

Agenda

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
 - 1. Approval of Consent Agenda
 - a. **Action Memorandum No. 17-065:** Authorizing the City Manager to Award and Execute a Contract for Snow Hauling Services to Dirtworks, Incorporated in the Amount of \$67.95 per Hour for Truck and Operator Page 3
- E. Communications and Appearance Requests
 - 1. Presentation from Board of Economic Development Chair LaMarr Anderson
..... Page 7
 - 2. Presentation from Rachel Greenburg and Stephanie Allen Regarding Livable Communities
..... Page 19
- F. Reports
 - 1. City Manager's Report Page 33
 - 2. City Clerk's Report Page 39
 - 3. Mayor's Report Page 47
 - 4. City Attorney's Report
- G. Audience Participation
- H. Public Hearing
 - 1. **Resolution No. 17-028:** Amending Resolution No. 17-003: City of Palmer 2017 Fee Schedule by Adding Large Aircraft Transient Tie Down Fee and Specific Aircraft Tie Down Space Fees
..... Page 49
 - 2. **Resolution No. 17-030:** Accepting and Appropriating the 2017 State of Alaska Homeland Security Program Grant 20SHSP-GY17 in the Amount of \$125,000.00 to Partially Fund the Purchase of New Radio Dispatch Consoles for the Palmer Police Department
..... Page 71

- I. Action Memoranda
 - 1. **Action Memorandum No. 17-066:** Authorizing the City Manager to Negotiate and Execute a Contract with the Wolverine Supply, in an Amount Not to Exceed \$97,000.00, to Perform Building Upgrades at the City of Palmer Public Works Maintenance Warehouse Page 105
 - 2. **Action Memorandum No. 17-067:** Authorizing the City Manager to Execute a Contract with EMC Engineering LLC, for Third Party Concrete Strength and Soil Compaction Testing and Additional Control Building and Sitework Inspections of the Wastewater Treatment Plant (WWTP) Upgrades, in an Amount Not to Exceed \$60,335.00 Page 109
- J. New Business
 - 1. **Resolution No. 17-031:** Supporting the Naming of an Unnamed Peak Near Mount POW/MIA: Gold Star Peak Page 113
- K. Record of Items Placed on the Table
- L. Audience Participation
- M. Council Member Comments
- N. Adjournment

Tentative 2017 Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
Oct 10	Regular	7 pm	
Oct 17	Special	6 pm	2018 Budget
Oct 24	Special	6 pm	2018 Budget
Oct 24	Regular	7 pm	
Nov 7	Special	6 pm	2018 Budget
Nov 14	Regular	7 pm	
Nov 21	Special	6 pm	2018 Budget
Nov 28	Special	6 pm	2018 Budget
Nov 28	Regular	7 pm	
Dec 5	Special	6 pm	2018 Budget
Dec 12	Special	6 pm	2018 Budget
Dec 12	Regular	7 pm	Budget Adoption
Dec 26	Regular	7 pm	

**City of Palmer
Action Memorandum No. 17-065**

Subject: Authorizing the City Manager to Award and Execute a Contract for Snow Hauling Services to Dirtworks, Incorporated in the Amount of \$67.95 per Hour for Truck and Operator

Agenda of: October 10, 2017

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

Originator Information:

Originator: Chris Nall, Public Works Director

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
√	Finance	<u><i>[Signature]</i></u>	09/21/2017
_____	Fire	_____	_____
_____	Police	_____	_____
√	Public Works	<u><i>[Signature]</i></u>	09/21/2017

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: \$ 67.95/hour

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ Budget is \$50,000.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-17-40-6030 – Contractual Services
- Not budgeted

Director of Finance Signature: *[Signature]*

Attachment(s):

- Bid Tabulations

Summary Statement:

The City contracts snow hauling within the City limits. The contractor furnishes all materials, equipment, insurance, and labor necessary to provide snow hauling which includes trucks and operators "on-call" for the period of the effective date of the contract through May 2018.

This contract has two one-year renewal options. In May 2017, the City ended a three-year long contract with Dirtworks, Inc. and the bid for the 2017-2018 winter season was posted on August 23, 2017 with a bid opening on September 14, 2017.

The City received one bid and it was read aloud on September 14.

The results are as follows:

- Dirtworks, Incorporated: \$67.95 per hour for truck and operator

The previous contract was awarded at \$67.95 per hour for truck and operator.

Administration's Recommendation:

Authorize the City Manager to negotiate and execute a contract for snow hauling services to Dirtworks, Incorporated in the amount of \$67.95 per hour for truck and operator.

BID TABULATIONS

	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6
	Dirtworks					
BID PROPOSAL	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
Signed Proposal (Y/N)	Y					
Total Bid	\$ 67.95	\$ -	\$ -	\$ -		

CITY OF PALMER BOARD OF ECONOMIC DEVELOPMENT
Resolution No. 17-005

A Resolution of the Palmer Board of Economic Development recommending acceptance of update to goals in Economic Development Strategic Plan

WHEREAS, Palmer Municipal Code (PMC) Chapter 2.30.005 established the Board to develop a plan based upon the city council's consideration; and

WHEREAS, Chapter 2.30.005 further provides the plan is a statement of goals and objectives to guide the city in its provision of long-term, permanent employment opportunities, enhancement of the quality of life for city residents, the highest and best use of land and maximum development of natural resources; and

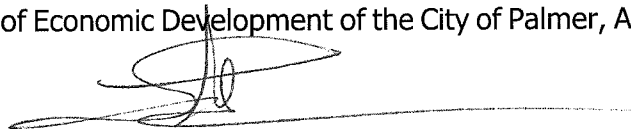
WHEREAS, under PMC 2.30.020, the Board has a duty to update the plan and submit the proposed update to the City council; and

WHEREAS, Board concluded its work on current update to the Economic Development Plan's goals and objectives on August 7, 2017; and

WHEREAS, the Board recommends the updated goals and objectives as incorporated on Attachment A be forwarded to the City Council for their review; and

NOW, THEREFORE, BE IT RESOLVED that the Palmer Board of Economic Development recommends the acceptance of the updated goals and objectives for the Economic Development Plan.

Passed and approved by the Board of Economic Development of the City of Palmer, Alaska, this 5th day of September, 2017.



LaMarr Anderson, Chairman



David Meneses, Interim Director

DRAFT



RECOMMENDATIONS FROM BOARD OF
ECONOMIC DEVELOPMENT TO
CITY COUNCIL

**2017 CITY OF PALMER
ECONOMIC DEVELOPMENT GOALS**

Community Economic Development Goals

Goal 1 ... Strengthen Palmer's position as the preferred location as the Matanuska-Susitna Borough's institutional and utility co-operative hub.

Goal 2 ... Encourage expansion of medical, health-care, technology and research-related economic sectors, and other professional jobs in the Palmer area to make this the medical, health-care and vocational career center for Southcentral Alaska.

Goal 3 ... Strengthen Palmer's role as a retail and professional services hub and as a unique place to shop for residents of Palmer, area residents and visitors.

Goal 4 ... Strengthen Palmer as a tourism destination and hub for travel through the southern Matanuska-Susitna area.

Goal 5 ... Strengthen efforts to improve Palmer's quality of life by supporting Palmer as the agricultural center of the Matanuska-Susitna Valley.

Goal 6... Promote beautification of Palmer's open space and parks.

Goal 7 ... Maintain quality residential neighborhoods and promote a diverse range of quality housing from high density to single family housing which satisfies the needs of all sectors of the housing market.

Goal 8 ... Provide the necessary public infrastructure to support and retain existing industrial uses and expand industrial development within the community.

Goal 9 ... Palmer remains and continues to grow as the industrial education and career center of the Matanuska-Susitna Borough.

Goal 10 ... Continue to develop and market the municipal airport to maximize its economic benefit to the community.

Goal 11 ... Increase marketing of Palmer and its diverse attractions, events and location.

Goal 12... Create a business friendly environment for commerce and industry.

Goal 13...Review Economic Development Plan Each August and prepare report on progress in implementing Goals and Objectives

Goal 14... Study the feasibility of annexing property into the city limits to prepare for future commercial and industrial growth and to preserve the character of the community.

Economic Development Strategic Plan Update 2017

Goal 1 ... Strengthen Palmer's position as the preferred location as the Matanuska-Susitna Borough's institutional and utility co-operative hub.

Objective A – Maintain existing institutions and secure new institutions by developing an action plan with the Matanuska-Susitna Borough and the Matanuska-Susitna School District, Job Corps, the University, state agencies and Justice System to determine and pursue a very specific list of action items necessary to meet their long-term needs.

Objective B – Develop an action plan with the Hospital, Clinics, and other health-care providers to determine and pursue a very specific list of action items necessary to meet their long-term needs.

Goal 2 ... Encourage expansion of medical, health-care, technology and research-related economic sectors, and other professional jobs in the Palmer area to make this the medical, health-care and vocational career center for Southcentral Alaska.

Objective A – Promote the Palmer area as a hub of higher education by working with the University of Alaska, Alaska Pacific University and other educational institutions to increase the number of highly trained medical and health care specialist and technology and research related specialist who are available in the community.

1. Determine what new programs might be developed in the Palmer area, and how the City might help these institutions to expand.
2. Encourage the development of learning opportunities in medical and healthcare fields at local institutions of higher learning and the Mat-Su Regional Medical Center.

Objective B - Market the community to desired businesses, including technology and research-based businesses, and professional businesses such as law, medicine and veterinary science.

Goal 3 ... Strengthen Palmer's role as a retail and professional services hub and as a unique place to shop for residents of Palmer, area residents and visitors.

Objective A – Work with the Planning & Zoning Commission to provide space for commercial expansion through the development of a new central business zoning district or zoning overlay.

Objective B – Promote Palmer as a more attractive retail and professional service destination.

Economic Development Strategic Plan Update 2017

Objective C – Actively pursue infrastructure improvements and identify areas appropriate for developing new areas and redeveloping vacant properties for commercial general development.

Objective D – Identify need and options for effective public parking in downtown and within the city.

1. Resolve fee in lieu of formula and parking waiver issues.
2. Examine interest in forming Special Assessment District or Business Improvement District.

Goal 4 ... Strengthen Palmer as a tourism destination and hub for travel through the southern Matanuska-Susitna area.

Objective A – Preserve, improve and celebrate Palmer’s historic character; develop design guidelines for the historic district.

Objective B – Support efforts to improve and promote community attractions, including cultural facilities and multiple trails systems. Improve linkages between attractions.

Objective C – Build on the success of existing community events, including the Alaska State Fair.

Objective D – Support efforts to attract more team sports activities, sporting events and outdoor activities in and around Palmer.

Objective E – Establish, improve and maintain city-wide parks and recreation facilities and programs.

Goal 5 ... Strengthen efforts to improve Palmer’s quality of life by supporting Palmer as the agricultural center of the Matanuska-Susitna Valley.

Objective A - Promote distribution, awareness of, and sales of local agricultural products.

Objective B - Promote and expand farmers' market opportunities within the city limits and the greater Palmer area.

Objective C - Collaborate with state funded organizations and the agricultural community to promote Alaska Grown products.

Objective D - Open dialogue with the agricultural community to promote agricultural products and agricultural heritage.

Economic Development Strategic Plan Update 2017

Goal 6... Promote beautification of Palmer's open space and parks.

Objective A – Establish, improve, and maintain neighborhood parks and recreation facilities and programs.

Goal 7 ... Maintain quality residential neighborhoods and promote a diverse range of quality housing from high density to single family housing which satisfies the needs of all sectors of the housing market.

Objective A - Encourage a diverse range of quality housing, from attractive higher density housing to housing for a more rural setting.

Objective B - Encourage new housing developments to have adequate access to transportation, employment opportunities, services, and social and support networks.

Objective C – Encourage infill development and higher density housing and prepare new zoning standards and design guidelines to ensure higher density housing is high quality.

Objective D – Encourage the development of areas for single family housing appealing to the upper end of the housing market.

Objective E – Encourage rehabilitation of older residential structures.

Objective F – Promote continued development and maintenance of high quality elder care facilities and senior citizen campuses in Palmer.

Objective G – Review code enforcement process and provide a report with recommended actions to City Council on a quarterly basis to gain prospective of property owners and residents understanding and compliance with city standards to protect the long-term stability of neighborhoods and Palmer's economic vitality.

Goal 8 ... Provide the necessary public infrastructure to support and retain existing industrial uses and expand industrial development within the community.

Objective A – Review and identify logistical, environmental and other beneficial resources in the Palmer area available to attract new technology industries and prepare a map of existing utility lines and anticipated utility network expansions that serve developable property in the Palmer area.

Economic Development Strategic Plan Update 2017

1. Develop a survey questionnaire to determine what industrial sector needs to invest and develop in Palmer.

Objective B – Review current infrastructure master plans to ensure they place a priority on maintaining effective municipal services.

Objective C – Ensure that adequate areas are identified within the city for industrial growth.

Goal 9 ... Palmer remains and continues to grow as the industrial education and career center of the Matanuska-Susitna Borough.

Objective A – Promote vocational, aviation, technical and career training centers and opportunities within the greater Palmer area to prepare individuals for a global marketplace.

Goal 10 ... Continue to develop and market the municipal airport to maximize its economic benefit to the community.

Objective A – Promote the Palmer Municipal Airport as a site for air taxis, aircraft maintenance and repair companies, flight schools, and aircraft rental and leasing businesses.

Objective B - Operate the Airport in a balanced manner, and as an integrated function of the whole community. Activities of the airport which generate revenue to the City are desirable, however, not at the risk of diminishing the quality of life for the residents of the City.

Goal 11 ... Increase marketing of Palmer and its diverse attractions, events and location.

Objective A - Collaborate with the Palmer Visitors Center, the Greater Palmer Chamber of Commerce, the Mat-Su Visitors and Convention Center, and other organizations to actively promote Palmer.

1. Develop multimedia promotional material showcasing the attributes of Palmer as a business friendly, geographically key location.
2. Budget funding for development and publish quality brochure for Palmer as a marketing tool.

Objective B - Work to maintain and improve Palmer's quality of life. Continually enhance hiking and biking trails, parks, health care resources, downtown upgrades, etc.

Economic Development Strategic Plan Update 2017

Objective C – Continue to develop and promote the city owned Golf Course, Community Center (Depot), and MTA Events Center as economic factors.

Goal 12... Create a business friendly environment for commerce and industry.

Objective A – Implement online business transaction with the City, for example electronic filing of sale tax.

Goal 13...Review Economic Development Plan Each August and prepare report on progress in implementing Goals and Objectives.

Goal 14... Study the feasibility of annexing property into the city limits to prepare for future commercial and industrial growth and to preserve the character of the community.

Objective A – Develop an annexation document that clearly explains pros and cons of annexation.

Objective B – Consider where future annexation should logically occur.

Objective C – Prepare transition plan regarding potential future zoning.

CITY OF PALMER BOARD OF ECONOMIC DEVELOPMENT
Resolution No. 17-004

A Resolution of the Palmer Board of Economic Development recommending acceptance of Arboretum and Open Space plan developed by the Community Arboretum Action Group

WHEREAS, in 1950 the employees of the Palmer office of the USDA Agricultural Research Service lead by Dr. Myron Babb established an arboretum as part of their research program; and

WHEREAS, the general purpose behind developing the arboretum was to test out species that would do well in the Matanuska-Susitna valley and that might become a benefit to landscaping and commercial development; and

WHEREAS in 1967, the USDA turned their properties in Palmer, including the Babb Arboretum, over to the University of Alaska Fairbanks; and

WHEREAS, due to changes in the University's priorities, maintenance of the Arboretum since 1980 has primarily been done by volunteers from the Northland Pioneer Grange civic group with assistance from students in the Palmer High School Future Farmers of America Club; and

WHEREAS, in 2009 the City of Palmer purchased the land containing most of the Arboretum and contiguous property using funding from the Federal Aviation Administration to protect approaches to the airport runway; and

WHEREAS, members of the Palmer community interested in restoring the Dr. Myron Babb Arboretum began to meet in 2013; and

WHEREAS, the members of group calling themselves the Community Arboretum Action Group have met several times with local landscape architects from the Sustainable Design Group (SDG), to develop design concepts for the Arboretum and contiguous open space; and

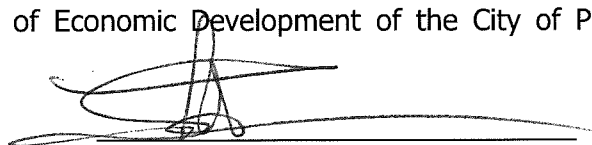
WHEREAS, the Parks, Recreation and Cultural Resources Advisory Board hosted an Open house on March 29, 2016 to get community input on the draft concepts for upgrading the Arboretum prepared by SDG for the Community Arboretum Action Group; and

WHEREAS, the community comments at the Open House have been incorporated into the Arboretum development plan approved by the Community Arboretum Action Group at their July 19, 2017 meeting;

WHEREAS, the Board has discussed the Community Arboretum Action Group's development plan at its September 5, 2017 meeting and wishes to move the plan forward to the City Council;

NOW THEREFORE, BE IT RESOLVED that the Board of Economic Development supports the Babb Arboretum development plan created by the Community Arboretum Action Group and recommends its acceptance by the City Council.

Passed and approved by the Board of Economic Development of the City of Palmer, Alaska, this 5st day of September, 2017.



LaMarr Anderson, Chairman



David Meneses, Interim Director

CITY OF PALMER BOARD OF ECONOMIC DEVELOPMENT
Resolution No. 17-006

A Resolution of the Palmer Board of Economic Development recommending the city expand its online payment options for City Services

WHEREAS, objective H under Goal 1, Chapter 4 Public Services, Facilities & Infrastructure, of the Palmer Comprehensive Plan encourages the city to continue to incorporate cost-savings procedures into its public services; and

WHEREAS, the inclusion of funding for the purchase of software to expand online payment options for purchase of required city permits and payments for city services in the FY 2018 Budget will reduce staff time needed to process these payments; and

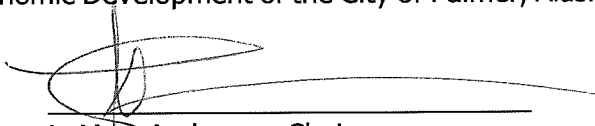
WHEREAS, the ability to conduct business with the city by filling-in and submitting application forms online benefits the public and is a more effective use of city employee time in processing applications; and

WHEREAS, Goal 2, Chapter 7 Economic Vitality of the Comprehensive Plan calls for the city to "encourage expansion of technology and research related economic sectors"; and


WHEREAS, the expansion of online payment options demonstrates the city values and utilizes high tech businesses practices and therefore is a good business environment for new technology and research related economic sectors; and

NOW, THEREFORE, BE IT RESOLVED that the Palmer Board of Economic Development recommends that within twelve months the city expand its online payment options for city services.

Passed and approved by the Board of Economic Development of the City of Palmer, Alaska, this 5th day of September, 2017.



Lamar Anderson, Chairman



David Meneses, Interim Director

Criteria & Process

Communities participating in the AARP Network of Age-Friendly Communities commit to improving their age-friendliness and submit to a rigorous assessment cycle. How this happens:

1. An AARP state office identifies cities, towns and counties it believes can commit to a continual cycle of improvement in the eight livability domains. AARP then informs municipal officials of the program and ascertains the community's interest.
2. The mayor or municipal administrator writes a letter to the AARP state office indicating the community's commitment. AARP then advises the World Health Organization of the municipality's intent and facilitates its enrollment in the AARP and global age-friendly networks.
3. Upon entry into the age-friendly network, the community moves through the following phases:

Phase 1: Planning (Years 1-2)

- Establish mechanisms to involve older people in all stages of the age-friendly cities and communities process
- Conduct a comprehensive and inclusive baseline assessment of the age-friendliness of the community
- Develop a three-year community-wide action plan based on assessment findings
- Identify indicators to monitor progress against the plan

Phase 2: Implementation (Years 3-5)

- Commit to implementing the approved action plan
- Submit a progress report at the end of the five years that outlines progress against the baseline using the indicators developed in the action plan

Phase 3: Continual Improvements (Year 5 and Beyond)

- Make continual improvements
- Membership is automatically renewed following a positive assessment and the submission of a revised action plan

Benefits of Membership

Members of the AARP Network of Age-Friendly Communities become part of a global network of communities committed to providing older adults with the opportunity to live rewarding, productive and safe lives. Benefits of membership include:

- Organizational guidance from national experts
- Streamlined admission into the World Health Organization's age-friendly network
- Resources for identifying and developing assessment and survey tools
- Information about identifying and developing community-success criteria
- Strategies for identifying and developing ways to monitor progress
- Access to a network of communities and best practices
- Access to a volunteer network of support
- Access to evaluation tools
- Invitations to organized trainings and networking events

Resources at aarp.org/livable

- Support and guidance from AARP
- Public recognition by AARP and others of the community's commitment to become more age-friendly

There is no fee to join the AARP Network of Age-Friendly Communities.

AARP and the World Health Organization: A Shared Vision

Well-designed, livable communities promote well-being and sustain economic growth, and they make for happier, healthier residents — of all ages.

The World Health Organization's age-friendly communities concept closely aligns with AARP policies and initiatives.

AARP Livable Communities supports the efforts of neighborhoods, towns, cities, counties and even states to become great places for all ages. AARP believes that communities should provide walkable streets, suitable housing and transportation options, access to key services and opportunities for residents to participate in community activities.

To empower communities across the country to better respond to the needs of their residents, AARP targets local officials, policymakers, citizen activists and people age 50-plus in its advocacy efforts, policy work and educational programs in the issue areas of housing, transportation, mobility, community design and land use and planning. Key initiatives include Complete Streets advocacy, community engagement workshops and programs to promote universal design.

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5. **Respect and Social Inclusion:** Programs that promote ethnic and cultural diversity, as well as multigenerational interaction and dialogue.
6. **Civic Participation and Employment:** Paid work and volunteer activities for older residents and opportunities to engage in the formulation of policies relevant to their lives.
7. **Communication and Information:** Access to communications technology and other resources so older residents can connect with their community, friends and family.
8. **Community Support and Health Services:** Access to home-based care services, health clinics and programs that promote wellness and active aging.

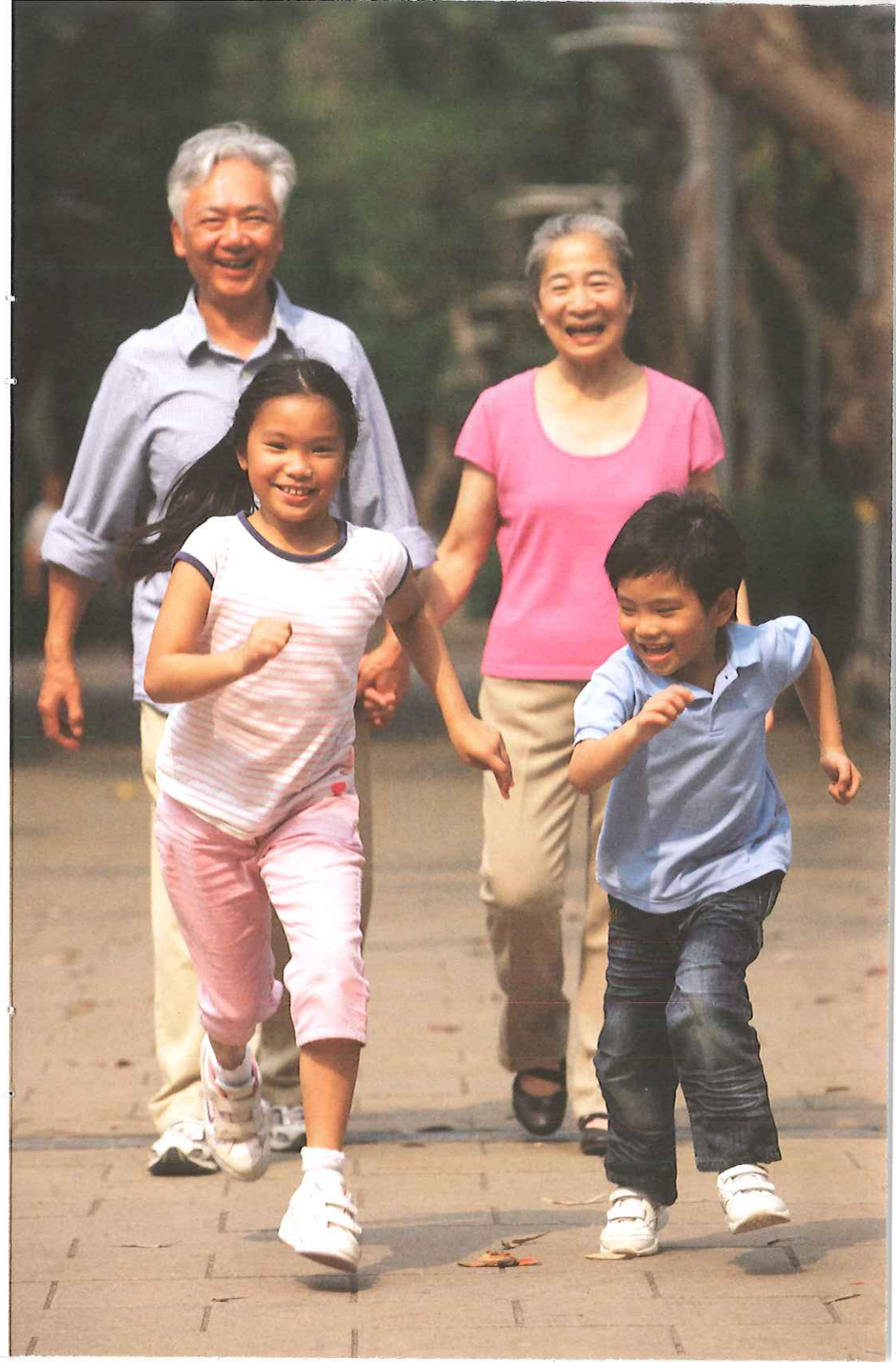
Shirley
2012

The 8 Domains of Livability

Our goal: Increase the number of communities that support healthy aging, which will thereby improve the well-being, satisfaction and quality of life for older Americans.

The AARP Network of Age-Friendly Communities targets improvements in eight domains that influence the health and quality of life of older adults. The livability domains, and what they represent, are as follows:

1. **Outdoor Spaces and Buildings:** Availability of safe and accessible recreational facilities.
2. **Transportation:** Safe and affordable modes of private and public transportation.
3. **Housing:** Availability of home modification programs for aging in place as well as a range of age-friendly housing options.
4. **Social Participation:** Access to leisure and cultural activities, including opportunities for older residents to socialize and engage with their peers as well as with younger people.



Additional Information

To learn more about the AARP Network of Age-Friendly Communities, visit aarp.org/agefriendly.

To learn about the work of AARP Livable Communities, visit aarp.org/livable.



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Contact Us

To locate and connect with the AARP state office near you, call 1-888-OUR-AARP (1-888-687-2277), visit aarp.org/states or email AARP Livable Communities at livable@aarp.org.



As our population ages and people stay healthy and active longer, communities need to adapt.

The AARP Network of Age-Friendly Communities helps participating communities become great places by adopting such features as walkable streets, better housing and transportation options, access to key services and opportunities for residents to participate in community activities.

Well-designed, livable communities help sustain economic growth and make for happier, healthier residents — of all ages.

The AARP Network of Age-Friendly Communities is an affiliate of the World Health Organization's Global Network of Age-Friendly Cities and Communities, an international effort launched in 2006 to help cities prepare for their own and the world's growing population of older adults and the parallel trend of urbanization.

AARP's Role

AARP's participation in the age-friendly network advances the Association's efforts to help people live easily and comfortably in their homes and communities as they age. AARP encourages older adults to take an active role in their communities' plans and ensures that their voices are heard. Related initiatives focus on areas such as housing, caregiving, community engagement, volunteering, social inclusion and combating isolation among older people.

As a nonprofit, nonpartisan organization, AARP works with local officials and partner organizations around the United States to identify communities for membership in the AARP Network of Age-Friendly Communities. AARP facilitates the community's enrollment and guides it through the implementation and assessment process.

Within a year of the AARP program's April 2012 launch, 17 communities had enrolled. We've been steadily growing ever since. (To see the current member list visit aarp.org/agefriendly.)

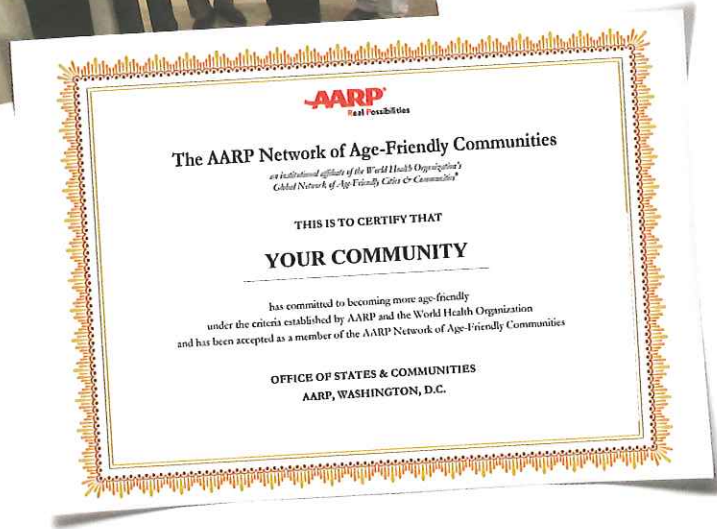


Opposite page: Age-friendly communities include transportation options for non-drivers and opportunities for residents to participate in community planning. **Above:** Such livable places also feature walkable streets and (top) activities that encourage social and civic engagement.

Photographs courtesy of the Walkable and Livable Communities Institute.



Left: Community leaders from Macon-Bibb, Georgia, celebrate joining the AARP Network of Age-Friendly Communities. Below: A sample membership certificate.



Encourage your town or city to join the
AARP Network of Age-Friendly Communities

aarp.org/agefriendly



601 E Street, NW
 Washington, DC 20049

AARP.org

AARP Network of Age-Friendly Communities

An institutional affiliate of the World Health Organization's Global Network of Age-Friendly Cities and Communities®



In a Livable Community, people of all ages can ...



Go for a walk



Cross the streets



Ride a bike



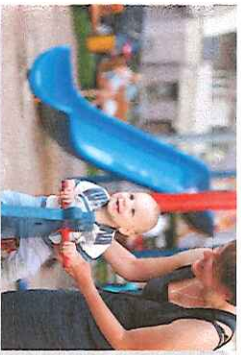
Get around without a car



Live safely and comfortably



Work or volunteer



Enjoy public places



Socialize



Spend time outdoors



Be entertained



Go shopping



Buy healthy food



Find the services they need



... and make their city, town or neighborhood a lifelong home.



aarp.org/livable

AARP
Real Possibilities

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1. Outdoor Spaces
and Buildings

2. Transportation

3. Housing

4. Social
Participation

The **AARP** Network of Age-Friendly Communities

and work within

The 8 Domains of Livability

help communities become great for people of all ages

5. Respect and
Social Inclusion

6. Civic Participation
and Employment

7. Communication
and Information

8. Community
and Health Services

Learn more at [AARP.org/agefriendly](https://www.aarp.org/agefriendly)



The 8 Domains



Domain 1

Outdoor Spaces and Buildings

People need places to gather — indoors and out. Parks, sidewalks, safe streets, outdoor seating and accessible buildings (think elevators, stairs with railing, etc.) can be used and enjoyed by people of all ages.



Domain 2

Transportation

Driving shouldn't be the only way to get around. Public transit options can be as expansive as a train system or as targeted as a taxi service that provides non-drivers with rides to and from a doctor's office.



Domain 3

Housing

Most older adults want to age in place. Doing so is possible if homes are appropriately designed or modified — and if a community includes affordable housing options for varying life stages.



Domain 4

Social Participation

Regardless of one's age, loneliness negatively affects a person's health and sense of wellbeing. Isolation can be combatted by the availability of accessible, affordable and fun social activities.



Domain 5

Respect and Social Inclusion

Intergenerational activities are a great way for young and old to learn from one another, honor what each has to offer and, at the same time, feel good about themselves.



Domain 6

Civic Participation and Employment

An age-friendly community provides ways older people can, if they choose to, work for pay, volunteer their skills and be actively engaged in community life.



Domain 7

Communication and Information

Age-friendly communities recognize that not everyone has a smartphone or Internet access and that information needs to be disseminated through a variety of means.



Domain 8

Community and Health Services

At some point, everyone gets hurt, becomes ill or simply needs a bit of help. While it's important that care be available nearby, it's essential that residents are able to access and afford the services required.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
MAT-SU SENIOR SERVICES
AND
UNITED WAY OF MAT-SU**

WHEREAS, Well-designed, livable communities help sustain economic growth and make for happier, healthier residents of all ages.

WHEREAS, Palmer would like to have the opportunity to join AARP Alaska and the World Health Organization to become an Age-Friendly City and Community.

WHEREAS, Livability domains are essential to age-friendly cities and influence the health, vitality and quality of life for residents. These domains include:

- HOUSING: Safe, Affordable & Accessible Options
- TRANSPORTATION: Convenient & Safe Options of Public and Private Transportation
- ENVIRONMENT: Fresh Air, Clean Water & Open Recreational Spaces
- HEALTH: From Food to Fitness Promoting Wellness
- ENGAGEMENT: Connecting People to Their Neighbors, Friends & Family
- OPPORTUNITY: Embracing Diversity & Pursuing Multigenerational Interaction
- CULTURE: Access to Leisure and Cultural Activities
- NEIGHBORHOOD: A Place to Live, Work & Play

WHEREAS, this agreement has as its objective the collaboration and participation of both organizations for the commitment to establishing Palmer as the first "Livable Community" in Alaska as defined by AARP; and for this reason this Agreement facilitates the establishment of local leadership for this initiative, opens channels of communication, allows for continued local partnerships to be developed, and demonstrates our continuing commitment to improving our community where we live, work and play.

WHEREAS, livable communities promote well-being, sustain economic growth, and make for happier, healthier residents of all ages.

THEREFORE, the Partners, having complementary missions, wish to continue working together and to help lead this effort.

THEREFORE, the Partners encourage the City of Palmer to write a letter to the AARP-Alaska indicating Palmer's commitment to establishing Palmer as the first "Livable Community" in Alaska.

This proposed MEMORANDUM OF UNDERSTANDING was reviewed and approved by both parties
on this 6th day of September, 2017.

Participating Organization
Signature *Rachel E. Greenberg*
Name Rachel E. Greenberg
Organization/Title Mat-Su Senior Services
Phone (907) 745-5454
Email: rachelg@mat-suseniors.com

Participating Organization
Signature *Stephanie L. Allen*
Name STEPHANIE L. ALLEN
Organization/Title United Way of Mat-Su
Phone 907-745-5821
Email: sallen@unitedwaymat-su.org

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
1	Waste Water Treatment Plant Upgrades: MMBR and Secondary Clarifiers to meet EPA/ADEC permit requirement per Consent Decree	\$9,000,000- \$14,000,000 (revised estimate after 65%~ \$12,610,290)	August 2020		\$842,107 as of January	Funding Sources On hand: State Grant \$2.5M State Grant: \$145k Enterprise or GF: \$600,000 Applied for: ADEC grant: \$1M USDA Loan: \$4.8 USDA Grant: \$3.5
a	Engineering/Design to EPA and ADEC (65%)	\$ 900,000	December	Complete	\$842,107 APPROVED	
b	Material Bid (MMBR system components)		December	Complete		
c	Material Bid Award (MMBR system components)	\$ 1,100,000	December	Complete	\$918,760 APPROVED	
d	Financing options(USDA and/or interim financing)		January/February	Complete		State Grant for FY 18 not available-GF loan
e	Permitting from DEC and State Fire Marshall		February	Complete		DEC permit and Fire Marshall review approved and on hand
f	Construction Bid Doc (95%/Final) to USDA		February	Complete		Submtted to USDA for review
g	Construction Bid		April	Complete		New bid \$9.5M April 28
h	Bond Resolution to Council		February	Complete		
i	Construction Bid Award (pending financing) to Council	\$ 9,500,000	May	Complete		NOIA and NTP published
j	Townhall on financing and construction schedule		July	Complete		Discuss construction schedule, noise/dust mitigation, financing
k	Construction Commence		June	On going		Contractor Mob underway
k(1)	Concrete Pour		June	On going		Leak testing complete-Good
k(2)	Building/Lab		October			Foundation work began 2 Oct
m	MMBR System on line for testing		July 2018			
n	MMBR System tesing complete		April 2019			
o	Secondary Clarifiers on line		August 2020			

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
2	Rehabilitate RW 16/34 & Related Improvements	\$10,000,000- \$11,500,000	October 2017	Pre-Liminary Application Approved by FAA		Funding Sources On hand: State Grant: \$400K COP: \$225k Anticipated FAA: \$9.375M - \$10.781M
a	Engineering/Design in 2 Phases	Phase 1 \$237,913 Phase 2 \$182,579 Total \$420,492	May-17	Phase I nearing completion	\$237, 913 APPROVED	
b	Project Initiation		December	Complete		
c	Stakeholder Coordination		December	Complete		
d	Surveying & Mapping		Jan-17	Ongoing		
e	Geotechnical Evaluation		December	Ongoing		
f	Engineer's Design Report (35%)		Jan-17	Complete		EDR 35% to FAA for Review & Comment 01/10/2017
g	Phase 2 Design funding approval		Jan-17	Complete	\$182,759 Approved	
h	Construction Safety & Phasing Plan		Mar-17	Complete		
i	Final Design and submission to FAA		Apr-17	Complete		Approved by FAA
j	Townhall on project		June	Complete		FAA Fly-in
k	Bid & Grant Assistance		Apr-17	On going		With FAA for final approval
l	Bids Due		May-17	Complete		Due May 18
m	Award & Grant Acceptance from FAA	\$7,827,300.00	June			Awarded
n	Construction Mobilization		June			On going
o	Runway Closed		August 2017	Re-opened Aug 21		Apron work and helipad continues
p	Supplemental FAA Funding	\$1,406,250.00	August 2017	Not likely other than change orders		If other Airport Sponsor \$ Becomes Available will require City Match approval
q	Supplemental COP Funding	\$93,750.00	August 2017			
r	Project Completion		November			Ribbon cutting ceremony

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
4	Replace heating system in the Palmer FSS.	\$30,000.00	September 2017		\$10,000.00	
a	Engineering and Design	\$10,000.00	February 2017	Complete	\$10,000	Documents are complete.
b	General Contractor Bid	\$20,000.00	TBD	Completed		FAA Asbestos abatement will be done independent of most work
c	Project work and completion		November	On Going		Project is underway

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
5	Palmer FSS interior improvements	\$54,500.00	September 2017	Awaiting new lease signing by FAA	\$8,500.00	
	a Architectural Services and Design	\$8,500.00	February 2017	Complete	\$8,500	Documents are complete
	b General Contractor Bid	\$46,000.00	August	Completed		FAA Asbestos abatement will be done independent of most work
	c Project work and completion		January 2018	On going		Work to be done in phases in coordination with FAA requirements

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
7	Bogard Road Booster Station to provide adequate pressure and flow for the western portion of Bogard Rd Water Main Extension Project.	\$1,420,000.00	TBD	Land Prep and Engineering Drawings Working	\$118,595.00	Through use of remaining grant funds (14-DC-125), PW has contracted HDL Engineering for Preliminary Engineering and site preparation.
a	HDL conduct preliminary engineering work and booster station site prep	\$118,595.00	July 2017	Working	\$118,595.00	Construction and Engineering drawings/specs are complete.
b	Project out for bid			Completed	\$105,415.00	Project is currently open for bids. Pre-bid is scheduled for 11 July Bid opening scheduled for 20 July
c	Site prep			On going	\$28,000.00	Work underway, change order to meet ADEC requirements approved



Norma I. Alley, MMC
City Clerk

Phone: (907) 745-3271
Direct: (907) 761-1321
Fax: (907) 745-0930

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 October 10, 2017, Council Meeting

1. Boards & Commissions Attendance Spreadsheets

The monthly attendance spreadsheets are attached for:

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

2. State of Alaska Elections

Attached is an article from The Associated Press regarding election options for the state of Alaska.

3. Tentative Upcoming Meetings

Tentative Future Meeting Schedule			
Meeting Date	Meeting Type	Time	Notes
Oct 17	Special	6 pm	2018 Budget
Oct 24	Special	6 pm	2018 Budget
Oct 24	Regular	7 pm	
Nov 7	Special	6 pm	2018 Budget
Nov 14	Regular	7 pm	
Nov 21	Special	6 pm	2018 Budget
Nov 28	Special	6 pm	2018 Budget
Nov 28	Regular	7 pm	
Dec 5	Special	6 pm	2018 Budget
Dec 12	Special	6 pm	2018 Budget
Dec 12	Regular	7 pm	Budget Adoption
Dec 26	Regular	7 pm	
Jan 9, '18	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	John Lee	Oct. 2019
B	Kenneth More	Oct. 2019
C	Jeff Helmericks	Oct. 2017
D	Andrew Weaver	Oct. 2018
E	Joyce Momarts	Oct. 2017
F	Shannon Jardine	Oct. 2019
G	Allan Linn	Oct. 2018

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.

2017 Attendance Record

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

2016 Attendance Record

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

* 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
A	LaMarr Anderson	Oct. 2017
D	Christopher Chappel	Oct. 2018
B	Peter Christopher	Oct. 2019
E	Janet Kincaid	Oct. 2019
C	Lorie Koppenberg	Oct. 2018
F	Tendra Nicodemus	Oct. 2017
G	Dusty Silva	Oct. 2018
CC	David Fuller	Oct. 2017
PZC	Not Yet Appointed	Oct. 2017

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.

2017 Attendance Record

Board Member	Jan	Feb	Mar	Mar **	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Anderson	E	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Chappel	✓	✓	✓	✓	✓	✓	✓	E	✓	✓			
Christopher	✓	✓	✓	E	✓	✓	E	E	✓	✓			
Kincaid	✓	E	✓	✓	✓	✓	✓	✓	E	✓			
Koppenberg	✓	✓	E	✓	✓	✓	E	✓	✓	E			
Nicodemus	✓	✓	✓	✓	✓	E	✓	✓	✓	✓			
Silva	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Fuller	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
PZ&C	V	V	V	V	V	V	V	V	V	V			

2016 Attendance Record

Board Member	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Anderson	*	✓	✓	✓	✓	E	✓	✓	✓	✓	✓	✓
Chappel	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	E	✓
Christopher											✓	✓
Kincaid											✓	✓
Koppenberg	*	E	✓	✓	E	✓	✓	✓	✓	✓	E	✓
Nicodemus	*	E	✓	✓	✓	E	E	E	✓	✓	E	✓
Silva	*	✓	✓	✓	✓	✓	✓	E	✓	✓	✓	✓
Fuller												✓
PZ&C	V	V	V	V	V	V	V	V	V	V	V	V

* 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. 2017
F	Meggie Aube-Trammell	Oct. 2018
D	Shannon Connelly	Oct. 2019
B	Jo Ehmann	Oct. 2018
C	Dot Helm	Oct. 2017
E	Jan Newman	Oct. 2017
G	Fran Seager-Boss	Oct. 2017

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.

2017 Attendance Record

Board Member	Jan	Feb	Mar	Mar **	Apr	May *	June	July	July **	Aug	Sept	Oct	Nov	Dec
Allen	E	✓	✓	E	✓		✓	✓	✓	E	E			
Aube-Trammell	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓			
Connelly	✓	✓	✓	✓	✓		✓	✓	✓	E	✓			
Ehmann	✓	✓	✓	✓	✓		E	E	E	✓	✓			
Helm	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓			
Newman	✓	E	✓	E	✓		✓	✓	✓	✓	✓			
Seager-Boss	✓	✓	E	E	✓		✓	✓	U	✓	✓			

2016 Attendance Record

Board Member	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Allen	✓	✓	U	E	✓	E	✓	✓	✓	✓	✓	✓
Aube-Trammell	✓	✓	✓	✓	✓	✓	✓	✓	E	✓	✓	✓
Connelly											✓	✓
Ehmann	✓	✓	E	✓	✓	E	✓	E	✓	✓	✓	✓
Helm	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Newman	✓	E	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Seager-Boss			E	✓	E	✓	✓	✓	✓	U	U	✓

* Meeting Cancelled
 ** Special Meeting
 ✓ – Present
 E – Excused Absence

U – Unexcused Absence
 V – Vacant

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. 2017
B	Vacant	Oct. 2019
C	Merry Maxwell	Oct. 2018
D	Kristy Thom Bernier	Oct. 2019
E	Dan Lucas	Oct. 2017
F	David Petty	Oct. 2018
G	Douglas Cruthers	Oct. 2018

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.

2017 Attendance Record

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

2016 Attendance Record

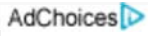
Commissioner	Jan	Feb	Mar	Apr **	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ornquist											✓	✓
Vacant												
Maxwell	✓	*	✓	✓	E	✓	✓	✓	✓	E	E	✓
Thom Bernier											✓	✓
Lucas	✓	*	✓	✓	✓	✓	E	✓	✓	✓	✓	✓
Petty	✓	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cruthers	✓	*	✓	✓	✓	U	✓	✓	✓	✓	✓	✓

* Meeting Cancelled
 ** Special Meeting
 ✓ – Present

E – Excused Absence
 U – Unexcused Absence
 V – Vacant



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Aug 31, 6:46 PM EDT

STATE OF ALASKA WEIGHING OPTIONS FOR CONDUCTING ELECTIONS

BY BECKY BOHRER
ASSOCIATED PRESS

JUNEAU, Alaska (AP) -- The state of Alaska is exploring options for conducting elections after 2018, as it is faced with an aging voting system and financial pressures amid an ongoing state budget deficit.

A bipartisan working group established by Lt. Gov. Byron Mallott is examining the issue.

Josie Bahnke, director of the state Division of Elections, said one option that has gotten attention is a hybrid system would include allowing for early, in-person voting and voting by mail.

But she said discussions are preliminary and more research must be done to see if this approach would work in Alaska, a vast state with far-flung communities. In certain parts of Alaska, the state must provide language assistance, including for a number of Alaska Native languages and dialects.

The discussion over the future of how the state conducts its elections comes amid what the division sees as a move toward more early and absentee voting.

It also comes as Alaska's largest city, Anchorage, prepares to begin holding municipal elections by mail. One reason the city has cited for this approach is a desire to boost voter turnout.

Bahnke said the hope is to have draft recommendations completed by early next year. Any changes to how state elections are conducted would have to be approved by the Legislature, she said.

The Division of Elections, in a report earlier this year, said its current ballot tabulation system, purchased in 1998, still works and accurately counts ballots but has had problems.

Some equipment failed and had to be replaced during last year's elections. Ballots were put into emergency bins and voting was uninterrupted but such issues can affect voter confidence, the report states.

The system was bought with a 20-year life expectancy, and it's becoming more difficult to find parts, Bahnke said, noting that it could cost \$6.7 million for a replacement. She said it will still be used for next year's elections.

The working group is also looking at ways to save money. The division, in its report, said it expects that conducting elections by mail would save money but acknowledged it had not done a full cost analysis.

Leaders of the state's Republican and Democratic parties have been monitoring the working group's activities and are waiting to see what recommendations might be made.

Work group members plan to visit Colorado to see how that state's system works, Bahnke said. Colorado is one of three states that hold elections entirely by mail, according to the National Conference of State Legislatures.

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Mayor's Memo

Council Meeting report – October 10, 2017

UP COMING EVENTS

Outreach to High school age student(s) for Boards and Commission

Mayor's Minute on Radio – Dec 22

Mayors/Managers Meeting – October 19 – Houston and November 9 - Borough

Manager, Mayor, Clerk & Attorney agenda – October 12 and November 2 and 30

Heart Reach Banquet – October 5

Bai Hai Celebration – October 22

Work Force Luncheon – Job Corp – October 26

Fire Department – Halloween – October 31

Mat Su Mayor's Breakfast 8:30- 10:30 am – November 11 – Turkey Red

AML – November 15 to 17

Mayor's conference Meeting – November 14 – Anchorage

Palmer Christian Center 30th Anniversary – November 19

Special Budget meetings coming –

PENDING ITEMS –

- **Flag Pole by Library,**
- **Electric stands on South Alaska,**
- **tennis courts request,**
- **All America City application,**
- **Rotary Daron Park,**
- **4 Way Stop Inner and Outer Springer,**
- **Golden Shovel Award**

**City of Palmer
Resolution No. 17-028**

Subject: Amending Resolution No. 17-003: City of Palmer 2017 Fee Schedule by Adding Large Aircraft Transient Tie Down Fee and Specific Aircraft Tie Down Space Fees

Agenda of: October 10, 2017

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


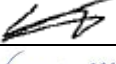
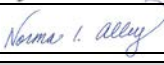
Originator Information:

Originator: Nathan Wallace, City Manager

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


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

This legislation (√):

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

Funds are (√):

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

Director of Finance Signature:  _____

Attachment(s):

- Resolution No. 17-028
- Resolution 17-003 Resolution Adopting FY 2017 Fee Schedule
- Wasilla Airport Rates
- Kenai Airport Rates
- Birchwood Airport Rates

Summary Statement:

This amendment will add specific aircraft tie down space fees associated with sizes of tie downs at the Warren “Bud” Woods Palmer Municipal Airport. The airport has undergone an upgrade that has added a helipad with 3 rotary wing tie down spaces and added an apron extension that will include 9 large aircraft tie down spaces marked to a specific size.

The 2017 Adopted Fee Schedule does not include rotary aircraft tie down fees, nor size specific tie down fees for any tie down spaces. It only includes a general tie down fee for aircraft and no transient fee for large aircraft. This amendment to the fee schedule recommends a competitive rate that is at or below the Wasilla, Kenai and Birchwood airports for large aircraft tie down fees where comparable.

Airport Fees	
Transient Parking <u>general aviation</u> (per day)	\$ 5
Tie-Down Parking <u>general aviation</u> (per quarter plus 3% sales tax)	\$ 75
Tie-Down Parking <u>general aviation</u> (annually plus 3% sales tax)	\$ 250
Long Term Large Aircraft Parking (per quarter plus 3% sales tax)	\$ 500
<u>Aircraft Tie Down Space Large Aircraft Apron (1-2, T10) 75'x75' Transient (per day)</u>	<u>\$ 50</u>
<u>Aircraft Tie Down Space Large Aircraft Apron (1-2, T10) 75'x75' Quarterly</u>	<u>\$ 275</u>
<u>Aircraft Tie Down Space Large Aircraft Apron (1-2, T10) 75'x75' Annual</u>	<u>\$ 1050</u>
<u>Aircraft Tie Down Space Large Aircraft Apron (3-6, T11) 100'x100' Transient (per day)</u>	<u>\$ 85</u>
<u>Aircraft Tie Down Space Large Aircraft Apron (3-6, T11) 100'x100' Quarterly</u>	<u>\$ 500</u>
<u>Aircraft Tie Down Space Large Aircraft Apron (3-6, T11) 100'x100' Annual</u>	<u>\$ 1950</u>
<u>Aircraft Tie Down Space Large Aircraft Apron (7, T12) 100'x120' Transient (per day)</u>	<u>\$ 100</u>
<u>Aircraft Tie Down Space Large Aircraft Apron (7, T12) 100'x120' Quarterly</u>	<u>\$ 600</u>
<u>Aircraft Tie Down Space Large Aircraft Apron (7, T12) 100'x120' Annual</u>	<u>\$ 2350</u>
<u>Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient (per day)</u>	<u>\$ 25</u>
<u>Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Monthly</u>	<u>\$ 110</u>
<u>Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Quarterly</u>	<u>\$ 3150</u>
<u>Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Annual</u>	<u>\$ 1210</u>
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.	

Administration's Recommendation:

Approve Resolution No. 17-028 amending the City of Palmer 2017 Fee Schedule by adding large aircraft transient tie down fee and specific aircraft tie down space fees.

Introduced by: City Manager
 Date: October 10, 2017
 Action:
 Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 17-028

A Resolution of the Palmer City Council Amending Resolution No. 17-003: City of Palmer 2017 Fee Schedule by Adding Large Aircraft Transient Tie Down Fee and Specific Aircraft Tie Down Space Fees

WHEREAS, the 2017 Fee Schedule was adopted on December 13, 2016, as part of the 2017 budget process; and

WHEREAS, subsequent to adoption of the 2017 Budget the City upgraded the Warren "Bud" Woods Palmer Municipal Airport with addition an extended south apron and new helipad; and,

WHEREAS, the new upgrades will provide large aircraft tie down space and rotary aircraft tie down space of various sizes; and,

WHEREAS, the adopted 2017 Fee Schedule does not include large aircraft transient fees or rotary aircraft tie down fees; and,

WHEREAS, airports of similar size and traffic have fees for large aircraft and rotary aircraft; and,

WHEREAS, an amendment is needed to the 2017 Fee Schedule to account for the upgrades to the airport and clarify those fees by type and space.

NOW, THEREFORE, BE IT RESOLVED the Palmer City Council amends the City of Palmer 2017 Fee Schedule by adding a large aircraft transient tie down fee and specific tie down space fees effective November 1, 2017, as follows:

Airport Fees	
Transient Parking <u>general aviation</u> (per day)	\$ 5
Tie-Down Parking <u>general aviation</u> (per quarter plus 3% sales tax)	\$ 75
Tie-Down Parking <u>general aviation</u> (annually plus 3% sales tax)	\$ 250
Long Term Large Aircraft Parking (per quarter plus 3% sales tax)	\$ 500
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	\$ 1050
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	\$ 1950

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	\$ 2350
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient (per day)	\$ 25
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Monthly	\$ 110
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Quarterly	\$ 315
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Annual	\$ 1210
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.	

Approved by the Palmer City Council this ____ day of _____, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Introduced by: City Manager Wallace
 1st Public Hearing: October 18, 2016
 2nd Public Hearing: December 6, 2016
 3rd Public Hearing: December 13, 2016
 Action: Approved
 Vote: Unanimous

Yes:	No:
Best	
Carrington	
Combs	
DeVries	
Fuller	
Hanson	
LaFrance	

CITY OF PALMER, ALASKA

Resolution No. 17-003

A Resolution of the Palmer City Council Adopting the 2017 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2017, and Ending December 31, 2017,

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

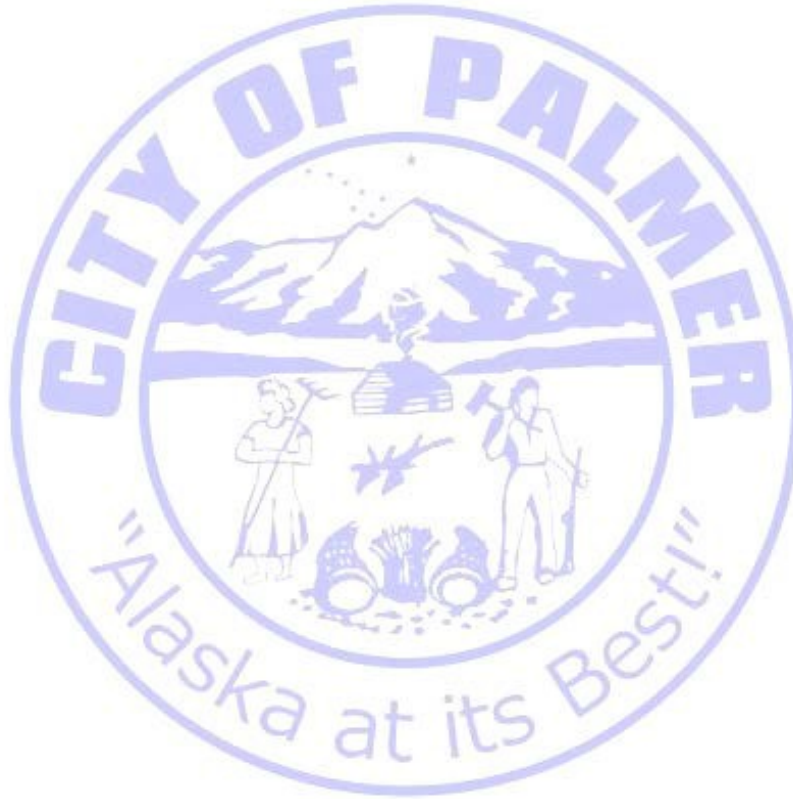
WHEREAS, the Fee Schedule establishes the fees for 2017 and becomes a part of the current, adopted budget.

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, 2017, through December 31, 2017.

Passed and approved by the City Council of the City of Palmer, Alaska, this 13th day of December, 2016.

 Edna B. DeVries, Mayor

 Norma I. Alley, MMC, City Clerk



City of Palmer

2017 Fee Schedule

(Amended by Resolution No. 17-003)

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Airport Fees	
Transient Parking (per day)	\$ 5
Tie-Down Parking (per quarter plus 3% sales tax)	\$ 75
Tie-Down Parking (annually plus 3% sales tax)	\$ 250
Long Term Large Aircraft Parking (per quarter plus 3% sales tax)	\$ 500
Aircraft Impoundment Fee	\$ 400
Storage fee for impounded aircraft (per month)	\$ 200
Airport Lease Application Fee	\$ 500
Fuel Flowage Fee (per gallon delivered)	\$.05

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

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

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

Building Inspector Inspection Services and Fees	
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.

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

Business Licenses	
Business License:	
Annual license	\$ 25
Biennial license	\$ 50
State Fair License (duration of Fair – not transferable to annual license)	\$ 25
Special Event License (duration of the special event up to three days (not transferable to annual license)	\$ 10
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 6	\$ 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

Community Center (Railroad Depot) Rental		
Rental Period ----- 8 am to Midnight	Rental Rate	Security Deposit
Daily: Monday through Thursday	\$ 200	\$ 150
Daily weekend: Friday through Sunday	\$ 250	\$ 150
Long run – consecutive use	Rental Rate	Security Deposit
Minimum five consecutive day rental:		
Monday through Thursday	\$ 150	\$ 150
Friday through Sunday	\$ 200	\$ 150
Reoccurring Use	Rental Rate	Security Deposit
Minimum rental of 10 to 19 calendar days per year:		
Monday through Thursday	\$ 150	\$ 150
Friday through Sunday	\$ 175	\$ 150
Minimum rental of 20 calendar days per year:		
Monday through Thursday	\$ 125	\$ 150
Friday through Sunday	\$ 150	\$ 150

Community Center (Railroad Depot) Rental Miscellaneous Fees	
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.

Election Fees	
Recount ballot application (per precinct)	\$ 100

Equipment Rental	
Equipment rental and dry equipment rates when City must repair damages to City property. Labor costs are in addition to these rates.	
Compactor	\$ 35
Compressor	\$ 60
Generator	\$ 80
Push Mower	\$ 25
Backhoe & Attachment	\$ 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

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

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

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

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

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

Fire Training Center Rental Fees	
Classroom, each (per day, includes A/V and restrooms)	\$ 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

Fire Training Ground Items	
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

Miscellaneous	
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%

MTA Events Center	
Event Center Rental (ice covered) per day	\$ 2,500
Event Center Rental (dry floor) per hour – up to 8 hours	\$ 150
Event Center Rental (dry floor) per day	\$ 1,500
Chair rental – per chair, per day	\$ 4
Table rental – per table, per day	\$ 8
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

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

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

Damaged Books		
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

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

Damaged Audio Tapes:		
Replacement (actual replacement cost)	\$	

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

Permits	
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

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

Sales Tax	
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

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

Utilities	
Deposit – water and sewer (new active customers)	\$ 100
Utility late fees (percentage of balanced 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

Monthly Water Rates:	
0 to 5,000 gallons (plus meter charge plus sales tax)	\$16.40 15.58
Over 5,000 gallons (plus meter charge and \$0.328 per 100 gallons plus sales tax)	\$16.40 15.58
Bulk Water Rate (per gallon)	\$.04

Monthly Wastewater Rates:	
0 to 5,000 gallons (plus sales tax)	\$29.10 25.87
Over 5,000 gallons (plus \$0.582 per 100 gallons plus sales tax)	\$29.10 25.87
Dump Station Fee (per month)	\$ 150

Monthly Meter Charges:	
5/8" meter (plus sales tax)	\$12.60 11.95
3/4" meter (plus sales tax)	\$18.25 17.30
1" meter (plus sales tax)	\$32.25 30.55
1 1/2" meter (plus sales tax)	\$72.85 69.05
2" meter (plus sales tax)	(122.45) \$129.20
3" meter (plus sales tax)	(274.90) \$290.00
4" meter (plus sales tax)	(489.75) \$516.70
6" meter (plus sales tax)	(1101.90) \$1,162.50
8" meter (plus sales tax)	(1958.90) \$2,066.65
Hydrant Meter Connection (3" Bulk) (per month plus \$.01 per gallon) (plus sales tax)	\$ 260

Unmetered Wastewater Service Rates:	
Unmetered wastewater service flat rate, 4 inch service (plus sales tax) – based on the monthly wastewater rate for up to 5,000 gallons	\$29.10 25.87
Unmetered wastewater service flat rate, 6 inch service (plus sales tax) – based on the monthly wastewater rate calculated for 7,500 gallons	\$43.65 37.72

Summer Sewer Rates:

Residential rates:

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

Commercial rates:

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

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

Solid Waste Collection:	
Weekly refuse collection service (per month plus sales tax) 96 gallon cart	\$24 24.50
Weekly refuse collection service (per month plus sales tax) 64 gallon cart	\$20 19.50
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)	\$27 26
Four Cubic Yard Container - Residential - each dump (plus sales tax)	\$35 33
Eight Cubic Yard Container – Residential – each dump (plus sales tax)	\$68.25 65
Three Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$110 104
Three Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$220 209
Three Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$330 313
Four Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$140 132
Four Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$273 260
Four Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$410 390

Eight Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$273	260
Eight Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$546	520
Eight Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$820	780
Locking Dumpster (three or four yard includes delivery and pickup)	\$	175



WASILLA MUNICIPAL AIRPORT AIRCRAFT TIE-DOWN PERMIT AGREEMENT

FINANCE DEPARTMENT • 290 E HERNING AVENUE • WASILLA ALASKA 99654-7091

Ph (907) 373-9082 Fax (907) 373-9085 Email arclerk@ci.wasilla.ak.us

(PLEASE COMPLETE ALL HIGHLIGHTED AREAS AND THE PERMITTEE INFORMATION ON PAGE 2)

FEES FOR NONELECTRIC: \$ 35.00 + \$.70 Sales Tax = \$ 35.70 (Monthly)
 \$175.00 + \$ 3.50 Sales Tax = \$178.50 (Semi-Annually)
 \$350.00 + \$ 7.00 Sales Tax = \$357.00 (Annually)

FEES FOR ELECTRIC: \$ 50.00 + \$ 1.00 Sales Tax = \$51.00 (Monthly)
 \$250.00 + \$ 5.00 Sales Tax = \$255.00 (Semi-Annually)
 \$500.00 + \$10.00 Sales Tax = \$510.00 (Annually)

TIE-DOWN SPACE NO. _____

NAME: _____, hereinafter called the Permittee. City of Wasilla, hereinafter called the City.

SECTION 1. TERM: This permit shall be effective from the _____ day of _____, 201_____ until terminated by either party in accordance with SECTION 4 of this agreement.

SECTION 2. FEES: The Permittee shall pay the City a periodic fee as set forth in the fee schedule above. The City reserves the right to adjust fee schedule upon 30-days written notice to Permittee. Fees shall be PAID IN ADVANCE WITHOUT NOTICE OR DEMAND to the City of Wasilla. A fee shall be delinquent if it remains unpaid ten days after it is due. Any aircraft for which a fee or charge is delinquent may be impounded. The impoundment fee is \$250.00 and a storage fee of \$5.00 each day shall be assessed. Impounded aircraft shall be released only upon payment of all delinquent charges, impoundment fee, daily storage fees, and any other applicable fees in accordance with Wasilla Municipal Code 13.20. Should collection action become necessary, I agree to pay all collection agency fees.
 _____ (initial)

SECTION 3. AIRCRAFT IDENTIFICATION: The aircraft, which the Permittee may park at the tie-down space pursuant to this permit, is described as follows:

TYPE _____ **MODEL** _____ **TAIL NUMBER N** _____

COLOR OF AIRCRAFT _____

Use of the tie-down space is restricted to the aircraft described above. This section may be amended upon approval by the Airport Manager; who shall require satisfactory proof of ownership of the new aircraft to be used by the space.

SECTION 4. TERMINATION: Either party may terminate this permit upon 10-days written notice to the other party. Permittee shall remain financially liable for the tie-down fees until written notice of termination has been provided to Airport Manager or City, regardless of whether aircraft has been removed from the assigned tie-down space. _____ (initial) The Permittee shall remove the aircraft from the tie-down space no later than the effective date of termination. Thereafter, the City may remove and store the aircraft at the expense of the Permittee in accordance with Wasilla Municipal Code 13.20.

SECTION 5. LIABILITY: The Permittee shall defend, save, hold harmless and indemnify the City from any claim or action for injury to persons or property from any cause related to the Permittee's use of the tie-down space. The Permittee shall hold the City harmless for any damage sustained to the aircraft parked in the tie-down space or to any other property of the Permittee or to the Permittee from any cause other than the sole negligence of the City.

City of Kenai
Schedule of Rates, Charges and Fees


 Paul Ostrander, City Manager

Effective Date: July 1, 2017

The City Manager shall establish and the City Council shall approve via resolution, the fees, rates, and charges for the billing and collections for support of City Services. The City reserves the right to change the rate schedule at any time. There is a 6% sales tax added to the total invoice (3% City and 3% Borough) for all fees, rates, and charges not exempted by the sales tax code of the Kenai Peninsula Borough and the City.

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>AIRPORT FEES</u>		
21.05.085	Fuel Flowage Fee per gallon	\$0.02
APX - Airport Regulations		
Aircraft Parking Fees		
6.05.070 (c)	-transient, under 4,000 lbs. 0 - 4 hrs.	FREE
6.05.070 (c)	-transient, under 4,000 lbs. over 4 hrs.	\$5.00
6.05.070 (c)	-transient, 4,001 - 12,500 lbs. per day	\$50.00
6.05.070 (c)	-transient, 12,501 - 100,000 lbs. per day	\$100.00
6.05.070 (c)	-transient, 100,001 lbs. per day	\$250.00
Landing Fees		
14.05.010 (a)(2)	Signatory per thousand pounds	\$1.61
14.05.010 (b)(2)	Non-signatory per thousand pounds exempt -- float planes, test landings due to mechanical or weather, government aircraft	\$2.12
Tie-down Fees, General Aviation		
Paved Areas		
	-wheels, per month	\$40.00
	-wheels, w/electric per month	\$60.00
Gravel Area		
	-wheels/skis, per month	\$40.00
Float Plane Basin, Private		
	-daily	\$5.00
	-monthly	\$40.00
	-season -- May to October	\$250.00
Float Plane Basin, Commercial		
	-daily	\$10.00
	-monthly	\$50.00
	-season -- May to October	\$300.00
	-monthly w/electric	\$75.00
Terminal Building Rent -- Exclusive Space		
	-signatory - per square foot per year	\$32.24
	-signatory -- arrival hallway, departure hallway, passenger hold room & baggage claim area (per square foot per year)	\$32.24
Terminal Building Rent -- Joint Use Space		
	-signatory -- baggage make up area (per square foot per year)	\$19.53
	-signatory -- baggage break down area (per square foot per year)	\$19.53
	-non-signatory terminal rates 30% higher	
Vehicle Parking Fees at Terminal		
	-short term 0 - 2 hours	FREE
	-24 hours	\$7.00
	-annual permit	\$700.00
	-annual parking permit w/electric	\$1,000.00

City of Kenai
Schedule of Rates, Charges and Fees

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<u>AIRPORT FEES - Continued</u>		
	Vehicle Parking Fees	
	Greater Than 1/4 Mile From Terminal Building (at GA Lot)	
	-calendar day	\$3.00
	-annual permit	\$420.00
	Business Activity & Airport Access Permit	
	-mechanic access (per each)	\$50.00
	-fueling access (annual)	\$100.00
	-dispensing fee (per gallon)	\$0.02
	-water extraction access (annual)	\$100.00
	-non-tenant use of basin parking apron	\$75.00
	-float plane parking apron (annual)	\$25.00
	-Deposit/replacement proximity card fee (each)	\$100.00
	-Catering/mobile food service	\$50.00
	Commercial Turn Fees	
	-turn fee (narrow body - (1 aisle)	\$200.00
	-turn fee (regional 50 - 99 seats)	\$150.00
	-turn fee (commuter - fewer than 50 seats)	\$100.00
	Helicopter Landing Fees	
	-Per Landing	\$25.00
	Other Fees	
	-Taxi cab (per vehicle per pickup)	\$1.00
	-Terminal building key replacement (per key)	\$10.00
	-Aircraft ramp rental fee (per square foot per year)	\$1.33
	-Airport apron rental rate per square foot	\$0.70

ANIMAL CONTROL

3.05.100 (a)	Kennel Facility - Non-refundable application fee	\$26.00
	Kennel Facility - Approved application fee	\$76.00
3.05.100 (a)(5)	Insertion of Microchip	\$5.10
3.05.100 (b)	Dog License - Sterilized Dog	\$10.20
	Dog License - Non-sterilized Dog	\$30.60
	Lost License Replacement	\$2.04
3.05.100 (c) (1)	First Impoundment within 12 months- Dog	\$51.00
	First Impoundment within 12 months- Cat	\$15.30
3.05.100 (c) (2)	Second Impoundment within 12 months- Dog	\$71.40
	Second Impoundment within 12 months- Cat	\$30.60
3.05.100 (c) (3)	Subsequent Impoundment within 12 months- Dog	\$102.00
	Subsequent Impoundment within 12 months- Cat	\$40.80
3.05.100 (c) (4)	Facility Use Fee - 15lbs or less - Per Day	\$20.40
	Facility Use Fee - more than 15lbs - Per Day	\$35.70
3.05.100 (c) (5)	Dangerous Animal Impoundment	\$102.00
3.25.060 (c)	Veterinary Services - Includes spaying, neutering, vaccinations, and other veterinary services.	actual cost

ASSIGNED-SPACE AIRCRAFT PARKING (TIEDOWN) PERMIT

- C. The Permittee will keep the Tiedown Space in a clean and neat condition as determined by the Permitter.
- D. For the term of this Permit, or any renewal, the Permittee is responsible for the maintenance of the tiedown anchoring device.

6. **FEES:** The Permittee shall pay the fee established for this Permit as shown below. The Long-term Permit fee is payable semiannually, in advance. The first six months' payment is nonrefundable. The Short-term Permit fee is payable every three months, in advance. The first three months' payment is nonrefundable. All payments must be made in United States currency in the form of cash, check, bank draft, or postal money order made payable to the State of Alaska or by credit card (VISA or MasterCard only). Payments must be delivered to the Aviation Leasing office at the appropriate address on page 1 (application) or any other address that the Permitter may designate in writing. Failure to pay fees when due may result in cancellation of this Permit.

Tiedown Space Fees

Tail-In, Unpaved	\$41/month	Tail-In, Paved	\$48/month
Taxi-through, Unpaved	\$55/month	Taxi-through, Paved	\$61/month
Heavy aircraft (>6,000 lb. CMGTW) . . . \$41 for 1 st 6,000 lbs. plus \$14 per 1,000 lbs. over 6,000 lbs.			

Surcharge

Electrical power access . . \$14/month (does not include the cost of meter and electricity)

- 7. **TERM:** The term of this Permit is < (<) < from through . A Permittee who wishes to renew an expiring assigned-space (tiedown) Permit must, at least 30 days before the expiration date of the Permit, submit an application for a Renewal Permit on a form provided by the Permitter, in accordance with 17 AAC 45.530(e).
- 8. **CURRENT ADDRESS:** The Permittee must notify the Permitter of any change in mailing address, telephone or facsimile number, or electronic-mail address. The Permitter will mail or deliver any notice regarding this Permit to the address most recently provided by the Permittee.
- 9. **NO ASSIGNMENT OR SUBLEASE:** The Permittee may not transfer this Permit or sublet or loan the Tiedown Space to another person.
- 10. **INSPECTIONS:** The Permitter shall conduct periodic inspections of Tiedown Spaces and Permit files to monitor compliance with the requirements of 17 AAC 45.500 – 590 (Assigned-Space Aircraft Parking) and specifically to confirm that a properly equipped, Airworthy aircraft that is listed on this Permit is parked on the Tiedown Space as required and that the Permittee is the owner or lessee of the aircraft parked on the Tiedown Space. If the Permitter has reason to believe that the Permittee is not in compliance with these requirements, the Permitter may require the Permittee to submit documentation to establish that the Permittee is in compliance.
- 11. **SNOW REMOVAL:** Snow removal is the sole responsibility of the Permittee and must be coordinated with the Airport Manager. The Permitter is not obligated to perform snow and ice removal in the Tiedown Space.
- 12. **ELECTRICITY:** The Permitter is not responsible for any damage to cords or other related equipment if electrical power is supplied from an area other than the Tiedown Space.
- 13. **AIRCRAFT OPERATION AND PARKING:** The Permittee keeps or brings an aircraft onto the airport at the Permittee's own risk with respect to security, maintenance, and operation of the aircraft. The Permittee shall operate an aircraft so as to minimize engine, propeller, or rotor wash on an aircraft, person, or property. The Permittee shall park an aircraft and vehicle on the Tiedown Space in such manner as to avoid any interference with or obstruction of public roads and taxiways and other Tiedown Spaces and premises. The Permittee may use only screw-in or duckbill tiedown equipment, or another method that the Permitter specifically approves, in writing, to anchor an aircraft on the Tiedown Space.

At no expense to the Permitter, the Permittee shall conduct all activities authorized by this Permit in compliance with all terms of this Permit and with all federal and state rules and regulations that apply to the activities authorized in this Permit or to the use, care, operation, maintenance, and protection of the airport, including matters of health, safety, sanitation, and pollution. The Permittee shall obtain all necessary licenses and permits and pay other fees and charges assessed.

- 14. **AIRCRAFT AND VEHICLE IMPOUNDMENT:** An aircraft or vehicle that is parked in violation of this Permit or any applicable provision of 17 AAC Chapter 45 is subject to impound by the Permitter under 17 AAC 45.115 (Impound).
- 15. **SELF-FUELING:** If the Permittee fuels the Permittee's owned or leased aircraft on the airport, the Permittee agrees to safely handle, store, transport, or dispense fuel on the airport in a manner consistent with fire codes and other applicable law. Permittee shall maintain spill prevention and response capability that is readily accessible during fueling operations.

At any time, the Permitter has the right to inspect all fueling equipment used by the Permittee on the airport to determine if the Permittee's fueling equipment and operations conform to the applicable laws, regulations, and codes. The

Attachment(s):

- Resolution No. 17-030
- Grant Award Documents

Summary Statement:

Clear radio communication is necessary for effective emergency services. Both the Palmer Police and Fire Departments use emergency radios on a daily basis. Those departments are dispatched via radio by the Palmer Emergency Dispatch Center. The dispatch center currently uses Motorola Gold Elite radio consoles. However, those consoles will not support communications on the Alaska Land Mobile Radio (ALMR) system past the end of 2018.

The ability to use the ALMR system is essential for Palmer emergency responders. It allows interagency communication and clear communication over much longer distances than Palmer's simplex radio channel. The Palmer Police Department uses the ALMR system for everyday radio traffic as well as emergency purposes.

In January of 2017 the City of Palmer applied for State of Alaska Homeland Security Program (SHSP) grant funds in the amount of \$250,000.00. The purpose of the request was to help fund two new dispatch radio consoles. On September 13, 2017, Palmer received notification of an award of \$125,000.00 from the SHSP program. While not the entire amount requested, nor enough to complete the entire project, it is still beneficial to accept and appropriate these funds. The estimated cost of the entire project is expected to be approximately \$726,000.00. The project also includes the purchase of new computer aided dispatch equipment.

Administration's Recommendation:

Approve Resolution No. 17-030 accepting and appropriating \$125,000.00 from the State of Alaska Homeland Security Program Grant 20SHSP-GY17 to partially fund the purchase of new radio and computer aided dispatch equipment for use by the Palmer Emergency Dispatch Center.

Introduced by: City Manager Wallace

Date: October 10, 2017

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 17-030

A Resolution of the Palmer City Council Accepting and Appropriating \$125,000.00 from the State of Alaska Homeland Security Program Grant 20SHSP-GY17 to Partially Fund the Purchase of New Radio and Computer Aided Dispatch Equipment for Use by the Palmer Emergency Dispatch Center

WHEREAS, the Palmer Police Emergency Center operates radio consoles and computer aided dispatch equipment in the course of dispatching for Palmer emergency assets and;

WHEREAS, the consoles currently operated by the Dispatch Center are obsolescent and will no longer be supported for use on the Alaska Land Mobile Radio (ALMR) system and;

WHEREAS the ALMR system is essential to the Palmer Emergency services mission, particularly in emergency situations where interoperable communications are essential and;

WHEREAS the City of Palmer has been awarded a grant from the Alaska State Homeland Security Program in the amount of \$125,000.00 to help fund the purchase of new radio and computer aided dispatch equipment

NOW, THEREFORE, BE IT RESOLVED the Palmer City Council hereby agrees to accept and appropriate \$125,000.00 from the State of Alaska Homeland Security Program Grant 20SHSP-GY17 to partially fund the purchase of new radio and computer aided dispatch equipment for use by the Palmer Emergency Dispatch Center.

Approved by the Palmer City Council this ____ day of _____, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Military and
Veterans Affairs

Division of Homeland Security
and Emergency Management

P.O. Box 5750
JBER, AK 99505-0750
Main: 907.428.7000
Fax: 907.428.7009
www.ready.alaska.gov

September 13, 2017



Nathan Wallace, City Manager
City of Palmer
231 W. Evergreen
Palmer, AK 99645

RE: 2017 State Homeland Security Program, EMW-2017-SS-00048-S01
State Grant No.: 20SHSP-GY17

Certified Mail: 9171 9690 0935 0145 1966 27

Dear Mr. Wallace:

We received funds from the U.S. Department of Homeland Security under the 2017 State Homeland Security Program. We are pleased to award the City of Palmer the amount of \$125,000.00 under this grant. Funding from this program is provided to support, build, and sustain the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events.

Please review the Grant Requirement and Program Terms and Conditions as articles have changed to incorporate the provisions of 2 CFR Part 200. All changes to these items will be discussed at the 2017 Grant Kick-Off Meetings. Participation at a Kick-Off Meeting is required.

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

Enclosed are two pre-signed Obligating Award Documents (OADs). Please review the information for accuracy and review any Special Conditions. Sign both OADs, keep one original for your records, and return the other original within 30 days of jurisdiction receipt to:

State Administrative Agency Point of Contact
PO Box 5750
JBER, AK 99505

Mr. Wallace
September 13, 2017
Page 2 of 2

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

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

If you have any questions, please contact the Division Project Manager for this grant, Bill Dennis, at (907) 428-7089 or by email at mva.grants@alaska.gov.

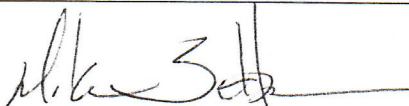

Sincerely,



Michael J. Sutton
Deputy Director

Enclosure(s): (2 originals) Obligating Award Document
Project Budget Details Report
EHP Screening Form

cc: Lance Ketterling, Jurisdiction Project Manager
Esther Greene, Jurisdiction Chief Financial Officer

State of Alaska Division of Homeland Security and Emergency Management Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						Page 1 of 7		
						FEDERAL AWARD DATE		
						August 29, 2017		
						FEDERAL GRANT PROGRAM		
						2017 State Homeland Security Program		
OBLIGATING AWARD DOCUMENT								
RECIPIENT NAME AND ADDRESS		PERFORMANCE PERIOD		AMENDMENT		FEDERAL GRANT NUMBER		
City of Palmer 231 W. Evergreen Palmer, AK 99645		FROM:	September 01, 2017	AMENDMENT #:		EMW-2017-SS-00048-S01		
		TO:	September 30, 2019	EFFECTIVE DATE:		CFDA:	97.067	
		STATE PROGRAM NUMBER				AWARD AMOUNT		
DUNS NUMBER		037411071		FUNDING ALLOCATION				
EIN		92-6000194		PLANNING		EXERCISE		
METHOD OF PAYMENT		Electronic		TRAINING		EQUIPMENT	\$125,000.00	
PURPOSE OF AWARD								
The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.								
GRANT REQUIREMENTS AND PROGRAM TERMS AND CONDITIONS								
The acceptance of a grant from the United States government creates a legal duty on the part of the recipient to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)] See attached for continued Grant Requirements and Program Terms and Conditions								
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)								
See Attached								
AGENCY INFORMATION								
ADDRESS	Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750			WEBSITE	http://ready.alaska.gov			
				EMAIL	mva.grants@alaska.gov			
				PHONE	907-428-7000			
				FAX	907-428-7009			
STATE PROJECT MANAGER		PHONE	FAX	EMAIL				
Bill Dennis		(907) 428-7089	(907) 428-7009	bill.dennis@alaska.gov				
AGENCY APPROVAL				RECIPIENT ACCEPTANCE				
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL				
Michael J. Sutton, Deputy Director				Nathan Wallace, City Manager				
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL				
			DATE				DATE	
			9/13/17					
FOR STATE USE ONLY								
Division File Number:		1.6.10.17		Date Returned				
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC	
1004	2001	099180010	7001	2012	17 SHSP 0	2SHSP2017	GYSHSP	

Program Requirements

- (A) Monies may not be obligated outside of the time period as stated on the grant document. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 45 days of the end of the performance period (unless otherwise specified in the Program Terms and Conditions) when the *Final Performance Progress Reports* are due.
- (B) The signature of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The jurisdiction shall follow the financial management requirements imposed on them by the Division of Homeland Security and Emergency Management (DHS&EM).
- (C) The signature of the signatory officials on this award attests to the jurisdiction's understanding, acceptance, and compliance with Acknowledgement of Federal Funding; Lobbying; Debarment, Suspension and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant state or local funds. Federal funds may be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit. Any cost allocable to a particular Federal award or cost objectives under the principles provided for in 2 CFR Part 200, subpart E, may not be charged to other Federal awards to overcome fund deficiencies.
- (D) The jurisdiction shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state or local agencies, and each award is accounted for separately.
- (E) The jurisdiction shall comply with the requirements under 2 CFR 25.110, to maintain and keep jurisdiction information current within the System of Award Management (SAM). Also the jurisdiction has the requirement to be non-delinquent to the Federal government as required in OMB Circular A-129.
- (F) The jurisdiction shall comply with Federal Laws and Regulations: *Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990. Per Executive Order 13166*, the jurisdiction will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. The jurisdiction is required to comply with any applicable provisions of the Buy American Act (41 U.S.C. Sections 8301 – 8305). *Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. *Executive Order 13224* prohibits transactions with and support to organizations associated with terrorism. Energy Policy and Conservation Act, National Environmental Policy Act (NEPA) of 1969 and the Coastal Wetlands Planning, Protection, and Restoration Act of 1990 (as applicable.) The USA PATRIOT Act of 2001, Trafficking Victims Protection Act of 2000, Hotel and Motel Fire Safety Act of 1990, and the Fly America Act of 1974. Subrecipients who collect Personally Identifiable Information (PII) are required to have a publically available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate. All recipients must comply with statutory requirement for whistleblower protections (if applicable) at 10 U.S.C 2409, 41 U.S.C 4712, and 10 U.S.C 2324, 41 U.S.S 4304 and 4310. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R Part 19 and other applicable statues, regulations, and guidance governing the participants of faith-based organizations in individual DHS programs.
- (G) The jurisdiction certifies that it has an *Affirmative Action Plan/Equal Employment Opportunity Plan*. An *EEOP* is not required for subrecipients of less than \$25,000.00 or fewer than 50 employees.
- (H) The jurisdiction certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.
- (I) It is the responsibility of the jurisdiction as the subrecipient of these federal funds to fully understand and comply with the requirements of:
1. Administrative requirements
2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
 2. Cost Principles
2 CFR Part 200 Subpart E *Cost Principles*
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.e>
 3. Audit Requirements
2 CFR Part 200 *Subpart F Audit Requirements*
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.f>
 - a. **Federal:** The applicant agrees that, as a condition of receiving any federal financial assistance, a Single audit of those federal funds will be performed, if required by law, and further agrees it will comply with all applicable audit requirements.
 - b. **State:** If the applicant is an entity that received state financial assistance the applicant shall submit to the State coordinating agency, within one year after the end of the audit period, an annual audit report covering the audit period as required by 2 AAC 45.010.
 - c. Subrecipients identified as "non-compliant" by the Alaska Dept. of Administration, Division of Finance, Single Audit

Coordinator shall be subject to the following grant payment restrictions:

- 1) The Division of Homeland Security & Emergency Management (DHS&EM) will not process grant payments of any nature directly to the subrecipient.
 - 2) Subrecipients will be required to fully comply with the Single Audit requirements as specified by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator.
 - 3) Subrecipients will provide compliance evidence to DHS&EM from the state audit coordinator before any payment will be processed.
 - 4) DHS&EM may process On-Behalf-Of (OBO) payments to vendors for costs directly associated to the scope of work on approved awards.
 - 5) Performance periods will not be extended due to a subrecipient's failure to comply with Single Audit requirement.
 - 6) Payments made in error to subrecipients that are "non-compliant" must be repaid to the State of Alaska within 90 days of receipt of notice from DHS&EM.
4. Procurement and Contracts. Contracts must be of a reasonable cost, generally be competitively bid, and must comply with Federal, State, and local procurement standards. Detailed requirements for eligible procurement methods and contract types can be found in 2 CFR Part 200 Subpart D. The applicant agrees to review and follow procurement and contract requirements necessary for compliance with the grant program. Further, the applicant understands that failure to comply with these requirements may result of loss of funding for the entire project.
- a. Debarred/Suspended Vendors. As required by Executive Orders 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, the applicant certifies that it and its principals:
- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - 2) Have not within a three-year period preceding this award been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal ,State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
 - 4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
5. Conflict of Interest
2 CFR Part 200.112 – the jurisdiction must disclose in writing to DHS&EM any potential conflict of interest per the applicable Federal awarding agency policy in the award's performance period.
6. False Claims Act, Program Fraud Civil Remedies, and Mandatory Disclosures
- a. 31 U.S.C. §3729, no recipient of federal payments shall submit a false claim for payment.
 - b. 38 U.S.C. §3801-3812, details the administrative remedies for false claims and statements made.
 - c. 2 CFR Part 200.113 – the jurisdiction must disclose, in a timely manner and in writing to DHS&EM, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the award.
7. Technology Requirements
28 CFR Part 23, Criminal Intelligence System Operating Policies
8. Research and Development (R&D) Requirements
Grants awarded to DHS&EM are not R&D
9. Duplication of Benefits
2 CFR Part 200, Subpart E, Cost Principles
10. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities, where applicable.
11. Reducing Text Messaging while Driving
All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.
12. Reporting of Matters Related to Recipient Integrity and Performance
If the total value recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R Part 200, Appendix XII.
13. Reporting Subawards and Executive Compensation
All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R Part 170, Appendix A.

14. SAFECOM

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

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

16. State Requirements

Alaska State Procurement Code AS 36.30, AS36.30.005-.030 www.state.ak.us/local/akpages/ADMIN/dgs/docs/as3630.doc

Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. <http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac>

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

SHSP Program Terms and Conditions

The total allocation of the 2017 State Homeland Security Program awarded to the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) is \$3,752,000.00 under *Federal Grant EMW-2017-SS-00048-S01, CFDA# 97.067*. The City of Palmer has been awarded \$125,000.00, which shall be used to support activities essential to the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events. All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO and State program guidance. The performance period of this grant award is September 1, 2017 through September 30, 2019. Project conditions must be completed by this date. The City of Palmer cannot sub-grant all or any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that activities toward projects will be made, or DHS&EM may execute de-obligation of the funds.

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

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

Number of Scheduled Report Due	Jurisdiction Performance Period	Performance Progress and Financial Progress Report Due Dates
1	09/01/2017-09/30/2017	Waived
2	10/01/2017-12/31/2017	01/20/2018
3	01/01/2018-03/31/2018	04/20/2018
4	04/01/2018-06/30/2018	07/20/2018
5	07/01/2018-09/30/2018	10/20/2018
6	10/01/2018-12/31/2018	01/20/2019
7	01/01/2019-03/31/2019	04/20/2019
8	04/01/2019-06/30/2019	07/20/2019
9	07/01/2019-09/30/2019	10/20/2019
10	Final Report	11/15/2019

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

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

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

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

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

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

(E) **Non-reimbursable Expenses:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(T) Project Implementation: Due to the competitiveness of the 2017 State Homeland Security Grant, approved projects must be ready-to-go. Project implementation shall begin within the first reporting quarter.

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

(U) The City of Palmer shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2017 Homeland Security Grant Program (HSGP) Program Guidance, State Overview and Guidelines, State Preparedness Report, and the State Homeland Security Strategy. By signing this obligating award document, the City of Palmer certifies it has read, understood and accepted these documents as binding.

(V) No funds will be reimbursed until City of Palmer fiscal and programmatic representatives attend a 2017 Grant Kick-Off Meeting to be held throughout the state in October, 2017. Activity towards grant acceptance and projects may take place prior to Kick-Off meeting attendance.

(W) The City of Palmer must complete a Quarterly Activities Plan by January 20, 2018. Information on this requirement will be emailed and provided at 2017 Grant Kick-off meetings

(X) The City of Palmer must complete/update the Alaska Assessment annually by December 31.

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

(Z) The signature of the signatory officials on this award attests to the City of Palmer's understanding and acceptance of the National Incident Management System (NIMS) compliance requirements. For FFY 2017, the Alaska Assessment will be the required means to report NIMS compliance for future preparedness award eligibility.

Special Conditions

(A) The City of Palmer shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. The City of Palmer must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the City of Palmer must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the City of Palmer will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding. The City of Palmer must submit an Environmental Historic Preservation (EHP) Statement of Work Request for the following project(s):

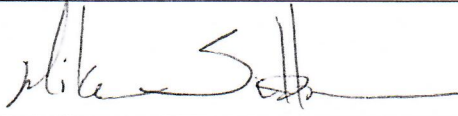

1. Dispatch Base Radios

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

Project Manager's Signature

Chief Financial Officer's Signature

Signatory Official's Signature

State of Alaska						Page 1 of 7	
Division of Homeland Security and Emergency Management						FEDERAL AWARD DATE	
Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						August 29, 2017	
						FEDERAL GRANT PROGRAM	
						2017 State Homeland Security Program	
OBLIGATING AWARD DOCUMENT						FEDERAL GRANT NUMBER	
						EMW-2017-SS-00048-S01	
RECIPIENT NAME AND ADDRESS		PERFORMANCE PERIOD		AMENDMENT		CFDA:	97.067
City of Palmer 231 W. Evergreen Palmer, AK 99645		FROM:	September 01, 2017	AMENDMENT #:		AWARD AMOUNT	
		TO:	September 30, 2019	EFFECTIVE DATE:		\$125,000.00	
		STATE PROGRAM NUMBER				20SHSP-GY17	
DUNS NUMBER	037411071			FUNDING ALLOCATION			
EIN	92-6000194			PLANNING		EXERCISE	
METHOD OF PAYMENT	Electronic			TRAINING		EQUIPMENT	\$125,000.00
PURPOSE OF AWARD							
The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.							
GRANT REQUIREMENTS AND PROGRAM TERMS AND CONDITIONS							
The acceptance of a grant from the United States government creates a legal duty on the part of the recipient to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)] See attached for continued Grant Requirements and Program Terms and Conditions							
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)							
See Attached							
				AGENCY INFORMATION			
ADDRESS	Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750			WEBSITE	http://ready.alaska.gov		
				EMAIL	mva.grants@alaska.gov		
				PHONE	907-428-7000		
				FAX	907-428-7009		
STATE PROJECT MANAGER	PHONE	FAX	EMAIL				
Bill Dennis	(907) 428-7089	(907) 428-7009	bill.dennis@alaska.gov				
AGENCY APPROVAL				RECIPIENT ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL			
Michael J. Sutton, Deputy Director				Nathan Wallace, City Manager			
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL			
			DATE				DATE
			9/13/17				
FOR STATE USE ONLY							
Division File Number:		1.6.10.17		Date Returned			
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC
1004	2001	099180010	7001	2012	17 SHSP 0	2SHSP2017	GYSHSP

Program Requirements

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

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

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

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

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

(F) The jurisdiction shall comply with Federal Laws and Regulations: *Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990. Per Executive Order 13166*, the jurisdiction will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. The jurisdiction is required to comply with any applicable provisions of the Buy American Act (41 U.S.C. Sections 8301 – 8305). *Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. *Executive Order 13224* prohibits transactions with and support to organizations associated with terrorism. Energy Policy and Conservation Act, National Environmental Policy Act (NEPA) of 1969 and the Coastal Wetlands Planning, Protection, and Restoration Act of 1990 (as applicable.) The USA PATRIOT Act of 2001, Trafficking Victims Protection Act of 2000, Hotel and Motel Fire Safety Act of 1990, and the Fly America Act of 1974. Subrecipients who collect Personally Identifiable Information (PII) are required to have a publically available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate. All recipients must comply with statutory requirement for whistleblower protections (if applicable) at 10 U.S.C 2409, 41 U.S.C 4712, and 10 U.S.C 2324, 41 U.S.S 4304 and 4310. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R Part 19 and other applicable statues, regulations, and guidance governing the participants of faith-based organizations in individual DHS programs.

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

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

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

1. Administrative requirements

2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

2. Cost Principles

2 CFR Part 200 Subpart E *Cost Principles*
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.e>

3. Audit Requirements

2 CFR Part 200 *Subpart F Audit Requirements*
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.f>

- a. **Federal:** The applicant agrees that, as a condition of receiving any federal financial assistance, a Single audit of those federal funds will be performed, if required by law, and further agrees it will comply with all applicable audit requirements.
- b. **State:** If the applicant is an entity that received state financial assistance the applicant shall submit to the State coordinating agency, within one year after the end of the audit period, an annual audit report covering the audit period as required by 2 AAC 45.010.
- c. Subrecipients identified as "non-compliant" by the Alaska Dept. of Administration, Division of Finance, Single Audit

Coordinator shall be subject to the following grant payment restrictions:

- 1) The Division of Homeland Security & Emergency Management (DHS&EM) will not process grant payments of any nature directly to the subrecipient.
 - 2) Subrecipients will be required to fully comply with the Single Audit requirements as specified by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator.
 - 3) Subrecipients will provide compliance evidence to DHS&EM from the state audit coordinator before any payment will be processed.
 - 4) DHS&EM may process On-Behalf-Of (OBO) payments to vendors for costs directly associated to the scope of work on approved awards.
 - 5) Performance periods will not be extended due to a subrecipient's failure to comply with Single Audit requirement.
 - 6) Payments made in error to subrecipients that are "non-compliant" must be repaid to the State of Alaska within 90 days of receipt of notice from DHS&EM.
4. Procurement and Contracts. Contracts must be of a reasonable cost, generally be competitively bid, and must comply with Federal, State, and local procurement standards. Detailed requirements for eligible procurement methods and contract types can be found in 2 CFR Part 200 Subpart D. The applicant agrees to review and follow procurement and contract requirements necessary for compliance with the grant program. Further, the applicant understands that failure to comply with these requirements may result of loss of funding for the entire project.
 - a. Debarred/Suspended Vendors. As required by Executive Orders 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, the applicant certifies that it and its principals:
 - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - 2) Have not within a three-year period preceding this award been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal ,State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
 - 4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
5. Conflict of Interest
2 CFR Part 200.112 – the jurisdiction must disclose in writing to DHS&EM any potential conflict of interest per the applicable Federal awarding agency policy in the award's performance period.
 6. False Claims Act, Program Fraud Civil Remedies, and Mandatory Disclosures
 - a. 31 U.S.C. §3729, no recipient of federal payments shall submit a false claim for payment.
 - b. 38 U.S.C. §3801-3812, details the administrative remedies for false claims and statements made.
 - c. 2 CFR Part 200.113 – the jurisdiction must disclose, in a timely manner and in writing to DHS&EM, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the award.
 7. Technology Requirements
28 CFR Part 23, Criminal Intelligence System Operating Policies
 8. Research and Development (R&D) Requirements
Grants awarded to DHS&EM are not R&D
 9. Duplication of Benefits
2 CFR Part 200, Subpart E, Cost Principles
 10. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities, where applicable.
 11. Reducing Text Messaging while Driving
All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.
 12. Reporting of Matters Related to Recipient Integrity and Performance
If the total value recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R Part 200, Appendix XII.
 13. Reporting Subawards and Executive Compensation
All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R Part 170, Appendix A.

14. SAFECOM

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

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

16. State Requirements

Alaska State Procurement Code AS 36.30, AS36.30.005–.030 www.state.ak.us/local/akpages/ADMIN/dgs/docs/as3630.doc
Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. <http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac>
Alaska Administrative Manual <http://doa.alaska.gov/dof/manuals/aam/index.htm>

SHSP Program Terms and Conditions

The total allocation of the 2017 State Homeland Security Program awarded to the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) is \$3,752,000.00 under *Federal Grant EMW-2017-SS-00048-S01, CFDA# 97.067*. The City of Palmer has been awarded \$125,000.00, which shall be used to support activities essential to the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events. All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO and State program guidance. The performance period of this grant award is September 1, 2017 through September 30, 2019. Project conditions must be completed by this date. The City of Palmer cannot sub-grant all or any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that activities toward projects will be made, or DHS&EM may execute de-obligation of the funds.

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

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

Number of Scheduled Report Due	Jurisdiction Performance Period	Performance Progress and Financial Progress Report Due Dates
1	09/01/2017-09/30/2017	Waived
2	10/01/2017-12/31/2017	01/20/2018
3	01/01/2018-03/31/2018	04/20/2018
4	04/01/2018-06/30/2018	07/20/2018
5	07/01/2018-09/30/2018	10/20/2018
6	10/01/2018-12/31/2018	01/20/2019
7	01/01/2019-03/31/2019	04/20/2019
8	04/01/2019-06/30/2019	07/20/2019
9	07/01/2019-09/30/2019	10/20/2019
10	Final Report	11/15/2019

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

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

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

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

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

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

(E) Non-reimbursable Expenses:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(T) Project Implementation: Due to the competitiveness of the 2017 State Homeland Security Grant, approved projects must be ready-to-go. Project implementation shall begin within the first reporting quarter.

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

(U) The City of Palmer shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2017 Homeland Security Grant Program (HSGP) Program Guidance, State Overview and Guidelines, State Preparedness Report, and the State Homeland Security Strategy. By signing this obligating award document, the City of Palmer certifies it has read, understood and accepted these documents as binding.

(V) No funds will be reimbursed until City of Palmer fiscal and programmatic representatives attend a 2017 Grant Kick-Off Meeting to be held throughout the state in October, 2017. Activity towards grant acceptance and projects may take place prior to Kick-Off meeting attendance.

(W) The City of Palmer must complete a Quarterly Activities Plan by January 20, 2018. Information on this requirement will be emailed and provided at 2017 Grant Kick-off meetings

(X) The City of Palmer must complete/update the Alaska Assessment annually by December 31.

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

(Z) The signature of the signatory officials on this award attests to the City of Palmer's understanding and acceptance of the National Incident Management System (NIMS) compliance requirements. For FFY 2017, the Alaska Assessment will be the required means to report NIMS compliance for future preparedness award eligibility.

Special Conditions

(A) The City of Palmer shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. The City of Palmer must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the City of Palmer must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the City of Palmer will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding. The City of Palmer must submit an Environmental Historic Preservation (EHP) Statement of Work Request for the following project(s):

1. Dispatch Base Radios

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

Project Manager's Signature

Chief Financial Officer's Signature

Signatory Official's Signature

Project Budget Details Report

2017 State Homeland Security Program Grant / SHSP

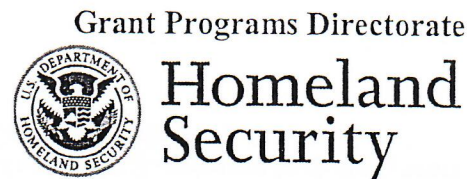
Palmer, City of

Reported Category = ALL. Reported Revision = 0 of 0.

PBD#	<u>Expense Category</u>	<u>Solution Area</u>	<u>Discipline</u>	<u>Qty</u>	<u>Budgeted Cost</u>	<u>PBD# Amt Spent</u>	<u>PBD# Balance</u>
1	Equipment	Interop. Commun	LE				
	Item:						
	EHP Dispatch Base Radios						
	<input checked="" type="checkbox"/> EHP						
	Description						
	Purchase new base station radio for the City of Palmer dispatch center. The new base station is critical for the continuing interoperable communications between the City of Palmer Police and Fire Departments, and with other local emergency services.						

Adjusted Grant Award	
State	
Federal	\$125,000.00
Total Budgeted Allocated (Fed & State)	
	\$125,000.00

PBD Total Allocations:	
State	
Federal	\$125,000.00
Total Expenses: State	
Federal	
Summary Balance: State	
Federal	\$125,000.00
PBD Non-Budgeted Funds:	
	\$0.00



OMB Control#: 1660-0115
Expiration Date: 01/31/2017
FEMA Form: 024-0-1

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY
MANAGEMENT AGENCY (FEMA) ENVIRONMENTAL AND HISTORIC
PRESERVATION SCREENING FORM

Directions for completing this form: This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. *Be advised that completion of this form does not complete the EHP review process.* You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

There is no need to complete and submit this form if the grant scope is limited to planning, management and administration, classroom-based training, tabletop exercises and functional exercises, or purchase of mobile and portable equipment where no installation is needed. The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: at <http://www.fema.gov/media-library/assets/documents/85376>.

This form should be completed electronically. *Submit completed form through your grant administrator who will forward it to GPDEHPInfo@dhs.gov.* Please use the subject line: *EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxxx).*

Alaska: Local jurisdictions will send the completed form to mva.grants@alaska.gov, or DHS&EM, Attn: Grants Section, P.O. Box 5750, JBER, AK 99505.

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

SECTION A. PROJECT INFORMATION

DHS Grant Award Number: _____

Grant Program: _____

Recipient: _____ Military and Veterans Affairs, Alaska Department of

Recipient POC: _____ Bill Dennis

Mailing address: _____ PO Box 5750, JBER, AK 99505

E-mail: _____ mva.grants@alaska.gov

Subrecipient: _____

Subrecipient POC: _____

Mailing address: _____

E-mail: _____

Estimated cost of project: _____

Project title: _____

Project location (physical address or latitude-longitude): _____

Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. (Include who it's for, what it is, where it is located, why it is needed and how it will benefit the community) If multiple sites are involved, provide the summary for each site:

SECTION B. PROJECT TYPE

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1. **Purchase of equipment.** Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.
2. **Training and exercises.** Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.
3. **Renovations/upgrades/modifications or physical security enhancements to existing structures.** Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollards; motion detection systems; alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.

- 4. **Generator installation.** Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.
- 5. **New construction/addition.** Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.
- 6. **Communication towers, antennas, and related equipment.** Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.
- 7. **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

SECTION C. PROJECT TYPE DETAILS

Check the box that applies to the proposed project and complete the corresponding details.

- 1. **Purchase of equipment.** If the entire project is limited to purchase of *mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*
 - a. Specify the equipment, and the quantity of each:
 - b. Provide the Authorized Equipment List (AEL) number(s) (if known):
 - c. Complete Section D.

- 2. **Training and exercises.** *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*
 - a. Describe the scope of the proposed training or exercise (purpose, materials, and type of a activities required):.....
 - b. Provide the location of the training (physical address or latitude-longitude):
 - c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations? For further information refer to policy guidance at <http://www.fema.gov/media-library/assets/documents/85376>:..... Yes No
 - If Yes, provide the name of the facility and the facility point of contact (name, telephone number, and email address):
 - If No, provide a narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude/longitude coordinates):.....

d. Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities?..... Yes No

• If Yes, explain any differences between the proposed activity and Those that were approved in the past, and the reason(s) for the change in scope:.....

• If No, provide reference to previous exercise (e.g., FEMA grant name, number, and date):.....

e. Would any equipment or structures need to be installed to facilitate training?..... Yes No

• If Yes, complete Section D

3. **Renovations/upgrades/modifications, or physical security enhancements to existing structures.**

a. Complete Section D.

4. **Generator installation.**

a. Provide capacity of the generator (kW):.....

b. Identify the fuel to be used for the generator (diesel/propane/natural gas):.....

c. Identify where the fuel for the generator would be stored (e.g. stand-alone tank, above or below ground, or incorporated in generator):.....

d. Complete Section D.

5. **New construction/addition.**

a. Provide detailed project description (site acreage, new facility square footage/number of stories, utilities, parking, storm-water features, etc.):.....

b. Provide technical drawings or site plans of the proposed project:..... Attached

c. Complete Section D.

6. **Communication towers, antennas, and related equipment.**

a. Provide the current net height (in feet above ground level) of the existing tower or building (with current attached equipment):.....

b. Provide the height (in feet above ground level) of the existing tower or building after adding/replacing equipment:.....

Complete items 6.c through 6.q below ONLY if this project involves construction of a new or replacement communications tower. Otherwise continue to Section D.

Information regarding National Historic Preservation Act Section 106 Review Requirements for Communications Facilities and information on EHP requirements for communications towers is available at:
<http://www.fema.gov/media-library/assets/documents/85376>.

- c. Provide the ground-level elevation (feet above mean sea level) of the site of the proposed communications tower:.....
- d. Provide the total height (in feet above ground level) of the proposed communications tower or structure, including any antennas to be mounted:.....
- If greater than 199 feet above ground level, state why this is needed to meet the requirements of the project:.....
- e. Would the tower be free-standing or require guy wires?..... Free standing Guy wires
- If guy wires are required, state number of bands and the number of wires per band:.....
 - Explain why a guyed tower is needed to meet the requirements of this project:.....
- f. What kind of lighting would be installed, if any (e.g., white strobe, red strobe, or steady burning)?.....
- g. Provide a general description of terrain (e.g., mountainous, rolling hills, flat to undulating):.....
- h. Describe the frequency and seasonality of fog/low cloud cover:.....
- i. Provide a list of habitat types and land use at and adjacent to the tower site (within ½ mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) water body, marsh:.....
- j. Is there evidence of bird roosts or rookeries present within ½ mile of the proposed site?..... Yes No
- Describe how presence/absence of bird roosts or rookeries was determined:.....
- k. Identify the distance to nearest wetland area (e.g., forested swamp, marsh, riparian, marine) and coastline if applicable:.....
- l. Distance to nearest existing telecommunication tower:.....
- m. Have measures been incorporated for minimizing impacts to migratory birds?..... Yes No
- If Yes, describe:.....
- n. Has a Federal Communications Commission (FCC) registration been obtained for this tower?..... Yes No
- If Yes, provide Registration #:.....
 - If No, why?.....
- o. Has the FCC E106 process been completed?..... Yes No
- p. Has the FCC Tower Construction Notification System (TCNS) process been completed?..... Yes No
- If Yes, attach the environmental documentation submitted as part of the registration process including use of the Tower Construction Notification System (TCNS), if applicable. FRN#:.....

q. Would any related equipment or structures need to be installed (e.g., backup generator and fuel source, communications shelter, fencing, or security measures)? Yes No

• If Yes, explain where and how each installation would be done. Provide details about generator capacity (kW), fuel source, fuel location and tank volume, amount of fencing, and size of communication shelter:.....

r. Complete Section D.

7. **Other.** Complete this section if the proposed project does not fit any of the categories above.

a. Provide a complete project description:.....

b. Complete Section D.

SECTION D. PROJECT DETAILS

Complete all of the information requested below.

1. **Project installation**

a. Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed:

b. Would ground disturbance be required to complete the project or training?..... Yes No

• If Yes, provide total extent (depth, length, and width) of each ground-disturbing activity. Include both digging and trenching. For example, light poles and fencing have unique ground-disturbing activities (e.g., six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep; 22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter x 3' deep):

• If Yes, describe the current disturbed condition of the area (e.g., parking lot, road right-of-way, commercial development):.....

c. Would the equipment use the existing infrastructure for electrical distribution systems?..... Yes No

• If No, describe power source and detail its installation at the site:.....

2. **Age of structure/building at project site**

a. Provide the year existing building(s) or structure(s) on/in/nearest to the location involved in the proposed project was built:.....

• If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, provide the year(s) modified and briefly describe the nature of the modification(s):.....

- b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area? Yes No
- If yes, provide the location of the structure(s), ground-level color photographs of the structure(s), and identify their location(s) on an aerial map:
- c. Is the project site listed in the National Register of Historic Places (National Register), or in/near a designated local or National Register Historic District? The internet address for the National Register is: <http://nrhp.focus.nps.gov>. Yes No
- If Yes, identify the name of the historic property, site and/or district and the National Register document number:

3. Site photographs, maps and drawings

- a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for photographs of your project. Attach photographs to this document or as accompanying documents in your submission.
- Labeled, color, ground-level photographs of the project site: Required
 - Labeled, color photograph of each location where equipment would be attached to a building or structure: Required
 - Labeled, color aerial photograph of the project site: Required
 - Labeled, color aerial photographs that show the extent of ground disturbance (if applicable): Attached
 - Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old): Attached
- b. Are there technical drawings or site plans available? Yes No
- If yes, attach: Attached

Appendix A has guidance on preparing photographs for EHP review

4. Environmental documentation

- a. Is there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)? Yes No
- If Yes, attach documentation with this form: Attached
- b. Is there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)? Yes No
- If Yes, attach documentation with this form: Attached
- c. Was a NEPA document was prepared for this project? Yes No

- If Yes, what was the decision? (Check one, and please attach):

Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or

Record of Decision (ROD) from an Environmental Impact Statement (EIS).

Name of preparing agency:.....

Date approved:.....

Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EHP submission. The following pages provide examples of best practices used in earlier EHP submissions.

Minimum requirements for photographs.

1. Photographs should be in color.
2. Label all photographs with the Federal Grant #, Grant Name, Project Title, and name of facility, location (city/county, state) and physical location (physical address or latitude-longitude). Use the following formatted Example:
Grant #: EMW-2014-SS-00010-S01
Grant Name: State Homeland Security Program
Project Title: Video Security System
Facility and Location: Chugiak Fire Department, 111 Homestead Street, Chugiak, Alaska
3. Label the photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, antennas, and/or generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

Best Practices

1. Provide photographs in a separate file.
2. Place no more than 2 pictures per page.
3. Compressing pictures files (such as with Microsoft Picture Manager)¹ or saving the file in pdf format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . x of x.

Options for Creating Photographs

1. Obtain an aerial photo. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or PhotoShop.¹ Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form. Include this file with the EHP screening when submitting the project.

Example Photographs

Aerial Photographs. The example in Figure 1 provides the name of the site, physical address and proposed location for installing new equipment. This example of a labeled aerial photograph provides good context of the surrounding area.

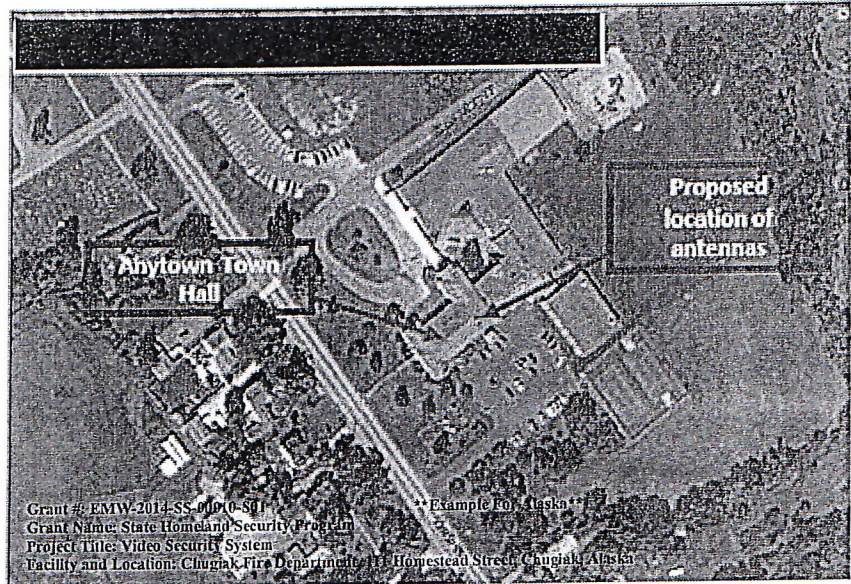


Figure 1. Example of labeled, color aerial photograph.

Ground-level photographs. The ground-level photograph in Figure 2 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear understanding of the scope of the project. This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.

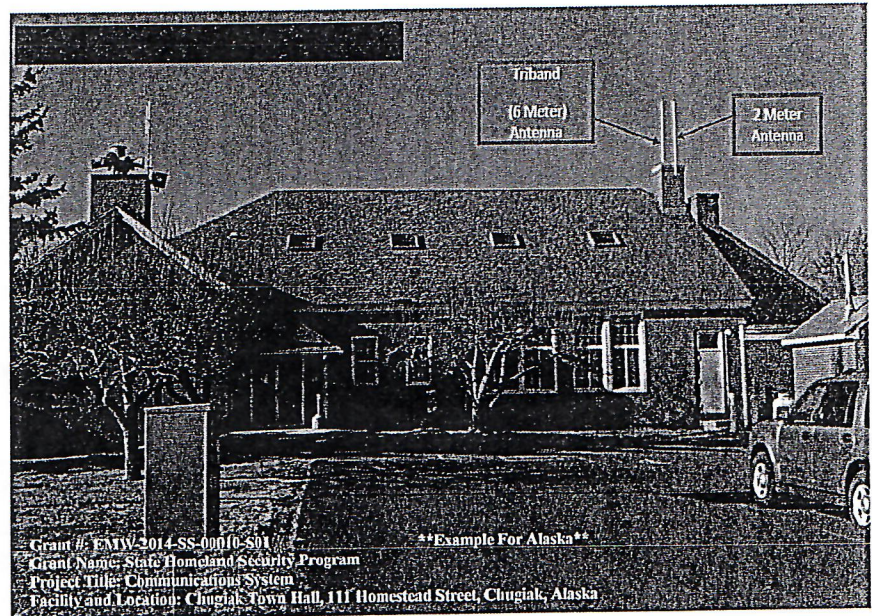


Figure 2. Example of ground-level photograph showing proposed attachment of new equipment

Ground-level photograph with equipment close-up.

Figure 3 includes a pasted image of a CCTV camera that would be placed at the project site. Using desktop computer software, such as PowerPoint,¹ this can be accomplished by inserting a graphic symbol (square, triangle, circle, star, etc.) where the equipment would be installed. This example includes the name and location of the site. The site coordinates are in the degree-minute-second format.

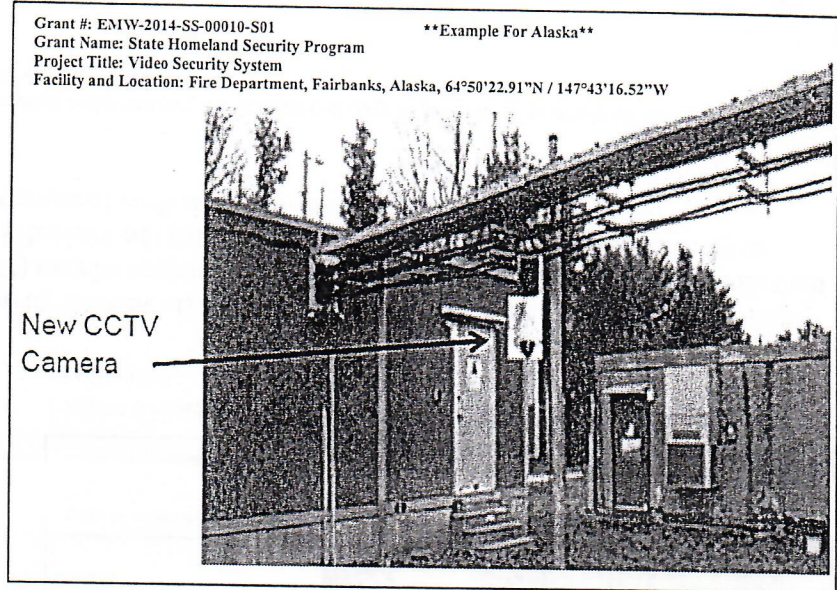


Figure 3. Ground-level photograph with graphic showing proposed equipment installation.

Ground-level photograph with excavation area close-up.

The example in Figure 4 shows the proposed location for the concrete pad for a generator and the ground disturbance to connect the generator to the building's electrical service. This information can be illustrated with either an aerial or ground-level photograph, or both. This example has the name and physical address of the project site.

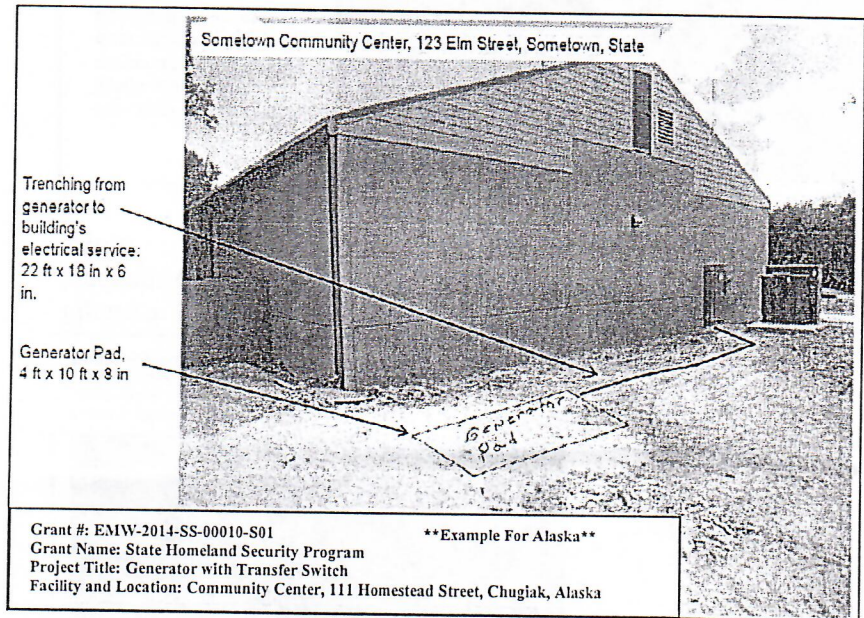


Figure 4. Ground-level photograph showing proposed ground disturbance area.

Communications equipment photographs. The example in Figure 5 supports a project involving installation of equipment on a tower. Key elements are identifying where equipment would be installed on the tower, name of the site and its location. This example provides site coordinates in decimal format.

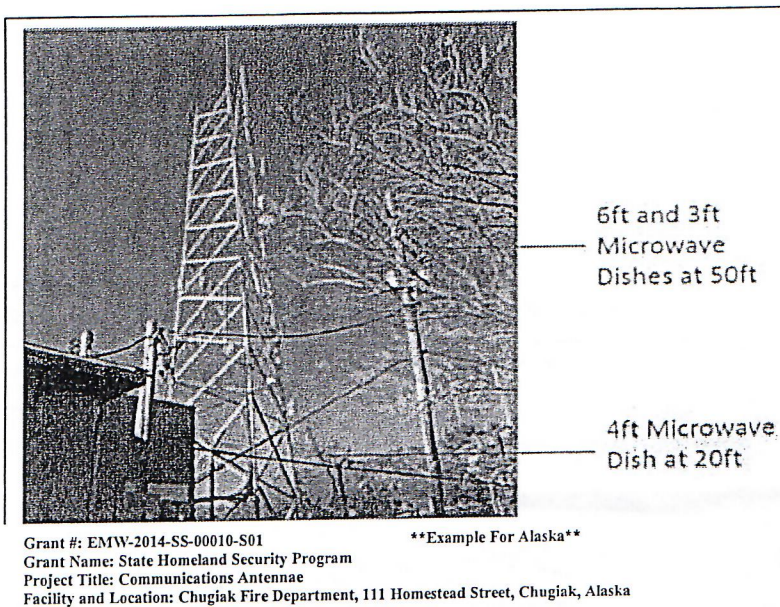


Figure 5. Ground-level photograph showing proposed locations of new communications equipment on an existing tower.

Interior equipment photographs. The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.

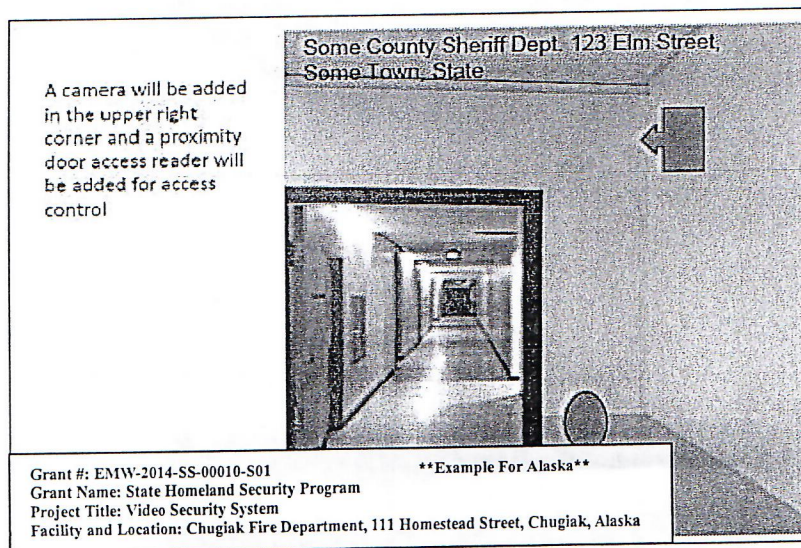


Figure 6. Interior photograph showing proposed location of new equipment.

Ground-level photographs of nearby historic structures and buildings. Consultation with the State Historic Preservation Office (SHPO) may be required for projects involving structures that are more than 50 years old, or are on the National Register of Historic Places. In that event, it will be necessary to provide a color, ground-level photograph of each side of the building/structure.

¹ Use of brand name does not constitute product endorsement, but is intended only to provide an example of the type of product capable of providing an element of the EHP documentation.

**City of Palmer
Action Memorandum No. 17-066**

Subject: Authorizing the City Manager to Negotiate and Execute a Contract with the Wolverine Supply, in an Amount Not to Exceed \$97,000.00, to Perform Building Upgrades at the City of Palmer Public Works Maintenance Warehouse

Agenda of: October 10, 2017

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

Originator Information:

Originator: Nathan Wallace, City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> √ </u>	Finance	<u><i>[Signature]</i></u>	<u>09/21/2017</u>
_____	Fire	_____	_____
_____	Police	_____	_____
<u> √ </u>	Public Works	<u><i>[Signature]</i></u>	<u>09/21/2017</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: \$ **97,000.00**

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 97,000.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 08-10-16-6225, Grant 15-DC-131 Public Works Storage
- Not budgeted

Director of Finance Signature: *[Signature]*

Attachment(s):

- Bid Tabulation

Summary Statement:

This action is to approve the City Manager to negotiate and execute a contract with Wolverine Supply, to perform building upgrades including installation of new wall and ceiling insulation, installation of new interior wall coverings, replacement of interior lighting, and installation of new roof covering at the City of Palmer Public Works maintenance warehouse.

This is a state grant funded project.

Administration's Recommendation:

To approve Action Memorandum No. 17-066, authorizing the city manager to negotiate and execute a contract with the Wolverine Supply, in an amount not to exceed \$97,000.00, to perform building upgrades, at the City of Palmer Public Works Maintenance Warehouse.

Bid Opening - 9/28/17

	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6
	Goertz Construction	Wolverine Supply	Bore Tide Constructon	AXYS	Roger Hickel Contracting	TC Construction
BID PROPOSAL	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
Signed Proposal (Y/N)	Y	Y	Y	Y	Y	Y
Acknowledge Addenda 1	Y	Y	Y	Y	Y	Y
Total Bid	\$ 106,890.00	\$ 97,000.00	\$ 112,500.00	\$ 118,900.00	\$ 148,938.00	\$ 157,000.00
Page 107 of 123	Bidder 7	Bidder 8	Bidder 9	Bidder 10	Bidder 11	Bidder 12
	Territory North	Diversified Construction	Prism Design & Construction	Capstone Electric	F-E Contracting	
BID PROPOSAL	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
Signed Proposal (Y/N)	Y	Y	Y	Y	Y	
Acknowledge Addenda 1	Y	Y	Y	Y	Y	
Total Bid	\$ 267,000.00	\$ 102,482.00	\$ 107,000.00	\$ 125,000.00	\$ 116,400.00	

**City of Palmer
Action Memorandum No. 17-067**

Subject: Authorizing the City Manager to Execute a Contract with EMC Engineering LLC, for Third Party Concrete Strength and Soil Compaction Testing and Additional Control Building and Sitework Inspections of the Wastewater Treatment Plant (WWTP) Upgrades, in an Amount Not to Exceed \$60,335.00



Agenda of: October 10, 2017

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



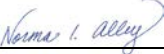
Originator Information:

Originator: Chris Nall, Public Works Director

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> √ </u>	Finance	<u></u>	<u>09/20/2017</u>
_____	Fire	_____	_____
_____	Police	_____	_____
<u> √ </u>	Public Works	<u></u>	<u>09/18/17</u>

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: \$ 60,335.00

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 60,335.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 24-53-43-6225 WWTP Project
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- EMC Engineering LLC. quote

Summary Statement:

Third party concrete strength and soil compaction testing and control building and sitework inspections are requirements for the WWTP Upgrades and Control Building construction. Approval of this contract with EMC Engineering LLC will allow the City to efficiently continue these required activities and keep the WWTP Construction Project on schedule.

Administration's Recommendation:

To approve Action Memorandum No. 17-067 allowing the City Manager to negotiate and execute a contract with EMC Engineering LLC, for specified testing and inspections in an amount not to exceed \$60,335.00.



Palmer WWTF
 Palmer, AK
 For: City of Palmer - Chris Nall
 Prepared by: Crystal Redding
 Date: 8/24/2017

		Unit	Quantity	Rates	Total Cost
Laboratory Testing					
ASTM C39	Compressive Strength Concrete and Grout	EACH	195	\$35.00	\$6,825.00
ASTM D1557	Maximum Density of Soil or Aggregate (Proctor)	EACH	2	\$350.00	\$700.00
Inspector / Technician - MBBR Building					
	Inspector - Concrete Reinforcement	HOUR	160	\$80.00	\$12,800.00
	Technician - Density Testing	HOUR	80	\$70.00	\$5,600.00
	Technician - Concrete Testing	HOUR	108	\$70.00	\$7,560.00
Inspector / Technician - Control Building					
	Inspector - Concrete Reinforcement	HOUR	60	\$80.00	\$4,800.00
	Inspector - DICA	HOUR	8	\$80.00	\$640.00
	Inspector - Structural Steel	HOUR	24	\$90.00	\$2,160.00
	Inspector - NDT Mag Particle	HOUR	8	\$90.00	\$720.00
	Inspector - Earthwork	HOUR	8	\$80.00	\$640.00
	Technician - Density Testing	HOUR	24	\$70.00	\$1,680.00
	Technician - Concrete Testing	HOUR	16	\$70.00	\$1,120.00
Inspector / Technician - Sitework					
	Inspector - Concrete Reinforcement	HOUR	4	\$80.00	\$320.00
	Inspector - HDPE pipe install	HOUR	16	\$80.00	\$1,280.00
	Technician - Density Testing	HOUR	60	\$70.00	\$4,200.00
	Technician - Concrete Testing	HOUR	12	\$70.00	\$840.00
Other					
	NDT Equipment Rental	DAY	1	\$100.00	\$100.00
	Work Completed between 8/05/2017 to 8/23/2017	EACH	1	\$8,350.00	\$8,350.00
Estimated Total					\$60,335.00

If "out of scope" items occur, notification will be issued prior to billing.
 The above cost represents EMC's best estimate based upon the IBC required inspections and review of Drawings dated June 2017.
 Rates include work performed Monday through Saturday during a 10 hour work shift. Testing or inspection required outside of the normal 10 hour work shift will be subject to an overtime rate
 Quantities provided are estimates only, subject to change depending on conditions encountered and requested changes in services requested by client.
 Lodging, transportation and airfare provided by client or reimbursable expense.
 Reimbursable expenses shall be the cost expenses incurred plus 10%. Excludes Per Diem.
 Taxes as applicable
 Proposal valid for 30 days.

**City of Palmer
Resolution No. 17-031**

Subject: Supporting the Naming of an Unnamed Peak Near Mount POW/MIA: Gold Star Peak

Agenda of: October 10, 2017

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




Originator Information:

Originator: Nathan Wallace, City Manager

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


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

This legislation (√):

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

Funds are (√):

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

Director of Finance Signature: 

Attachment(s):

- Resolution No. 17-031
- Alkire Letter of Request
- Locational Information on unnamed peak

Summary Statement:

Mr. Kirk Alkire has requested a resolution of support in his efforts to have a peak near Mount POW/MIA named "Gold Star Peak".

"Gold Star" Families are those who have lost a family member while in service in the armed forces.

Mount POW/MIA is in the Chugach State Park. It is the highest, largest natural "living monument" in the world. There is an unnamed peak along the trail to the summit that hikers must pass.

Mount POW/MIA was named in 1999 and Colony High School Junior Reserve Officer Training Corps annually replaces the flag atop the Mount since its naming.

The unnamed peak is visible to thousands of commuters on the Glenn Highway as they cross the Knik River and it also viewable from the Veteran's Wall.

The Alaska Historical Commission will meet in December to consider new name proposals. The final naming determination is made by the National Geological Survey.

Administration's Recommendation:

Approve Resolution No. 17-031 supporting the naming of an unnamed peak near Mount POW/MIA: Gold Star Peak.

Introduced by: City Manager
Date: October 10, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 17-031

A Resolution of the Palmer City Council Supporting the Naming of an Unnamed Peak Near Mount POW/MIA: Gold Star Peak

WHEREAS, our nation recognizes that no one has given more for the nation than the families of the fallen service members of the United States of America known as "Gold Star Families"; and

WHEREAS, Mount POW/MIA, a mountain dedicated to all the servicemembers who have been given the status of Prisoner of War or Missing in Action (POW/MIA) is the highest, largest natural "living monument" in the world; and

WHEREAS, there is an unnamed peak along the trail to Mount POW/MIA that hikers must pass to reach the summit; and

WHEREAS, the Glenn Highway provides a beautiful and scenic view to over 50,000 commuters, tourists and commercial travelers of Mount POW/MIA and the unnamed peak.

NOW, THEREFORE, BE IT RESOLVED the Palmer City Council hereby fully supports the naming of the unnamed peak near Mount POW/MIA in Alaska, "Gold Star Peak" to honor the surviving families of the nation's fallen service members.

Approved by the Palmer City Council this ____ day of _____, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



June 15, 2017

I am excited to announce that I have submitted a formal application to the United States Board on Geographic Names to name an unnamed peak in Alaska, "Gold Star Peak". As a military retiree, I served more than 23 years on active duty; much of which was served right here at Fort Richardson.

The Glenn Highway serves more than 50,000 commuters, visitors and commercial traffic daily. I cannot think of a more beautiful, scenic and appropriate place to name a peak in honor of our fallen. Gold Star Peak will honor and recognize the sacrifices that all Gold Star family members make when a father, mother, brother, sister, son, daughter, or others loved one dies in service to our nation.

Part of the plan for the Peak, is to have memorial plaques placed in two separate locations. One plaque will be placed at the Matsu Visitors Center Veteran's Wall of Honor. The second plaque will be placed atop the summit of the Peak. The Visitor's Center is currently the gathering point for Memorial Day and Veteran's Day remembrance ceremonies. Hopefully, it will soon see ceremonies for Gold Star Survivors as well.

I have already been awarded a grant to cover all costs associated with procuring the plaques.

I am writing today to simply build support for my proposal.

My proposal will be put forth before both State and Federal boards for review. Having letters of support from national organizations, individuals, signed resolutions of support, or even petitions will help in the overall review process.

Our nation recognizes that no one has given more for the nation than the Families of the Fallen. Honoring them with naming this peak is a small token of our appreciation for each of their sacrifices.

Respectfully submitted,

Kirk R. Alkire

First Sergeant, Retired
U.S. Army

kirk.alkire@gmail.com
907-854-1985

Gold Star Peak

Proposed Location

61°26'43.25"N

149°12'26.40"W

Elev.4122

By Kirk Alkire

kirk.alkire@gmail.com

(907) 854-1985

2455X

MATANUSKA-SUSITNA BOROUGH

GREATER ANCHORAGE AREA BOROUGH

Bureau
of Land
Management



**Gold Star Peak
(proposed)**

East Twin
Peak

West Twin
Peak

Chugach
State
Park

State
Patented

12167
Lake
Barbara

EKLUTNA

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Pioneer Peak North

Twin Peaks East

Mount POW/MIA

Pioneer Peak South

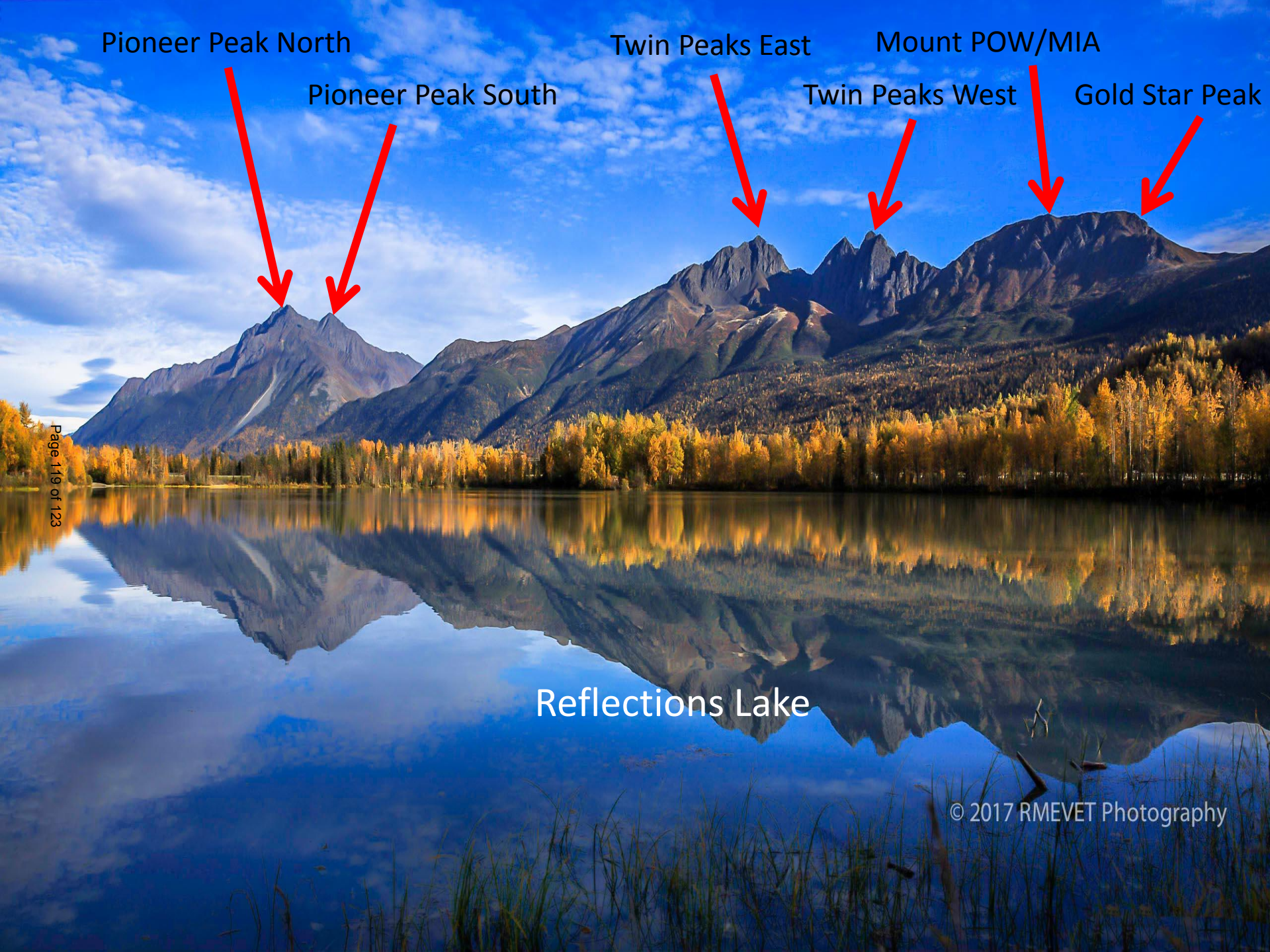
Twin Peaks West

Gold Star Peak

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Reflections Lake

© 2017 RMEVET Photography



Twin Peaks East



Twin Peaks West



Mount POW/MIA



Gold Star Peak



Knik River Bridge

**Proposed
"Gold Star
Peak"**

**North Ridge
Line**

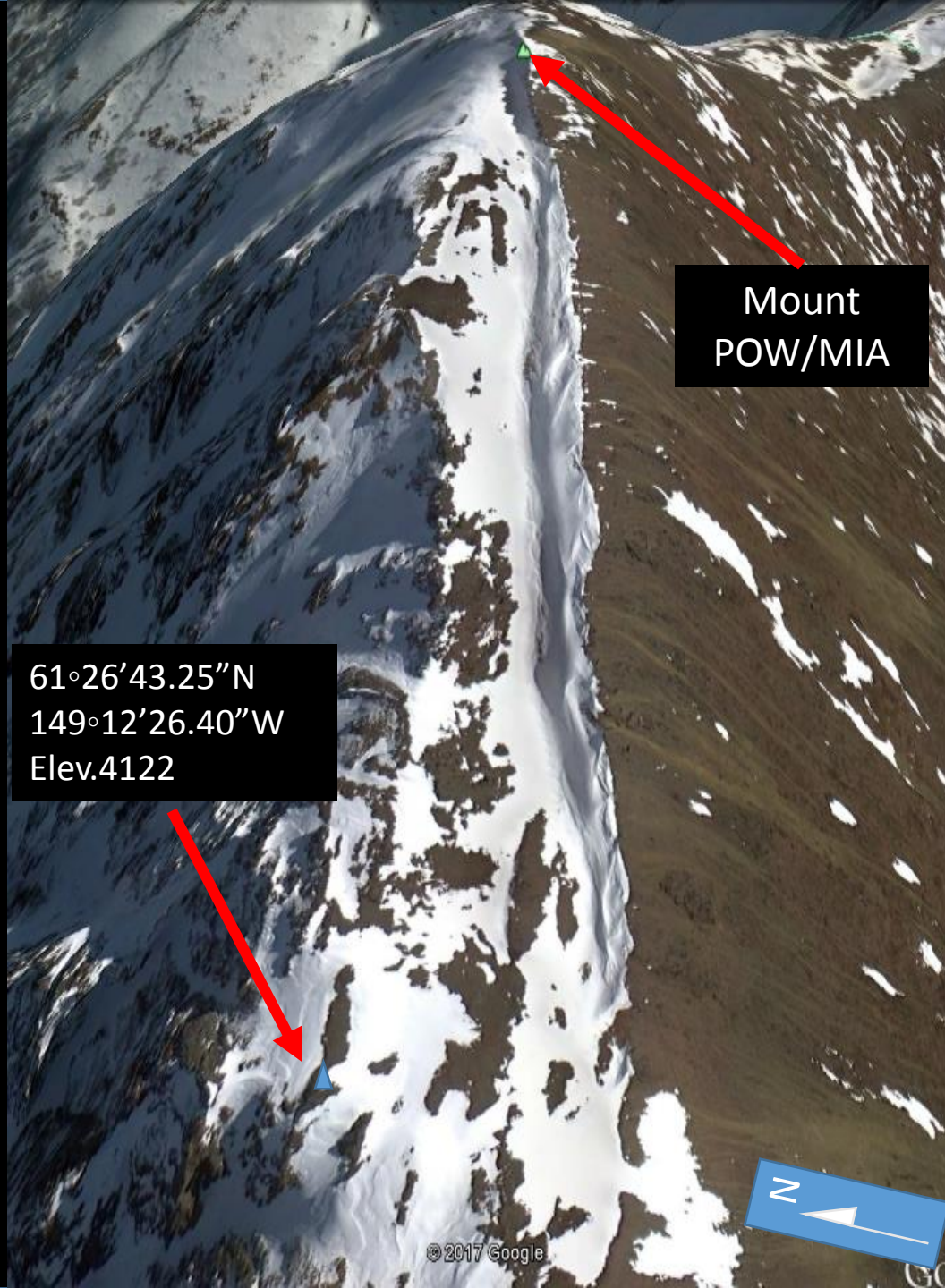
**South Ridge
Line**

Mount POW/MIA



61°26'43.25"N
149°12'26.40"W
Elev.4122





Mount
POW/MIA

61°26'43.25"N
149°12'26.40"W
Elev.4122

