Road resurfacing		Undetermined	\$ 1,000,000								
<b>Totals</b>	<b>Totals</b>			<b>\$ 36,625,359</b>	<b>\$ 1,172,022</b>	<b>\$ 761,007</b>	<b>\$ 1,189,814</b>	<b>\$ 1,858,521</b>	<b>\$ 1,525,000</b>	<b>\$ 1,524,000</b>	<b>\$ 1,440,000</b>	<b>\$ 1,210,000</b>

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2018 Total	2018 remaining	2019 Addition	2019 total	2020 Addition	2021 Addition	2022 Addition	2023 Addition
----------------------	---------	-----------------	-------------------------------	---------------	------------	----------------	---------------	------------	---------------	---------------	---------------	---------------

2019 Funding Breakdown

\$ 1,189,814

		\$386,000 from annual contribution	\$688,814 from General Fund assigned balance
General Fund	\$ 1,074,814		
W/S	\$ 115,000	from enterprise funds	

2020 Funding Breakdown

\$ 1,525,000

		\$386,000 from annual contribution	\$979,000 from General Fund unassigned balance
General Fund	\$ 1,365,000		
W/S	\$ 160,000	from enterprise funds	

2021 Funding Breakdown

\$ 1,524,000

		\$386,000 from annual contribution	\$763,000 from General Fund unassigned balance
General Fund	\$ 1,149,000		
W/S	\$ 375,000	from enterprise funds	

2022 Funding Breakdown

\$ 1,440,000

		\$386,000 from annual contribution	\$699,000 from General Fund unassigned balance
General Fund	\$ 1,085,000		
W/S	\$ 355,000	from enterprise funds	



**LEGISLATIVE HISTORY**

Introduced by: City Manager Wallace  
1<sup>st</sup> Public Hearing: October 16, 2018  
2<sup>nd</sup> Public Hearing: December 4, 2018  
3<sup>rd</sup> Public Hearing: December 11, 2018  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Resolution No. 19-005**

**A Resolution of the Palmer City Council Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2019, and Ending December 31, 2019, and Appropriating Monies**

WHEREAS, as required in Chapter VI of the City of Palmer Municipal Charter, a public hearing regarding the City of Palmer Fiscal Year 2019 Budget was held on Tuesday, October 16, 2018, and continued on Tuesday, December 11, 2018; and

WHEREAS, the Palmer City Council has reviewed the budget presented by the City Manager for the 2019 fiscal year.

NOW, THEREFORE, THE CITY OF PALMER, ALASKA RESOLVES:

Section 1. That the budget presented to the Council by the City Manager for the fiscal year 2018 has been reviewed by the City Council.

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

	Revenues
General Fund (01)	\$ 11,416,744
Enterprise Fund	
Water/Sewer (02)	\$ 2,991,625
Airport (03)	\$ 393,800
Solid Waste (05)	\$ 740,250
Golf Course (15)	\$ 524,000
Capital	
Projects (08)	\$ 216,500
Projects (09)	\$ 170,000
Projects (24)	\$ 115,600
Special Revenue Funds	
Police Grants (52)	\$ 125,000
Narcotics Grant (53)	\$ 135,000
<b>Total Revenues</b>	<b>\$ 16,828,519</b>

Expenditures	
General Fund (01)	\$ 11,404,320
Enterprise Fund	
Water/Sewer (02)	\$ 2,521,195
Airport (03)	\$ 392,615
Solid Waste (05)	\$ 828,130
Golf Course (15)	\$ 501,905
Capital Improvements	
Projects (08)	\$ 216,500
Projects (09)	\$ 170,000
Projects (24)	\$ 115,600
Special Revenue Funds	
Police Grants (52)	\$ 125,000
Narcotics Grant (53)	\$ 142,509
<b>Total Expenditures/Expenses</b>	<b>\$ 16,417,774</b>

Section 3. That the rate of tax levy for the City of Palmer, Alaska for the fiscal year 2019 shall be fixed at 3.00 mills upon each dollar of assessed taxable real and personal property. The revenue from this tax levy is to be used for city purposes.

Section 4. That the 2019 budget is hereby approved for all funds in the amounts and for the purposes as stated above. The supporting line item budget detail as presented by the administration and reviewed by council is incorporated as part of this budget resolution.

Section 5. That the City of Palmer Fiscal Year 2019 operating budget is adopted for a period of one (1) year, that being from January 1, 2019, through December 31, 2019.

**Approved** by the City Council of the City of Palmer, Alaska, this 11<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Edna B. DeVries, Mayor

\_\_\_\_\_  
Norma I. Alley, MMC, City Clerk



# 2019 PROPOSED BUDGET

IS AVAILABLE ON THE CITY'S WEBSITE.

HARD COPIES WILL BE AVAILABLE AT THE  
MEETING.



**City of Palmer  
Action Memorandum No. 18-095**

**Subject:** Approving a Council Community Grant in the Amount of \$2,500.00 to the Mat-Su Special Santa Program Through Alaska Family Services


**Agenda of:** December 11, 2018

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


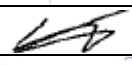

**Originator Information:**

**Originator:**    City Manager

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance		11/21/18
_____	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:    \$ 2500.00

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
X	Creates expenditure in the amount of:	\$ <u>2500.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input type="checkbox"/>	Budgeted	Line item(s): <u>01-02-10-6068 (2,500)</u>
X	Not budgeted	_____

Director of Finance Signature: 

**Attachment(s):**

- 2018 Council Grant Application
- 2018 Scoresheet

**Summary Statement/Background:**

The Mat Su Special Santa Program, a volunteer group, is requesting a \$2,500 grant to help fund gift purchases for the 2018 Mat Su Special Santa Program. Grant funds will be used to pay for children’s gifts and other costs of administering the program.

The applicant is located outside the city limits, but indicates that 325 families that are served are from Palmer.

This event has not been sponsored in the past.

In February 2014, the City Council adopted Ordinance No. 14-043, which established the Council Community Grant program. The Council also approved \$10,000.00 in the Community Council Grants line item for 2018 that would finance approved Council grants.

Legislation #	Organization	Amount	Date Approved
AM No. 18-021	Who Let The Girls Out	\$1500	02/13/18
AM No. 18-028	Mayor’s Green Day Gallup	\$1000	2/27/18
AM No. 18-029	Who Let the Girls Out Run	\$1000	2/27/18
AM No. 18-038	PMHA Garden and Art Faire	\$2000	3/13/18
AM No. 18-047	Valleywide Community Pinewood Derby	\$500	4/10/18
AM No. 18-053	American Legion Salute to Service	\$500	4/24/18
AM No. 18-071	Hatcher Pass Avalanche Center	\$2000	8/14/18
AM No. 18-092	Small Business Saturday	\$1500	11/27/18
Total 2018 Grants approved prior:		\$10,00.00	

**Administration’s Recommendation:**

To approve Action Memorandum No. 18-095 Approving a Council Community Grant to the Mat-Su Special Santa Program through Alaska Family Services.



**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: Mat-Su Special Santa Program  
Date(s) of program, service, project or event: Christmas 2018

**Applicant Information**

Name: Rosemary Myrick  
Address: 6451 W Locksley Loop  
City: Wasilla State: AK Zip: 99623  
Phone: 907-354-3064 Email: akmyrick@mtaonline.net

**Organization Information**

Name of organization/group: Mat-Su Special Santa Program  
Type of organization:  Non-profit  Volunteer community group  Other

**Funding Request**

Amount of Request: \$ 2500  
Matching funds provided by applicant: \$ 2500

**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.  
There are hundreds of families in the Palmer community that cannot afford to give their children gifts for Christmas. Parents must spend all of their available funds on rent, food, heat and gas. The Mat-Su Special Santa Program (Special Santa) brings the community together to help these families receive Christmas and other much needed items. Each child completes a wish list. Special Santa gives each child two presents, a new book, stocking stuffers and winter wear when requested and available. Community organizations, businesses, schools, fraternal organizations, youth groups and individuals donate to the program.

### **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).

We begin coordinating with agencies, programs and businesses in early October.

Applications for assistance go to families, schools and agencies in early November.

Toys, gifts and other items are collected October through December. Families pick up their children's gifts on scheduled dates between December 13 and 21. We have a core group of approximately 25 volunteers who oversee the program, and approximately 500 volunteers who help fill wish lists in the workshop. Each year, different entities donate space to house the workshop. For the past six years, the workshop has been located in Palmer. The year the location is pending.

### **Eligibility**

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

We benefit the community as a giving program and as a unifying program. Many organizations, businesses, groups, families and individuals want to help. This guarantees that their donation goes to families anonymously. Each year, we welcome new volunteers who tell us they were recipients when they were children. We shop locally and benefit from gift drives by local businesses. Special Santa is under the umbrella of Alaska Family Services, a 501(c)(3) non-profit charity located in Palmer.

### **Matching Funding Source**

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

Halloween Hollow, which takes place at the Alaska State Fairgrounds, is our largest fundraiser. Festival of Trees, which occurs as part of Colony Christmas, is another of our larger fundraisers. Spenard Builders Supply and Backcountry Bike and Ski are both partners with Special Santa for our annual bike drive. Donations come from businesses, doctors offices, community members and residents of the Palmer area.

**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.

Of the 1300 families that Special Santa serves, approximately 325 of those families live in the Palmer area. Families complete an application that includes their residence address.

Applications are distributed by Swanson and Sherrod Elementary Schools, Palmer Junior Middle School, Palmer High School and Academy Charter School. We are able to track what areas of the valley we are serving by the address listed on the application.

**Detailed Budget**

**Revenue:**

Source:	Cash	In-Kind	Total
Halloween Hollow	\$ 12000	\$	\$ 12000
Festival of Trees	\$ 4000	\$	\$ 4000
Grants	\$ 25000	\$	\$ 25000
Donations	\$ 70000	\$	\$ 70000
Parent Donations	\$ 3000	\$	\$ 3000
Totals	\$	\$	\$ 114,000

**Expenditures:**

Item/Service:	Cash	In-Kind	Total
Advertising, supplies	\$ 900	\$	\$ 900
Bags & tape for gifts	\$ 600	\$	\$ 600
Moving van rental/fuel	\$ 160	\$	\$ 160
Halloween Hollow/Festival	\$ 4500	\$	\$ 4500
Children's gifts	\$ 70000	\$	\$ 70000
Totals	\$	\$	\$ 76,160

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:

*Rei*

Date:

11-14-18

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:



Project Name: Mat Su Special Santa

Reviewer Name: Nathan Wallace

Date: 11/20/2018

## Qualification Pre-Check

All items listed below must be present before further review of application.

Event must be accessible to all members of the community.

Event must take place within Palmer city limits or within one mile of city limits. 325 of 1300 families listed as Palmer

Event has received funding from the City in the past. List the years funding was received: None

If event was supported by a City grant in the past, the post event report from the previous event is complete.

	Application Elements	Expectations		Points Earned
	10 pts	7 pts.	3-0 pts	
Accessibility & Strategic Priorities	The application clearly states the economic benefits and the reader/evaluator easily understands the benefits to the community and residents of the City.	The application states the benefits, however it is not clear and/or the reviewer/evaluator must assume or use reason to determine the benefits to the community and residents of the City.	The application does not clearly demonstrate the benefits and/or the reader/evaluator cannot determine through reasoning the benefits to the community or residents of the City.	7
	The application clearly addresses how the project meets one or more of the City's Economic Development Strategic Priorities.	The application attempts to address how the project meets one or more of the City's Economic Development Strategic Priorities; however, the reviewer/evaluator must assume or use reason to determine how the project is addressing a strategic priority(s).	The application does not clearly demonstrate how the project is addressing a strategic priority and/or the reader/evaluator cannot determine through reasoning how the project is addressing a strategic priority.	3
Fiscal	The application clearly states how much financial or in-kind services are being requested for the project.	The application contains information regarding financial and/or in-kind services as part of the project; however, it is not clear and the reviewer/evaluator must assume or use reason to determine what is being requested.	The application does not clearly state what is being requested and/or the reviewer/evaluator cannot determine through reasoning.	10
	The application includes a project budget which demonstrates sound fiscal practices and reviewer/evaluator can easily understand.	The application includes a project budget; however, the reviewer/evaluator has questions or has to use reason to understand the overall budget for the project.	The application does not include a project budget or the reviewer/evaluator cannot understand and/or has significant concerns about the budget as presented.	10
Benefit	The application clearly states how the community will benefit as a result of the event.	The application states the degree of benefits; however, it is not clear and the reviewer/evaluator must assume or use reason to determine the how the community will benefit as a result of this grant.	The application does not clearly demonstrate the degree of benefits and/or the reviewer/evaluator cannot determine the how the community will benefits as a result of this grant.	7
Reporting	The application clearly states how and when the City will receive a post event report on this project.	The application attempts to address how a post event report will be given to the City; however it is unclear and the reviewer/evaluator must assume or use reason to determine how and when the report will be presented.	The application does not attempt to address how a post event report will be given to the City or the reviewer/evaluator cannot determine how the report will be presented.	3
			<b>Total:</b>	<b>40/60</b>