

Mayor Edna B. DeVries
Deputy Mayor Richard W. Best
Council Member Steve Carrington
Council Member Sabrena Combs
Council Member David Fuller
Council Member Brad Hanson
Council Member Pete LaFrance

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

City of Palmer, Alaska
Regular City Council Meeting
October 24, 2017, at 7 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.cityofpalmer.org

Agenda

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
 - 1. Approval of Consent Agenda
 - a. Introduction of **Ordinance No. 17-013**: Amending Palmer Municipal Code 8.36.025: Certain Acts Requiring Permit, Authorizing the City Manager to Grant a Noise Permit Extension for Public Construction Projects Page 5
 - b. Introduction of **Ordinance No. 17-014**: Amending Palmer Municipal Code 17.64.021: Parking Lot Design Standards, Deleting 17.64.121(H) Requiring Refuse Containers Located Within or on the Same Pavement as the Parking Area to be Screened Page 9
 - c. **Resolution No. 17-032**: Designating Authorized Signatures for Check Signing Affecting Any and All Disbursements of City Monies for the General Checking Account, the Palmer Construction Account and Designating City Representatives Who Are Authorized and Empowered to Execute and Deliver All Documentation and Instructions on City Investment Accounts Page 17
 - d. **Action Memorandum No. 17-068**: Authorizing the City Manager to Negotiate and Execute a Two-Year Contract for Professional Audit Services With BDO USA, LLP Page 21
 - 2. Approval of Minutes of Previous Meetings
 - a. September 26, 2017, Regular Meeting Page 23
 - b. October 9, 2017, Special Meeting Page 30
- E. Communications and Appearance Requests
 - 1. Presentation from Planning & Zoning Commission Chair Dan Lucas
- F. Reports
 - 1. City Manager's Report Page 33
 - 2. City Clerk's Report
 - 3. Mayor's Report Page 37
 - 4. City Attorney's Report
- G. Audience Participation

H. Public Hearing

1. **Resolution No. 18-001:** Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018, and Appropriating Monies Page 39
2. **Resolution No. 18-002:** Adopting the 2018 City of Palmer Employee Pay Plan Page 41
3. **Resolution No. 18-003:** Adopting the 2018 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018 Page 43
4. **Resolution No. 18-004:** Adopting the 2018 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018 Page 59
5. **Resolution No. 18-005:** Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018 Page 73

I. Action Memoranda

1. **Action Memorandum No. 17-069:** Confirming the Mayor’s Nomination of Jeff Helmericks and Joyce Momarts to the Airport Advisory Commission with a Term Ending October 31, 2020 Page 79
2. **Action Memorandum No. 17-070:** Confirming the Mayor’s Nomination of Kelly Turney and Barbara Hunt to the Board of Economic Development with a Term Ending October 31, 2020 Page 81
3. **Action Memorandum No. 17-071:** Confirming the Mayor’s Nomination of Stephanie Allen, David Dodd, and Wes Rathe with Terms Ending October 31, 2020, and Sally Pollen with a Term Ending October 31, 2019, to the Parks, Recreation and Cultural Resources Advisory Board Page 83
4. **Action Memorandum No. 17-072:** Confirming the Mayor’s Nomination of Dan Lucas and Gena Ornquist with Terms Ending October 31, 2020, and Richard Benedetto with a Term Ending October 31, 2019, for the appointment to the Planning and Zoning Commission Page 85
5. **Action Memorandum No. 17-073:** Appointing a Council Member to Serve as an Ex-Officio Member on the Board of Economic Development for a Term Expiring October 31, 2018 Page 87
6. **Action Memorandum No. 17-074:** Approving Robyn Schroeder as the Winner of the City of Palmer Bicycle Rack Design Competition, Awarding \$200.00 to the Winner, and Authorizing Installation of Bicycle Racks of the Winning Design..... Page 89
7. **Action Memorandum No. 17-075:** Approving a Council Community Grant in the Amount of \$1,200.00 to the Greater Palmer Chamber of Commerce to Support Small Business Saturday on November 25, 2017 Page 105
8. **Action Memorandum No. 17-076:** Supporting the Community Efforts to Pursue the All America City Award by Directing Staff to Pay the \$250.00 Application Fee Page 119
9. **Action Memorandum No. 17-077:** Approving the Cancellation of the November 14, 2017, Regular Council Meeting..... Page 137

J. Continued Business

1. **Resolution No. 17-023:** Authorizing the City Manager to Negotiate and Enter into a Four-Year Agreement with Motorola Solutions to Lease-Purchase Radio and Computer Aided Dispatch Equipment in the Amount of \$725,913.28, and to Lease Over a Term Ending No Later Than August of 2021, and to Obtain the Equipment Under the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230 Page 139

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
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
Ordinance No. 17-013**

Subject: Amending Palmer Municipal Code 8.36.025: Certain Acts Requiring Permit, Authorizing the City Manager to Grant a Noise Permit Extension for Public Construction Projects

Agenda of: October 24, 2017

Council Action: **Adopted** **Amended:** _____
 Denied


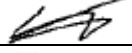
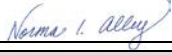
Originator Information:

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):

- Ordinance No. 17-013

Summary Statement:

Palmer Municipal Code requires certain acts in the city to be permitted between the hours of 10:00 pm and 6:00am. These permits are for 8-hour periods and require an individual permit for each 8 hour period. This includes multi day and multi week public construction projects that if required to be permitted for each individual period becomes cumbersome for the project and the administration to manage and track.

Public construction projects are typically conducted to alleviate public safety issues and their scope and nature require the completion to be done in a timely manner to minimize public inconvenience. Most notably for road construction to minimize traffic congestion and detours onto routes not sized for major traffic.

This would only effect public construction for City, Borough, and State projects and would still require a permit for the project, but only a single permit with requirements outlined for the duration of the project.

Administration's Recommendation:

Adopt Ordinance No. 17-013 Amending Palmer Municipal Code 8.36.025: Certain Acts Requiring Permit, Authorizing the City Manager to Grant a Noise Permit Extension for Public Construction Projects

Introduced by: City Manager
Date: October 24, 2017
Public Hearing:
Action:
Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Ordinance No. 17-013

An Ordinance of the Palmer City Council Amending Palmer Municipal Code 8.36.025: Certain Acts Requiring Permit, Authorizing the City Manager to Grant a Noise Permit Extension for Public Construction Projects

WHEREAS, the City of Palmer requires a permit for noise producing activities between the hours of 10:00 pm and 6:00 am; and,

WHEREAS, each permit is valid for eight hours maximum;

WHEREAS, public construction projects are typically longer than one day in duration and for public safety and convenience must be completed in a timely fashion;

THE CITY OF PALMER, ALASKA, ORDAINS:

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

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

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

8.36.025 Certain acts requiring permit.

A. It shall be unlawful to operate or use the listed items or equipment anywhere within the city limits of Palmer between the hours of 10:00 p.m. and 6:00 a.m. without a city of Palmer permit: generators, portable and stationary; chain saws; power saws; road graders; bulldozers; front-end loaders; power digging equipment; all-terrain vehicles; off-road vehicles; power nailers; and lawn mowers. In addition, it shall be unlawful to operate or use without a city of Palmer permit any device designed for sound production or reproduction, including, but not limited to, any radio, television set, musical instrument, phonograph, disc player, tape deck, or loudspeaker, between the hours of 10:00 p.m. and 6:00 a.m. so as to be plainly audible within any dwelling unit which is not the source of the sound; or to operate any such device on public property or on a public right-of-way so as to be plainly audible 50 feet or more from such device.

B. Permit applications shall be submitted to the chief of police on forms prescribed by him or her a minimum of 72 hours prior to the effective time of the permit. Permit fees shall be established by the city council in the current, adopted budget. Each permit shall be valid for eight hours maximum unless a longer period is authorized by the City manager for a public construction project after reviewing the impact to the public.

C. Subsection (A) of this section shall not prohibit operation or use of emergency equipment or heavy equipment during the removal of snow or during a public emergency, or equipment used during emergency power outages of the local electric utility, or live music played on premises licensed by the State Alcohol Beverage Control Board.

D. For purposes of this section, a "plainly audible" sound means any sound for which the information content of that sound is unambiguously communicated to the listener, such as, but not limited to, understandable spoken speech, comprehension of whether a voice is raised or normal, or comprehensible musical rhythms.

E. It is unlawful to operate or use the above listed items or equipment in emergency situations or with a permit where said equipment is operated or used in a manner or configuration which creates unreasonably loud noise.

Section 4. Effective Date. Ordinance No. 17-013 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this _____ day of November, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Ordinance No. 17-014**

Subject: Amending Palmer Municipal Code 17.64.021: Parking Lot Design Standards, Deleting 17.64.121(H) Requiring Refuse Containers Located Within or on the Same Pavement as the Parking Area to be Screened



Agenda of: October 24, 2017

Council Action: **Adopted** **Amended:** _____
 Denied




Originator Information:

Originator: Nathan Wallace, City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
X	Community Development		9/29/17
X	Finance		9/29/17
	Fire		
	Police		
	Public Works		

Approved for Presentation By:

	Signature:	Remarks:
City Manager		
City Attorney		
City Clerk		

Certification of Funds:


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

This legislation (√):

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

Funds are (√):

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

Director of Finance Signature: 

Attachment(s):

- Ordinance No. 17-014
- Planning and Zoning Commission Minutes for August 17 & September 21, 2017 (Draft Minutes Excerpt)

Summary Statement:

Palmer Municipal Code requires that parking areas with a refuse container have a screening (wall, fence or landscaping). This requirement only applies to new construction or remodeling efforts requiring a building permit.

The language of the requirement does not specify intent of the requirement. This issue was brought to the Planning and Zoning Commission for clarification at the August 17, 2017 meeting. After much discussion, the Planning and Zoning Commission agreed that the requirement to screen refuse containers should be addressed in the sanitation section of the Code.

Sanitation requirements are outlined in Palmer Municipal Code in Chapter 8.20 and address issues associated with refuse and refuse containers throughout the city to include commercial containers.

Due to the nature of the city street layout and parking areas in Palmer, the Public Works Department would be the appropriate department for development standards necessary for refuse containers since they oversee PMC 8.20 Garbage Collection and Disposal which addresses sanitation requirements.

The Planning and Zoning Commission during its regular meeting on September 21st, 2017 recommended that the requirement be removed from PMC 17.64.021 and that sanitation issues related to refuse containers continue to be addressed in chapter 8.20 Garbage Collection and Disposal.

Administration's Recommendation:

Adopt Ordinance No. 17-014 Amending Palmer Municipal Code 17.64.021: Parking Lot Design Standards, Deleting 17.64.121(H) Requiring Refuse Containers Located Within or on the Same Pavement as the Parking Area to be Screened

Introduced by: City Manager
Date: October 24, 2017
Public Hearing:
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 17-014

An Ordinance of the Palmer City Council Amending Palmer Municipal Code 17.64.021 Parking Lot Design Standards, Deleting 17.64.021(H) Requiring Refuse Containers Located Within or on the Same Pavement as the Parking Area to be Screened

WHEREAS, the City of Palmer requires refuse containers located within or on the same pavement as the parking area shall be screened by a wall, fence, or landscaping; and

WHEREAS, refuse containers and sanitation are addressed in PMC Chapter 8.20 Garbage Collection and Disposal; and,

WHEREAS, refuse container screening within the city should not be a parking lot design consideration; and,

THE CITY OF PALMER, ALASKA, ORDAINS:

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

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

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

17.64.021 Parking lot design standards.

- A. Standard parking stalls shall be a minimum of nine feet in width and 20 feet in length.
- B. Parking lots with 90-degree parking stalls shall have a minimum aisle width of 25 feet.
- C. All parking areas, except for single- and two-family dwellings, shall be designed so no parking space requires the backing of a vehicle into public rights-of-way, except for alleys in the central business district, or across a sidewalk.

D. Turning and maneuvering space shall be located entirely on private property. Vehicles backing into central business district alleys or departing single- and two-family dwellings are exempt from this requirement.

E. Ingress and egress to parking facilities shall be designed to maintain adequate sight distance and safety.

F. A secured wheel bumper to prevent encroachment of vehicles on pedestrian, bicycle or traffic routes shall be provided in parking stalls which are perpendicular to building fronts or abut property lines. This requirement does not apply when a fence or sight-obscuring landscaping occupies the same property line of the parking area or to single-family and two-family residences. The bumper shall not be less than six inches high.

G. No wall, post, guardrail or other obstruction that will restrict car door opening shall be permitted within five feet of the centerline of a parking space.

~~H. Refuse containers located within or on the same pavement as the parking area shall be screened by a wall, fence or landscaping unless the containers are located on a lot used for a single or two family dwelling.~~

~~I. H.~~ Parking lots shall be designed to avoid erosion damage to grading and surrounding landscaping.

~~J. I.~~ Accessible parking for persons with disabilities shall be designed in accordance with the Accessibility Guidelines for Buildings and Facilities for Americans with Disabilities Act.

1. An access aisle shall be provided of not less than five feet in width for each space, except accessible parking spaces may share a common access aisle.

2. Accessible space shall be designated by the international symbol of accessibility.

3. Accessible spaces shall be located near building entrances and have an unobstructed route to accessible entrances and along a path at least 36 inches in width without going behind parked cars.

4. One in every eight accessible spaces, but not less than one, shall be served by an access aisle with a width of at least eight feet and shall be designated "van accessible."

Total Parking Spaces in Lot	Minimum Required Accessible Spaces
1 – 25	1
26 – 50	2
51 – 75	3
76 – 100	4
101 – 150	5
151 – 200	6
201 – 300	7
301 – 400	8

Total Parking Spaces in Lot	Minimum Required Accessible Spaces
401 – 500	9
501 – 1,000	2 percent of total spaces

~~K.~~ J. Prior to approval by the city for use, all parking facilities within the city shall be permanently surfaced with a suitable gravel base or paved with concrete or asphalt compound.

~~L.~~ K. Parking facilities which adjoin the side of a lot in residential districts shall be separated from the residential district by a fence or sight-obscuring landscaping. Fences shall be six feet in height; landscaping shall not be less than four feet. The fence or landscaping shall be maintained in good condition and shall comply with the requirements of PMC 17.60.070.

~~M.~~ L. All parking areas in nonresidential use districts and parking areas which serve nonresidential uses shall have lighting which meets the level of illumination, uniformity ratios and minimum lumen intensities specified in the illumination guidelines set by the Illuminating Engineering Society of North America. The lighting system shall be designed to prevent glare to motorists on public rights-of-way and shall be arranged to reflect the light away from adjoining premises and streets.

~~N.~~ M. Signage or other provisions designating parking lot layout shall be required if the city determines that the layout is not apparent to the general public.

Section 4. Effective Date. Ordinance No. 17-014 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this _____ day of November, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

- I. NEW BUSINESS: [per Amended Agenda]
1. Committee of the Whole:
 - a. Discuss Potential Palmer Municipal Code Amendments Regarding Boards and Commissions with Norma Alley, City Clerk.

Main Motion: To enter Committee of the Whole to discuss proposed Municipal Code Amendments as relates to Boards and Commission Generally as well as particular to the Planning and Zoning Commission.

Moved by:	Petty
Seconded by:	Thom Bernier
Action:	Motion carried unanimously.
In favor:	Maxwell, Thom-Bernier, Ornquist, Petty, Lucas
Opposed:	None
Absent:	Cruthers

[The Commission entered Committee of the Whole at 7:05 p.m.]

Norma Alley, City Clerk:

- Directed attention to the packet for a draft of the proposed changes and clarified the reasons for same;
- Discussed member terms, compensation, staff assistance, recording clerk, public participation, teleconferencing, minutes, audio recording, public meeting notification and agenda publication, standardizing the order of business to be consistent among all boards and commissions, and notification of absences prior to the meeting;
- Explained the process; noted the ordinance will be drafted for introduction September 26 and public hearing the Council's first meeting in October.

[The Commission exited Committee of the Whole at 7:34 p.m.; no objections]

- I. NEW BUSINESS: [Cont'd]
2. **Resolution No. 17-005:** A Resolution of the Palmer Planning and Zoning Commission in Appreciation of the Contributions of Planning and Zoning Commission Member Erick Cordero-Giorgana.

Director Garley explained and recommended support for the resolution.

Main Motion: For adoption of Resolution No. 17-005, in appreciation of Erick Cordero-Giorgana's contributions during his tenure on the Commission.

Moved by:	Ornquist
Seconded by:	Maxwell
Action:	Motion carried unanimously.
In favor:	Maxwell, Thom-Bernier, Ornquist, Petty, Lucas
Opposed:	None
Absent:	Cruthers



3. **IM 17-020:** Discussion of Palmer Municipal Code Chapter 17.64.021 Parking lot

design standards, item H, requiring refuse containers to be screened.

Director Garley summarized and provided background information concerning the requirement to screen refuse containers in parking lots. See code section in the packet along with example photos. The request is to review and make recommendations to staff considering: 1) the purpose served by requiring refuse containers to be screened; and 2) could the requirement to screen containers be equally resolved by placing the containers behind the building or in the alleyway.

Discussion ensued. City Manager Wallace offered historical input noting the intent of the screening requirement is not clear the way the code is written, asking for feedback from the Commission. Further discussion concerned the purpose of PMC 17.64.021, section H, questioning whether the requirement for screening was for aesthetic or for sanitation reasons. In summary, if for aesthetic, it would be best left in planning and clearly defined, but if for sanitation, it would best be defined elsewhere in the code.

4. Review Palmer Municipal Code Chapter 17.20, R-1, Single-family Residential District.

Ms. Garley provided a staff report, asking the Commission to review 17.20.030, Conditional uses, for potential revisions relating to B&Bs, day care centers (30 foot requirement to an adjoining lot or street line), and should a commercial kennel be allowed in an R-1 district. She recommended strongly that B&Bs be added as a conditional use in R-1 district.

Following discussion:

- it was the consensus of the Commission to add B&Bs as a Conditional use in the R-1, Single-family Residential District; and
- the Commission will think about the other questions and make recommendations at the next meeting.

H. UNFINISHED BUSINESS: [Out of Order per Amended Agenda]

1. **IM 17-015:** Continue discussion for revisions to Palmer Municipal Code Chapter 17.08-Definitions, Title 17 Zoning.

The Commission, by consensus, postponed further discussion on PMC 17.08 Definitions until the next meeting. There were no objections.

J. PLAT REVIEWS:

1. **IM 17-017:** Pre-Application Plat Review – To create two lots from Tax Parcel B10 (Parcel #1, MSB Waiver 98-64-PWm) in Section 32, Township 18 North, Range 2 East, Seward Meridian, located outside Palmer city limits.

Ms. Garley summarized the request including city department comments:

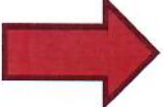
- Community Development: Without lot dimensions and because the parent parcel is

PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA

REGULAR MEETING
THURSDAY, SEPTEMBER 21, 2017
7:00 P.M. - COUNCIL CHAMBERS

[EXCERPT]

H. UNFINISHED BUSINESS:

- 
2. **IM 17-020:** Discussion of Palmer Municipal Code Chapter 17.64.021 Parking lot design standards, item H requiring refuse containers to be screened.

Mr. Meneses updated from the previous meeting and directed attention to the packet [pp 37-69] for pertinent information and requested examples of code language from other communities regulating dumpster enclosures for the Commission's review and consideration in formulating a recommendation concerning 1) the purpose served by requiring refuse containers to be screened; and 2) can the requirement to screen the containers be equally resolved by placing the containers behind the building or in the alleyway.

Main Motion: To enter Committee of the Whole for open discussion concerning the stated item.

Moved by:	Maxwell
Seconded by:	Petty
Action:	Motion carried unanimously.
In favor:	Ornquist, Cruthers, Maxwell, Petty, Lucas
Opposed:	None
Absent:	Thom Bernier

[The Commission entered Committee of the Whole at 8:15 p.m.]

Following further consideration, it was the consensus of the Commission to recommend to staff that item H should be removed entirely from Title 17 and more appropriately dealt with by Public Works in the code related to sanitation primarily for the reason that the purpose appears to be for containment of garbage and protection from the wind rather than for design.

[The Commission exited Committee of the Whole by unanimous consent at 8:25 p.m.]

Main Motion: To recommend striking item H in its entirety from PMC 17.64.021, Parking lot design standards, and that the same be referred to Public Works for appropriate inclusion in the code related to sanitation.

Moved by:	Petty
Seconded by:	Cruthers
Action:	Motion carried unanimously by roll call voice vote.
In favor:	Ornquist, Cruthers, Maxwell, Petty, Lucas
Opposed:	None
Absent:	Thom Bernier

**City of Palmer
Resolution No. 17-032**

Subject: Designating Authorized Signatures for Check Signing Affecting Any and All Disbursements of City Monies for the General Checking Account, the Palmer Construction Account and Designating City Representatives Who Are Authorized and Empowered to Execute and Deliver All Documentation and Instructions on City Investment Accounts

Agenda of: October 24, 2017

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

Originator Information:

Originator: Gina Davis, Finance Director

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance	<u><i>Gina Davis</i></u>	<u>10/05/2017</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:

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

This legislation (√):

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

Funds are (√):

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

Director of Finance Signature: *Gina Davis*

Attachment(s):

- Resolution No. 17-032

Summary Statement:

The City of Palmer's Council has selected a new Deputy Mayor, Richard Best. The City of Palmer has hired a new Finance Manager (formerly referred to as Controller), Michele Tefft.

This resolution will allow Deputy Mayor Richard Best and Finance Manager Michele Tefft to become a check signer on the general checking account, Palmer construction account and to manage City investments and transfer City monies to maximize City investment earnings while maintaining safety and liquidity in accordance with the City's Investment Policy.

Administration's Recommendation:

Approve Resolution No. 17-032 Designating Authorized Signatures for Check Signing Affecting Any and All Disbursements of City Monies.

Introduced by: City Manager
Date: October 24, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 17-032

A Resolution of the Palmer City Council Designating Authorized Signatures for Check Signing Affecting Any and All Disbursements of City Monies and Designating City Representatives Who Are Authorized and Empowered to Execute and Deliver All Documentation and Instruction on City Investment Accounts

WHEREAS, Edna B. DeVries was elected as Mayor of the City of Palmer on October 4, 2016; and

WHEREAS, Nathan E. Wallace was appointed by the council to serve as City Manager on October 12, 2016; and

WHEREAS, Richard W. Best was selected by the council to serve as Deputy Mayor on October 9, 2017; and

WHEREAS, Gina Davis was hired as the City of Palmer Finance Director on April 24, 2017; and

WHEREAS, Michele Tefft was hired as the City of Palmer Finance Manager on July, 17, 2017.

NOW, THEREFORE, BE IT RESOLVED the Palmer City Council that effective October 24, 2017, two of the following signatures will be placed on each check and the following individuals are authorized and empowered to execute and deliver all documentation and instruction on City Investment Accounts:

1. Edna B. DeVries
2. Nathan E. Wallace
3. Richard W. Best
4. Gina Davis
5. Michele Tefft

Approved by the Palmer City Council this 24th day of October, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Action Memorandum No. 17-068**

Subject: Authorizing the City Manager to Negotiate and Execute a Two-Year Contract for Professional Audit Services with BDO USA, LLP

Agenda of: October 24, 2017

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

Originator Information:

Originator: Gina Davis, Finance Director

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance	<u><i>Gina Davis</i></u>	<u>10/05/2017</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ 73,470 (2018); \$69,970 (2019)

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>73,470; \$69,970</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input checked="" type="checkbox"/>	Budgeted	Line item(s): <u>Various Accounts</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: *Gina Davis*

Attachment(s):

- None

Summary Statement:

Pursuant to Section 3.21.170 of the PMC (Palmer Municipal Code), a Request for Proposals for professional audit services was issued on August 20, 2017 for the fiscal years ending December 31, 2017, and 2018.

The City received two responses by the submission deadline of September 21, 2017, at 2:00 P.M. The respondents were Altman, Rogers & Co., and BDO USA, LLP.

The evaluation committee consisted of the City Manager, the Finance Director and the Finance Manager.

The evaluation process was based on three sets of criteria as follows:

- 1) Mandatory elements including:
 - a) Independent Entity;
 - b) Licensed to practice in Alaska;
 - c) Last external quality control review report; and
 - d) No conflict of interest.
- 2) Technical Quality including:
 - a) Expertise and experience;
 - b) Audit approach; and
 - c) Report format samples.
- 3) Total cost of audit services.

A maximum point system was used for each set of criteria.

<u>Audit Firm</u>	<u>Total Points Scored</u>
Altman, Rogers & Company	374
BDO USA, LLP	395

In the best interest of the City, the evaluation committee recommends authorizing the City Manager to negotiate and execute a two-year contract with BDO USA, LLP with option for extension of two subsequent fiscal years.

Administration's Recommendation:

To approve Action Memorandum No. 17-068 for the City Manager to Negotiate and Execute a Two-year Contract with BDO USA, LLP.

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on September 26, 2017, at 7:00 p.m. in the council chambers, Palmer, Alaska.

Mayor DeVries called the meeting to order at 7:00 p.m.

B. ROLL CALL

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

Edna DeVries, Mayor
Richard Best
David Fuller
Peter LaFrance

Linda Combs, Deputy Mayor
Steve Carrington
Brad Hanson

Also in attendance were the following:

Nathan Wallace, City Manager
Michael Gatti, City Attorney

Norma I. Alley, MMC, City Clerk
Pamela Whitehead, Minutes Recorder

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Wasilla Mayor Bert Cottle.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. **Action Memorandum No. 17-063:** Authorizing the City Manager to Negotiate and Execute Change Order No. 1 with K&H Civil Constructors for the Bogard Booster Station Site Prep, in the Amount of \$27,858.95.
2. Approval of Minutes of Previous Meetings
 - a. September 12, 2017, Regular Meeting

Main Motion: To Approve Consent Agenda and Minutes.

Moved by:	Combs
Seconded by:	Fuller
Action:	Motion carried unanimously by all members present.
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

E. COMMUNICATION AND APPEARANCE REQUESTS

Item 1 - Presentation from ADOT Representative Sean Baski Regarding Glenn Highway MP 34-42 Projects Update.

Sean Baski, Project Manager, DOT&PF, and Dennis Linnell, Design Project Manager, HDL Engineering presented an update on the current status of the Glenn Highway reconstruction projects, including MP 34-

42 Reconstruction (phase 1), Parks to Old Glenn Pathway (in phases), and Colleen Street Intersection and Frontage Road (phase 2) and fielded questions from the Council.

Item 2 - Presentation of a Proclamation to Gerry Keeling for Her Dedicated Service as an Election Official.

Mayor DeVries read and presented a proclamation, from the Matanuska-Susitna Borough and Cities of Houston, Palmer, and Wasilla, to Gerry Keeling recognizing her 42 years of dedication and commitment as an election official.

Wasilla Mayor Bert Cottle and Borough Clerk Lonnie McKechnie on behalf of herself and Mayor Halter also presented congratulatory remarks in appreciation for Mrs. Keeling's service.

The Council took a brief recess from 7:27 to 7:46 p.m. to personally congratulate Ms. Keeling.

F. REPORTS

Item 1 – City Manager's Report

City Manager Nathan Wallace:

- Highlighted his written report, providing a staff update and data analysis for August 2017;
- Updated on the Waste Water Treatment Plant testing;
- Reported on the Borough meeting last week;
- Updated concerning sales tax revenue;
- Reported revenue overall projections are up for the year;
- Fielded questions from the Council.

Item 2 – City Clerk's Report

City Clerk Norma Alley:

- In response to question from last meeting, the State's deadline for write-in candidates is five days prior to the election, AS 15.25.105(c), which is the same for Palmer.

Item 3 – Mayor's Report

Mayor DeVries:

- Highlighted her written report;
- Reported she will be attending the AML Mayors Meeting;
- Asked council members for ideas on an auction item for the City to donate;
- Commented on upcoming events including: Assembly Meeting with Legislators on November 1, Opium Meeting at Wasilla High Theater on October 3;
- Discussed the fluorescent pedestrian crossing signs in the roundabout in front of Colony High School as an example of signs to place at major downtown crosswalks;
- Suggested a Golden Snow Shovel Award, similar to that described in the "Where we Live" Magazine, as an award for businesses keeping their walkways cleared;
- Commented on the recent Neighborhood Watch Meeting; very well attended with excellent presentations.

Item 4 – City Attorney's Report - None

G. AUDIENCE PARTICIPATION

Eugene Carl Haberman:

- Criticized the Borough's Certification of Election process; found it amazing to witness the cities tonight applauding the work of members involved with the election process, but ignore that the last three Borough elections were illegitimate (declared by him) because there was no advertisement to give the public the opportunity to attend and observe the Canvass Board dealing with the ballots;
- Quoted the resolution stating local elections were "open, fair, impartial, and trusted;" cited several examples why he believes this is not happening;
- Stated nothing is going to change as long as the parties in charge control the message and the public does not have the chance to correct it.

Lance Ketterling:

- Palmer resident, speaking solely for himself, spoke in opposition to the previous comments;
- Commented that Mrs. Keeling has done an outstanding job over the last 42 years and that it is in bad taste to deflect the topic to something else when the decision of the body tonight was to honor her and her alone; that her work should not be overlooked and she has been of enormous support and help for this community in the electoral process for four decades.

Curt Holler, Scout Master of Troup 367, Green Mountain Boys:

- Explained the Scouts are working on their Citizenship in the Community Merit Badge and one of the requirements is to attend/observe a public process meeting. They introduced themselves as follows:
 - Joseph Monhibono, Senior Patrol Leader of Troup 367;
 - Calum Colver, Assistant Patrol Leader of the Falcons, Star Scout;
 - Joseph Gehring, Troup 367, Star Scout;
 - Xander Backus, "no position of importance", Second Class Scout;
 - Evan Holler, Troup Bugler, Star Scout;
 - Declan Horner, new Scout, doesn't yet hold a rank;
 - Delano Horner, just joined, not yet a Scout.

Jack Horner:

- Resident at the corner of Inner and Outer Springer; encouraged the Council to annex his area.

H. PUBLIC HEARING

Item 1 – Ordinance No. 17-012: Amending the City of Palmer Municipal Code Chapter 5.04: Business Licenses.

Mayor DeVries requested a staff report. City Manager Wallace explained the proposed amendments.

Mayor DeVries opened the public hearing at 8:16 p.m. There being no one coming forward to speak and hearing no objection, the public hearing was closed.

Main Motion: To Approve Ordinance No. 17-012.

Moved by:	Best
Seconded by:	Fuller
Action:	Motion carried unanimously by all members present.
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

I. ACTION MEMORANDA

Item 1 – Action Memorandum No. 17-064: Authorizing the City Manager to Enter into a Settlement and Mutual Release Agreement with Granite Construction Company, Releasing Granite Construction Company from their Effective Real Estate Exchange Agreement with the City of Palmer for the Price of \$150,000.00.

Upon request, City Manager Wallace provided a staff report summarizing background information and recommended the action be authorized. He also recommended the \$150,000 be placed in the water/sewer fund, which could be used for betterments along the Glenn Highway.

Main Motion: To Authorize Action Memorandum No. 17-064.

Moved by:	Best
Seconded by:	Fuller
Action:	Motion carried unanimously by all members present.
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Following further discussion on where the money should go, general fund versus water/sewer fund, there was consensus to address the water/sewer issue at budget time and pass this action as presented.

J. UNFINISHED BUSINESS

Item 1 – Ordinance No. 15-003: Amending Palmer Municipal Code Chapter 17.08 Definitions, to include Section 17.08.072 Building or Structure, Temporary; adding Temporary Buildings or Structures as Conditional Uses under Chapter 17.28 Limited Commercial District, Chapter 17.32 General Commercial District, Chapter 17.36 Industrial District and Chapter 17.58 Business Park District and to amend Chapter 15.08 to Delete a Portion of Section 15.08.3103 Temporary Buildings or Structures (IM No. 17-017)

Council Member Best requested a staff report. City Manager Wallace noted the matter has been pending for two years; reminded that Planning and Zoning Commission (P&ZC) is currently reviewing all of Title 17 per Council direction which includes this item concerning temporary structures.

Council members discussed at length whether to pass this ordinance now or send it back to the P&ZC to be included in the work it is currently doing on Title 17.

Interim Community Development Director David Meneses provided historical background regarding Council approval of temporary buildings for longer than six months. Currently, P&ZC is waiting on the Council to either continue to require Council approval or allow approval by conditional use reviewed annually by P&ZC. There are currently some buildings out of compliance because of length of time where approval will need to be addressed.

Council Member Best addressed approval of the ordinance as presented versus postponing it again to send back to P&ZC, but this time with a requirement to make a recommendation either agreeing with the proposed changes or return it with a letter stating they do not agree with the proposed changes.

City Attorney Gatti advised that the Council has identified the best way to handle the item which is to refer it to the P&ZC with direction to provide a recommendation by date certain.

Primary Amendment #1: To refer Ordinance No. 15-003 back to the Planning and Zoning Commission with direction to provide the City Council with a clear recommendation by date certain of no later than the Council's first meeting in January, 2018.

Moved by:	Best
Seconded by:	Fuller
Action:	Motion carried unanimously by all members present.
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Item 2 – Action Memorandum No. 17-061: Directing the City Clerk to Negotiate and Authorizing the City Manager to Execute an Agreement with eDocs Alaska for the Purchase of a Laserfiche Electronic Records Management System in the Amount of \$6,915.00 (Pending Motion).

City Manager Wallace recommended not approving the action for now, cited reasons why, and that some of the questions raised at the last meeting can be brought forward in a different report. City Clerk Alley was in agreement to kill Action Memorandum 17-061 for now.

Council Member Fuller asked for a timeline. City Manager Wallace provided an outline of what needs to be done to upgrade the City's system discussing infrastructure, electronic commerce, and electronic records keeping.

Mayor DeVries called for a vote on the pending motion from the September 12, 2017 Regular Meeting.

Main Motion: To Authorize Action Memorandum No. 17-061.

Moved by:	Best
Seconded by:	Fuller
Action:	Motion failed unanimously by all members present.
In favor:	None
Opposed:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance

K. RECORD OF ITEMS PLACED ON THE TABLE

City Clerk Norma Alley reported the following are Items Placed on the Table:

1. Map handed out by DOT.
2. Letter from Mountain Rose Estates handed out by Mayor DeVries.

L. AUDIENCE PARTICIPATION

Eugene Carl Haberman:

- Reported on attending a recent Alaska Railroad Board of Directors Meeting at which his criticisms on their conduct of executive sessions and recommended changes were well received;
- Responded in rebuttal to the opposition comments by the Police Chief; argued that everything he earlier said with regard to the certification of elections process was true and would like to know, if anything, what he said wrong.

Delano Horner, Palmer resident,

- Lives at the corner of Inner and Outer Springer;
- Spoke to the "ton of accidents" that occur every year at this intersection;
- Encouraged a four-way stop be placed to help prevent so many accidents.

M. COUNCIL MEMBER COMMENTS

Deputy Mayor Combs:

- Commented on the recent Planning and Zoning Commission meeting she attended, thanked them for their service, applauded their work and how well they work together;
- Issued her annual challenge for the Great Palmer Pantry Push, which starts October 1 and benefits the Palmer Food Bank;
- Invited everyone to attend the Potato Bowl this Friday Sept. 29;
- Commented on the Saroma Sister City Farewell Potluck; and
- Enjoyed the presentation to Gerry Keeling, a sterling example of service to her community.

Council Member Fuller:

- Echoed the comments applauding Gerry Keeling;
- Applauded not only Palmer, but also Wasilla, Houston, and the Borough for recognizing public service of people who give of themselves to their community;
- Commended young Mr. Horner for the good job standing up to voice his concerns; and
- Wished the four candidates well that are running for election.

Council Member Hanson:

- Also echoed the comments commending Gerry Keeling for her contributions to the community; and
- Applauded Troop 367 for their participation, commented they've set a record for staying the longest of any group.

Council Member Best:

- Spoke to and commended Troup 367, noting they not only witnessed the celebration of commitment to community, but also the public process in an open forum; pointed out it's not always smooth but they were able to witness the entire process; that they should not ever feel intimidated by expressing concerns to boards and commissions.

Council Member LaFrance:

- Spoke in appreciation of the connectivity of the new path behind the Depot;
- Encouraged attendance at the final Thursday night run at Fox Run Campground, 6 p.m.;
- Reminded of the Mountain Rescue Fundraiser, October 7, at Ekultna; and
- Spoke in total support of a Golden Snow Shovel award for businesses.

Council Member Carrington:

- Thanked the Council for excusing him from the last meeting; he was a chaperone for his son's 4-day field trip; and
- Commented on Mr. Horner's concerns about accidents on his corner, noting it would be easier to work on it if we were to annex the Springer system.

Mayor DeVries:

- Asked the City Manager, in response to Mr. Horner's request, to prepare a letter to the State inquiring of traffic counts and number of accidents at the Springer intersection. Council Member Combs offered support.

N. ADJOURNMENT

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

Approved this ____ day of October, 2017.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor

A. CALL TO ORDER

A special meeting of the Palmer City Council was held on October 9, 2017, at 6 p.m. in the council chambers, Palmer, Alaska.

Mayor DeVries called the meeting to order at 6:00 p.m.

B. ROLL CALL

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

Edna DeVries, Mayor
Richard Best
Steve Carrington
Pete LaFrance

Linda Combs, Deputy Mayor
David Fuller
Brad Hanson

Also in attendance were the following:

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

Michael Gatti, City Attorney (participated telephonically)

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Mayor DeVries called for approval of the agenda

Main Motion: To Approve the Agenda

Moved by:	Best
Seconded by:	Combs
Action:	Motion carried unanimously
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

E. AUDIENCE PARTICIPATION

None

F. CANVASS BOARD REPORT

Canvass Board Chair Cindy Richmond reported on the Canvass Board process and reviewed the election results.

G. ELECTION CERTIFICATION BY COUNCIL

Item 1 – Resolution No. 17-029: Accepting the Certificate of Canvass Board Results and Certifying the October 3, 2017, Regular City Election

Main Motion: To approve Resolution No. 17-029

Moved by:	Best
Seconded by:	Carrington
Action:	Motion carried unanimously
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Item 2 – Certificate of Election Signatures

H. ADMINISTRATION OF NEWLY ELECTED OFFICIALS OATH OF OFFICE

City Clerk Norma Alley administered the Oath of Office for Council Member Brad Hanson and Council Member Sabrena Combs.

I. ORGANIZATION OF COUNCIL

Item 1 – Election of Deputy Mayor

Mayor DeVries opened the floor for nominations for Deputy Mayor.

Main Motion: To Nominate Richard Best for Deputy Mayor

Moved by:	Carrington
Seconded by:	Hanson
Action:	Motion carried unanimously
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Item 2 – Election of Alternate Deputy Mayor

Mayor DeVries opened for nominations for Alternate Deputy Mayor.

Main Motion: To Nominate Steve Carrington for Alternate Deputy Mayor

Moved by:	Best
Seconded by:	Hanson
Action:	Motion carried unanimously
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

J. Record of Items Placed on the Table

City Clerk Norma Alley reported Resolution No. 17-029 was the only item placed on the table.

K. COUNCIL COMMENTS

Council Members

- Thanked Linda Combs for six years of service to the City of Palmer; and
- Congratulated Council Member Hanson and Council Member Sabrena Combs on their elections.

L. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 6:14 p.m.

Approved this ____ day of October, 2017.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor



Report to Council

City of Palmer
 October

Staff Update and analysis (September 2017):

Police Department:

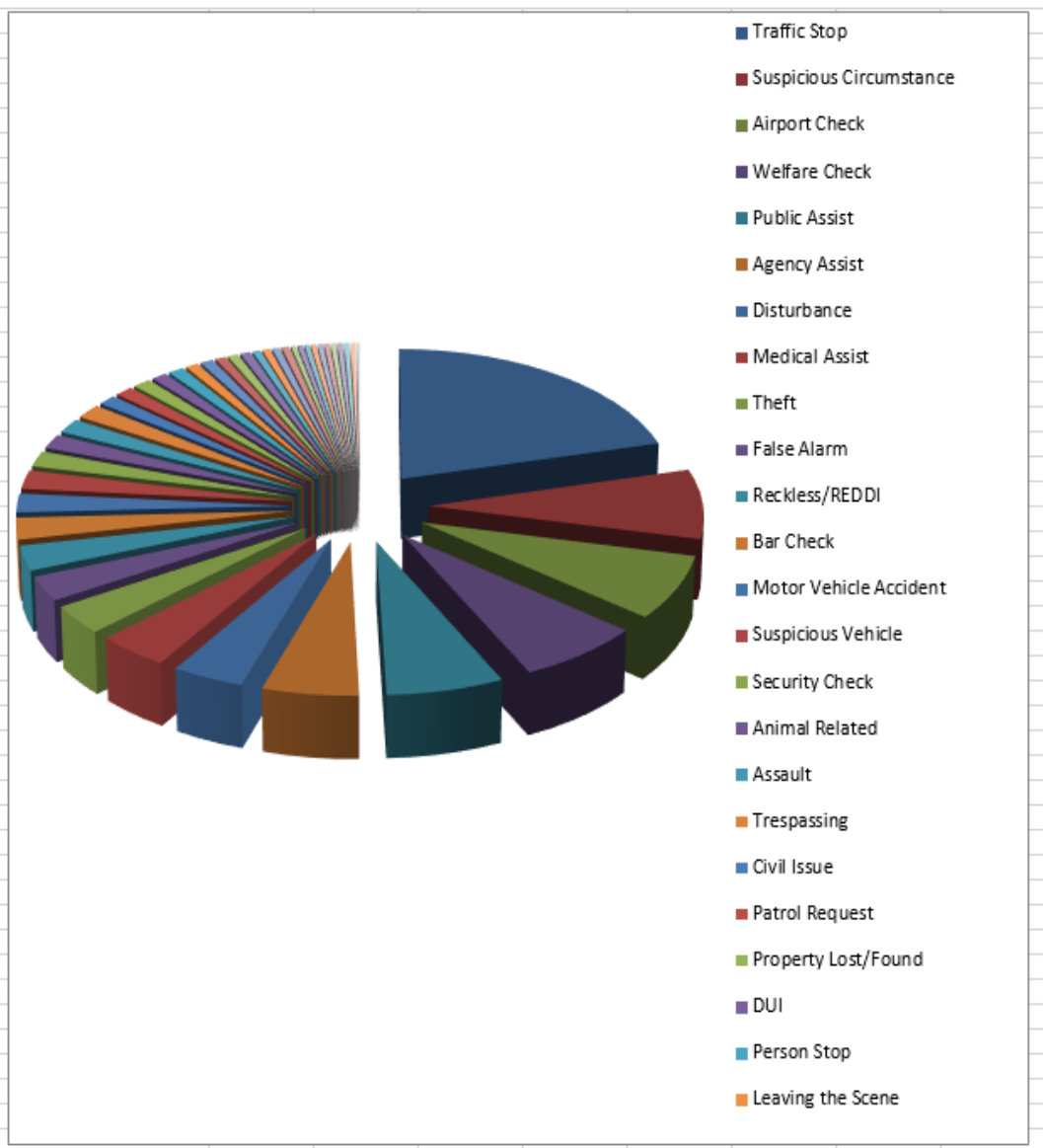
Total calls: 605 down from 1033 in August

Call breakdown - 31%(August - 55%) traffic/vehicle related, 22%(August - 17%) checks (welfare/property), 17%(August - 10%) citizen assistance, 30%(August - 19%) other.

Patrol Calls
 September, 2017

CAD REPORT

Traffic Stop	125
Suspicious Circumstance	48
Airport Check	44
Welfare Check	42
Public Assist	39
Agency Assist	32
Disturbance	24
Medical Assist	24
Theft	20
False Alarm	17
Reckless/REDDI	17
Bar Check	15
Motor Vehicle Accident	13
Suspicious Vehicle	13
Security Check	11
Animal Related	10
Assault	10
Trespassing	10
Civil Issue	7
Patrol Request	7
Property Lost/Found	7
DUI	6
Person Stop	6
Leaving the Scene	5
Warrant Arrest	5
Counterfeiting	4
Criminal Mischief	4
Public Appearance	4
Disorderly Conduct	3
Harassment	3
Missing Person Disabled	3
Stolen Vehicle	3
Attempt to Locate	2
Death Investigation	2
Domestic Violence Service	2
Driving While License Restricted/Suspendec	2
Motor Vehicle Accident - Injury	2
Driving Without Valid License	2
Parking Complaint	2
Sex Offense	2
Shoplifting	2
Traffic Hazard	2
Burglary	1
Contributing to Delinquency of Minor	1
Death	1
Driving in Violation of Instructional Permit	1



Fire Department: Calls: 83(59 - August) in September 2017, up 41% from last month, up by 66% from last year. Fire: 5(4 - August), Rescue: 33(24 - August), Hazard: 8(4 - August), Good intents: 21(17 - August), False alarm: 7(4 - August), Special Incident: 0(0 - August), Service call: 9(6 - August), Overpressure/explosion/overheat: 0(0 - August).



Report to Council

City of Palmer
 October

Community Development:

Library:

Patrons:

August

September

Total Registered Patrons

13,254

13,340

Total Mat-Su Borough Resident Patrons

10,234

10,298

Total City of Palmer Resident Patrons

3,020

3,042

New Library Users

75

86

Usage:

August

September

Patron Visits/Count

7,912

8,748

Reference Questions

2,242

2,105

Library Computer Sessions

2,579

2,434

WIFI Sessions

1,679

1,530

Circulation (PPL items)

10,283

10,328

Magazine circulation

745

352

Take Home Paperbacks

337

92

Programs:

Children's Programs 0 Events 0 Participants 12 Events 998 Participants

Class Visits 0 Events 0 Participants 2 Events 160 Participants

Young Adult Programs 1 Event 8 Participants 2 Events 42 Participants

Adult Programs 5 Events 57 Participants 7 Events 79 Participants

Total Library Programs 6 Events 65 Participants 23 Events 1,279 Participants

Community Events 14 Events 156 Participants 29 Events 182 Participants

Total Events 20 Events 221 Participants 52 Events 1,461 Participants

Building and Compliance:

Compliance Letters dispatched: 4(3- August) (unsightly premise), 1(2- August) (clean up follow up), and 8(14 - August) (permit follow ups), other: 4(5 - August)



Report to Council

City of Palmer
 October

Building Department Report SEPTEMBER 2017

Permit Type	Count	Total Valuation	Permit Fees Collected	Plan Review Fees Collected
Building Permit	7	\$900,352.00	\$7,326.50	\$3,319.00
Sign Permit	3	\$4,500.00	\$48.00	
Fence Permit	1	\$4,200.00	\$26.00	
Totals	11	\$909,052.00	\$7,400.50	\$3,319.00

TYPE OF PERMITS:

Applicant	Valuation	Type of Work	Permit Fee	Plan Review Fee
Guard, Cheyenne	\$5,000.00	Storage Shed	\$0.00	
Hushower, Carol	\$500.00	Sign	\$48.00	
HNK Leasing LLC	\$6,000.00	COM Alteration	\$139.25	\$90.50
Anderson, Angela D.	\$1,500.00	Storage Shed	\$60.00	
Alaska State Fair, Inc.	\$513,400.00	COM New	\$3,673.50	\$2,387.75
Ammu, Lynne	\$10,640.00	RES Alteration	\$217.25	
Kingdom Air Corps	\$130,000.00	COM Alteration	\$1,293.75	\$840.75
Wirtanen, Claire	\$4,200.00	Fence	\$26.00	
Brown, Richard	\$233,812.00	RES Single Family	\$1,942.75	
Palmer, City of	\$2,000.00	Sign	\$0.00	
Palmer, City of	\$2,000.00	Sign	\$0.00	

YEAR TO DATE COMPARISON:

Year	Building Permits	Sign Permits	Fence Permits	Year to Date Valuation	Year to Date Permit Fees	Year to Date Plan Review Fees
2008	76	27	24	\$5,250,747.00	\$46,293.50	
2009	74	18	27	\$16,406,629.00	\$95,957.00	
2010	90	44	13	\$20,828,687.00	\$109,997.50	
2011	95	24	21	\$6,991,854.00	\$58,471.25	
2012	77	27	11	\$18,088,739.00	\$110,917.00	
2013	72	23	16	\$12,065,947.00	\$87,249.50	
2014	84	30	11	\$14,980,560.00	\$106,460.50	
2015	89	21	12	\$10,612,333.00	\$90,851.75	
2016	75	33	18	\$37,322,662.00	\$193,669.50	\$36,175.50
2017	72	18	16	\$5,403,152.00	\$49,942.10	\$18,025.00



Report to Council

City of Palmer
October

PALMER GOLF COURSE

	August	September
Operational Days:	31	30
Number of Rounds:	2,957	1,460
Green Fees:	50,257.00	31,399.00
Cart Rental:	23,410.00	7,497.00
Club Rental:	630.00	400.00
Driving Range:	4,525.00	1,781.00
Merchandise Sales:	26,447.53	21,905.00
Snack Bar:	16,470.00	5,340.75
Beer & Wine:	8,104.75	4,242.00

Mayor's Memo

Council Meeting report – October 24, 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 – November 9 – Wasilla Dec. 21

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

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

Veterans Wall – November 11 at 11 am

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**

Introduced by: City Manager Wallace
 Public Hearing (1 of 2): October 24, 2017
 Public Hearing (2 of 2): December 12, 2017
 Action:
 Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 18-001

A Resolution of the Palmer City Council Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018, and Appropriating Monies

WHEREAS, as required in Chapter VI of the City of Palmer Municipal Charter, a public hearing regarding the City of Palmer Fiscal Year 2018 Budget was held on Tuesday, October 24, 2017, and continued on Tuesday, December 12, 2017; and

WHEREAS, the Palmer City Council has reviewed the budget presented by the City Manager for the 2018 fiscal year.

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

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

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

	Revenues
General Fund (01)	\$ 11,195,060
Enterprise Fund	
Water/Sewer (02)	\$ 2,846,000
Airport (03)	\$ 370,885
Solid Waste (05)	\$ 711,000
Golf Course (15)	\$ 835,538
Capital Projects	
Projects (08)	\$ 107,000
Projects (09)	\$ 245,000
Projects (24)	\$ 155,000
Total Revenues	\$ 16,465,483

Expenditures	
General Fund (01)	\$ 11,148,718
Water/Sewer Fund (02)	\$ 2,315,152
Airport Fund (03)	\$ 370,717
Solid Waste Collection Fund (05)	\$ 690,262
Golf Course (15)	\$ 830,963
Subtotal Expenditures/Expenses	\$
Capital Improvements	
Capital Projects (08)	\$ 107,000
Capital Projects (09)	\$ 245,000
Capital Projects (24)	\$ 155,000
Total Expenditures/Expenses	\$ 15,862,812

Section 3. That the rate of tax levy for the City of Palmer, Alaska for the fiscal year 2018 shall be fixed at 3.00 mills upon each dollar of assessed taxable real and personal property. The revenue from this tax levy is to be used for city purposes.

Section 4. That the 2018 budget is hereby approved for all funds in the amounts and for the purposes as stated above. The supporting line item budget detail as presented by the administration and reviewed by council is incorporated as part of this budget resolution.

Section 5. That the City of Palmer Fiscal Year 2018 operating budget is adopted for a period of one (1) year, that being from January 1, 2018, through December 31, 2018.

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

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Introduced by: City Manager Wallace
Date: October 24, 2017
Public Hearing (1 of 2): October 24, 2017
Public Hearing (2 of 2): December 12, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 18-002

A Resolution of the Palmer City Council Adopting the 2018 City of Palmer Employee Pay Plan

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

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that the City of Palmer amends its employee compensation pay plan by adopting the attached "City of Palmer Pay Plan- January 1, 2018" with the effective date of the pay plan to be January 1, 2018.

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

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

CITY OF PALMER PAY PLAN -- January 1, 2018

Implement: 1/1/2018

Approved:

LEVEL	Level Classification by Job Title		Steps									Longevity Steps*			
			1	2	3	4	5	6	7	8	9	A	B	C	D
1		Hourly	10.73	11.17	11.61	12.07	12.57	13.06	13.58	14.12	14.69	15.19	15.72	16.27	16.85
		Bi-weekly	858.40	893.60	928.80	965.60	1005.60	1044.80	1086.40	1129.60	1175.20	1215.20	1257.60	1301.60	1348.00
		Annual	22,318	23,234	24,149	25,106	26,146	27,165	28,246	29,370	30,555	31,595	32,698	33,842	35,048
2	Seasonal Arena Attendant Janitor/ Light Maintenance Library Technician Seasonal Groundskeepers / LT Maintenance	Hourly	12.28	12.76	13.28	13.80	14.36	14.92	15.52	16.15	16.79	17.38	17.98	18.61	19.25
		Bi-weekly	982.40	1020.80	1062.40	1104.00	1148.80	1193.60	1241.60	1292.00	1343.20	1390.40	1438.40	1488.80	1540.00
		Annual	25,542	26,541	27,622	28,704	29,869	31,034	32,282	33,592	34,923	36,150	37,398	38,709	40,040
3	Library Assistant Library Specialist Receptionist & Cashier	Hourly	13.80	14.36	14.92	15.52	16.15	16.79	17.46	18.16	18.88	19.54	20.22	20.93	21.66
		Bi-weekly	1104.00	1148.80	1193.60	1241.60	1292.00	1343.20	1396.80	1452.80	1510.40	1563.20	1617.60	1674.40	1732.80
		Annual	28,704	29,869	31,034	32,282	33,592	34,923	36,317	37,773	39,270	40,643	42,058	43,534	45,053
4	Admin Assistant: City Manager, Library Receptionist & Cashier	Hourly	15.30	15.91	16.55	17.21	17.90	18.61	19.35	20.13	20.93	21.66	22.41	23.21	24.02
		Bi-weekly	1224.00	1272.80	1324.00	1376.80	1432.00	1488.80	1548.00	1610.40	1674.38	1732.80	1792.80	1856.80	1921.60
		Annual	31,824	33,093	34,424	35,797	37,232	38,709	40,248	41,870	43,534	45,053	46,613	48,277	49,962
5	Admin Asst - Public Safety, Public Works, Community Development Planning & Code ComplianceTech Maintenance Worker, Seasonal Arena Operations Seasonal Arena Specialist Seasonal Groundskeeper Foreman	Hourly	16.86	17.54	18.24	18.97	19.73	20.52	21.33	22.19	23.07	23.89	24.72	25.59	26.48
		Bi-weekly	1348.80	1403.20	1459.20	1517.60	1578.40	1641.60	1706.40	1775.20	1845.60	1911.20	1977.60	2047.20	2118.40
		Annual	35,069	36,483	37,939	39,458	41,038	42,682	44,366	46,155	47,986	49,691	51,418	53,227	55,078
6	Accounting Technician I, Dispatcher I Evidence & Records Custodian Lib Srvs Coordinator, W/WW Operator I Solid Waste Collector, Mechanic I	Hourly	18.41	19.14	19.90	20.70	21.53	22.38	23.28	24.21	25.17	26.06	26.97	27.91	28.89
		Bi-weekly	1472.80	1531.20	1592.00	1656.00	1722.40	1790.40	1862.40	1936.80	2013.60	2084.80	2157.60	2232.80	2311.20
		Annual	38,293	39,811	41,392	43,056	44,782	46,550	48,422	50,357	52,354	54,205	56,098	58,053	60,091
7	Building Inspector, Dispatcher II Equipment Operator, Mechanic II Police Officer I, Support Services Specialist Utility Meter Reader & Laborer W/WW Operator II	Hourly	19.94	20.74	21.57	22.42	23.33	24.27	25.22	26.23	27.28	28.24	29.23	30.25	31.31
		Bi-weekly	1595.20	1659.20	1725.60	1793.60	1866.40	1941.60	2017.60	2098.40	2182.40	2259.20	2338.40	2420.00	2504.80
		Annual	41,475	43,139	44,866	46,634	48,526	50,482	52,458	54,558	56,742	58,739	60,798	62,920	65,125
8	Accounting Technician II Arena Manager, Deputy City Clerk Utilities Foreman	Hourly	21.47	22.32	23.22	24.14	25.11	26.12	27.16	28.24	29.37	30.40	31.46	32.56	33.69
		Bi-weekly	1717.60	1785.60	1857.60	1931.20	2008.80	2089.60	2172.80	2259.20	2349.60	2432.00	2516.80	2604.80	2695.20
		Annual	44,658	46,426	48,298	50,211	52,229	54,330	56,493	58,739	61,090	63,232	65,437	67,725	70,075
9	Dispatch Supervisor Fire Training Coordinator Police Officer II	Hourly	23.01	23.94	24.88	25.88	26.92	28.01	29.13	30.30	31.51	32.61	33.75	34.94	36.15
		Bi-weekly	1840.80	1915.20	1990.40	2070.40	2153.60	2240.80	2330.40	2424.00	2520.80	2608.80	2700.00	2795.20	2892.00
		Annual	47,861	49,795	51,750	53,830	55,994	58,261	60,590	63,024	65,541	67,829	70,200	72,675	75,192
10	Airport Superintendent Library Director Police Sergeant Police Detective Sergeant	Hourly	24.53	25.52	26.54	27.60	28.71	29.85	31.05	32.29	33.59	34.76	35.99	37.24	38.55
		Bi-weekly	1962.40	2041.60	2123.20	2208.00	2296.80	2388.00	2484.00	2583.20	2687.20	2780.80	2879.20	2979.20	3084.00
		Annual	51,022	53,082	55,203	57,408	59,717	62,088	64,584	67,163	69,867	72,301	74,859	77,459	80,184
11	Commander, Finance Manager Human Resource Manager Maintenance Superintendent	Hourly	26.07	27.11	28.19	29.31	30.49	31.71	32.98	34.30	35.67	36.92	38.21	39.55	40.93
		Bi-weekly	2085.60	2168.80	2255.20	2344.80	2439.20	2536.80	2638.40	2744.00	2853.60	2953.60	3056.80	3164.00	3274.40
		Annual	54,226	56,389	58,635	60,965	63,419	65,957	68,598	71,344	74,194	76,794	79,477	82,264	85,134
12	Directors: Community Development Finance, Public Works Fire Chief, Police Chief	Hourly	32.92	34.24	35.61	37.03	38.51	40.05	41.65	43.32	45.04	46.62	48.26	49.94	51.70
		Bi-weekly	2633.60	2739.20	2848.80	2962.40	3080.80	3204.00	3332.00	3465.60	3603.20	3729.60	3860.80	3995.20	4136.00
		Annual	68,474	71,219	74,069	77,022	80,101	83,304	86,632	90,106	93,683	96,970	100,381	103,875	107,536

*Pay Increments for Longevity

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

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

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

Step D When an employee reaches the end of the pay scale (step D), the employee is no longer entitled to a step increase.

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

Introduced by: City Manager Wallace
Date: October 17, 2017
Public Hearing (1 of 2): October 24, 2017
Public Hearing (2 of 2): December 12, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 18-003

A Resolution of the Palmer City Council Adopting the 2018 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018

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 2018 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, 2018, through December 31, 2018.

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

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



City of Palmer

2018 Fee Schedule

(Amended by Resolution No. 18-003)

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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
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Transient (per day)	\$ 5
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Monthly	\$ 30
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Quarterly	\$ 85
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Annual	\$ 310
Aircraft Tie Down Space Apron B (1-39) Apron C (6-33, 39-45) 33'x40' Monthly	\$ 30
Aircraft Tie Down Space Apron B (1-39) Apron C (6-33, 39-45) 33'x40' Quarterly	\$ 85
Aircraft Tie Down Space Apron B (1-39) Apron C (6-33, 39-45) 33'x40' Annual	\$ 310
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'x61' Monthly	\$ 50
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'x61' Quarterly	\$ 145
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'x61' Annual	\$ 550
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Transient (per day)	\$ 50
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Quarterly	\$ 275
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Annual	\$ 1,050
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Transient (per day)	\$ 85
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Quarterly	\$ 500
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Annual	\$ 1,950
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Transient (per day)	\$ 100
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Quarterly	\$ 600
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Annual	\$ 2,350
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient (per day)	\$ 25
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Monthly	\$ 110
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Quarterly	\$ 315
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Annual	\$ 1,210
Aircraft Impoundment Fee	\$ 400
Storage fee for impounded aircraft (per month)	\$ 200
Airport Lease Application Fee	\$ 500
Fuel Flowage Fee (per gallon delivered)	\$.05
*All Tie Down Spaces add 3% sales tax except transient rate. Transient rate is for stay greater than 4 hours per day on airport grounds. Rates are not pro-rated.	

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 4	\$ 25
Special Event License	\$ 10
Business License – failure to display business license:	\$ 25
Roving Vendors – failure to apply before business opens:	\$ 25
Roving Vendor – prohibited acts (PMC 5.28.110)	
First offense	\$ 75
Second offense – of the same ordinance within 365 days of the first offense	\$ 150
Third offense – of the same ordinance within 365 days of the second offense	\$ 300
Business License – Reprint:	
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	\$ 200 220	\$ 150
Daily weekend: Friday through Sunday	\$ 250 275	\$ 150
Long run – consecutive use	Rental Rate	Security Deposit
Minimum five consecutive day rental:		
Monday through Thursday	\$ 150 165	\$ 150
Friday through Sunday	\$ 200 220	\$ 150
Reoccurring Use	Rental Rate	Security Deposit
Minimum rental of 10 to 19 calendar days per year:		
Monday through Thursday	\$ 150 165	\$ 150
Friday through Sunday	\$ 175 190	\$ 150
Minimum rental of 20 calendar days per year:		
Monday through Thursday	\$ 125 135	\$ 150
Friday through Sunday	\$ 150 165	\$ 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)	\$ 100 150

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
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)	\$ 15 10
Public Safety audio recordings (per individual incident disc)	\$ 20 10
Police Video Recording (per individual incident)	\$ 20
Fire Report Copy	\$ 10
Charge for staff time above five hours for research/copying costs – actual personnel cost	\$

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)	\$ 17.30 16.40
Over 5,000 gallons (plus meter charge and \$0.346 per 100 gallons plus sales tax)	\$ 17.30 16.40
Bulk Water Rate (per gallon)	\$.04

Monthly Wastewater Rates:	
0 to 5,000 gallons (plus sales tax)	\$ 31.85 29.10
Over 5,000 gallons (plus \$0.637 per 100 gallons plus sales tax)	\$ 31.85 29.10
Dump Station Fee (per month)	\$ 150

Monthly Meter Charges:		
5/8" meter (plus sales tax)	\$13.30	\$ 12.60
3/4" meter (plus sales tax)	\$19.25	\$ 18.25
1" meter (plus sales tax)	\$34.00	\$ 32.25
1 1/2" meter (plus sales tax)	\$76.85	\$ 72.85
2" meter (plus sales tax)	\$136.30	\$ 129.20
3" meter (plus sales tax)	\$305.95	\$ 290.00
4" meter (plus sales tax)	\$545.10	\$ 516.70
6" meter (plus sales tax)	\$1,226.45	\$ 1,162.50
8" meter (plus sales tax)	\$2,180.30	\$ 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	\$ 31.85 29.10
Unmetered wastewater service flat rate, 6 inch service (plus sales tax) – based on the monthly wastewater rate calculated for 7,500 gallons	\$ 47.80 43.65

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

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

Introduced by: City Manager Wallace
Date: October 17, 2017
Public Hearing (1 of 2): October 24, 2017
Public Hearing (2 of 2): December 12, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 18-004

A Resolution of the Palmer City Council Adopting the 2018 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018

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

WHEREAS, the Fine Schedule establishes the fines for 2018 and becomes a part of the current, adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that through the budget process, the City of Palmer adopts the attached fine schedule for a period of one (1) year, that being from January 1, 2018, through December 31, 2018.

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

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



City of Palmer

2018 Fine Schedule

(Adopted by Resolution No. 18-004)

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

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

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

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

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

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

Application	6.12.010	Applicable to all of PMC Chapter 6.12:	6.28.010
Immunization	6.12.012		6.28.010
License Transfer	6.12.018	First offense: \$ 25	6.28.010
Fees	6.12.020	Second offense: \$ 50	6.28.010
Tag and Collar	6.12.030	Third offense: \$ 75	6.28.010
Chapter 6.14 Domestic Animal Bite and Attack Incidents			
Section Title:	Section Citation:	Fine:	Fine Citation:
Owner Compliance	6.14.060	First offense: \$ 100	6.28.010
		Second offense: \$ 200	
		Third offense: \$ 300	
Chapter 6.24 Hindering officers prohibited			
Section Title:	Section Citation:	Fine:	Fine Citation:
Hindering Officer Prohibited	6.24.010	First offense: \$ 75	6.28.010
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 8 Health & Safety			
Chapter 8.10 Prohibiting Smoking in Places of Employment and Public Places			
Section Title:	Section Citation:	Fine:	Fine Citation:
Smoking Prohibited	8.10.020	Applicable to all of PMC Chapter 8.10:	8.10.070
Reasonable Distance	8.10.030		8.10.070
Areas Where Smoking Not Prohibited	8.10.040		8.10.070
Sign Posting and Other Requirements	8.10.050	First offense: \$ 100 Plus required surcharges	8.10.070
No Retaliation nor Waiver of Rights	8.10.060	Second offense: \$ 150 Plus required surcharges, for a second violation with 24 month period	8.10.070
Violations and Penalties	8.10.070	Third offense: \$ 300 Plus required surcharges, for a third or additional violation within a 24 month period Civil penalties may not exceed \$300 per violation	8.10.070
Enforcement	8.10.080		8.10.070
Other Applicable Laws	8.10.090		8.10.070
Chapter 8.11 Marijuana Use and Prohibitions			
Section Title:	Section Citation:	Fine:	Fine Citation:
Consuming in a public place	8.11.030	\$ 100	8.11.030
Marijuana oil, flammable extraction	8.11.050	\$ 100	8.11.050

Chapter 8.12 Fluoridation			
Section Title:	Section Citation:	Fine:	Fine Citation:
Public Water System	8.12.010	First offense: \$ 75	1.08.011
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 8.16 Sewage Disposal			
Section Title:	Section Citation:	Fine:	Fine Citation:
Waste Disposal Systems Required	8.16.010	First offense: \$ 100	1.08.011
		Second offense: \$ 200	
		Third offense: \$ 300	
Chapter 8.20 Garbage Collection and Disposal			
Section Title:	Section Citation:	Fine:	Fine Citation:
Garbage Disposal System Use Required	8.20.010	Applicable to all of PMC Chapter 8.20:	8.20.130
Adequate Receptacles Required, Time Limit	8.20.050		8.20.130
Depositing Restrictions	8.20.060	First offense: \$ 75	8.20.130
Unauthorized Dumpster and Container Usage	8.20.070	Second offense: \$ 150 Third offense: \$ 300	8.20.130
Clean Premises Required	8.20.080		8.20.130
Unauthorized Dumping Prohibited	8.20.090		8.20.130
Occupant Duties – Containers	8.20.100		8.20.130
Vehicles	8.20.110		8.20.130
Refuse Accumulation Prohibited	8.20.120		8.20.130
Chapter 8.36 Nuisances			
Section Title:	Section Citation:	Fine:	Fine Citation:
Designated – Prohibited	8.36.010	Applicable to all of PMC Chapter 8.36:	8.36.130
Specific Acts Designated	8.36.020		8.36.130
Acts Requiring Permit	8.36.025	First offense: \$ 75	8.36.130
Snow and Ice Removal	8.36.050	Second offense: \$ 150	8.36.130
Dumping Debris/Blocking Ditch	8.36.060	Third offense: \$ 300	8.36.130
Pump Locations	8.36.080		8.36.130
Chapter 8.37 Junk Vehicles			
Section Title:	Section Citation:	Fine:	Fine Citation:
Junk Vehicles Unlawful	8.37.020	First offense: \$ 75	8.37.090
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 8.38 Nuisance – Junk, Litter and Unsightly Premises			
Section Title:	Section Citation:	Fine:	Fine Citation:
Final Notice to Abate Violation	8.38.060		1.08.011 or 1.08.013

Remedies	8.38.075		1.08.011 or 1.08.013
Chapter 8.42 Fireworks			
Section Title:	Section Citation:	Fine:	Fine Citation:
Sales Prohibited	8.42.020	Applicable to all of PMC Chapter 8.42:	8.42.070
Authorized Uses	8.42.040		8.42.070
Permit Required	8.42.050		8.42.070
Permissible Uses	8.42.060	First offense: \$ 75	8.40.040
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 9 Public Peace, Morals & Welfare			
Chapter 9.02 Tampering with Public Notices			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.02.010	First offense: \$ 75	9.02.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.04 Impersonating an Officer			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.04.010	First offense: \$ 100	9.04.020
		Second offense: \$ 200	
		Third offense: \$ 300	
Chapter 9.06 Interference with Public Justice			
Section Title:	Section Citation:	Fine:	Fine Citation:
Interfering with Officer Prohibited	9.06.010	First offense: \$ 75	9.06.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.12 Assault and Battery			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When – Definitions	9.12.010	First offense: \$ 75	9.12.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.20 Alcoholic Beverages			
Section Title:	Section Citation:	Fine:	Fine Citation:
Licensed Premises Closing Hours	9.20.010	Applicable to all of PMC Chapter 9.20:	9.20.050
Prohibited Acts Designated	9.20.020		9.20.050
Personal Liability	9.20.030		9.20.050
Election Day Sales Permitted	9.20.040	First offense: \$ 75	9.20.050
		Second offense: \$ 150	
		Third offense: \$ 300	

Chapter 9.22 Gambling			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.22.010	First offense: \$ 75	9.22.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.24 Indecent Exposure			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.22.010	First offense: \$ 75	9.22.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.28 Obscenity			
Section Title:	Section Citation:	Fine:	Fine Citation:
Obscene Language Prohibited	9.28.010	Applicable to all of PMC Chapter 9.28:	9.28.050
Selling Obscene Materials Prohibited	9.28.020		9.28.050
Obscene Exhibitions Prohibited	9.28.030		9.28.050
Obscene Public Writing and Drawing Prohibited	9.28.040	First offense: \$ 75	9.28.050
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.30 Prostitution			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited – Procuring Prohibited	9.30.020	Applicable to all of PMC Chapter 9.30:	9.30.090
House of Ill Fame	9.30.030		9.30.090
Aiding in Prostitution Prohibited	9.30.040		9.30.090
Receiving Money from Prostitute Prohibited	9.30.50	First offense: \$ 75	9.30.090
		Second offense: \$ 150	
Remaining in House of Prostitution Prohibited	9.30.060	Third offense: \$ 300	9.30.090
Loitering for Prostitution Purposes Prohibited	9.30.070		9.30.090
Reputation Testimony Permitted	9.30.080		9.30.090
Chapter 9.38 Disturbing Public Assemblies			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited Acts Designated	9.38.010	First offense: \$ 75	9.38.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.40 Trespass – Posting of Property			
Section Title:	Section Citation:	Fine:	Fine Citation:
Trespass – Posting of Property	9.40.010	First offense: \$ 75	9.40.020
		Second offense: \$ 150	
		Third offense: \$ 300	

Chapter 9.48 Petit Larceny			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.48.010	First offense: \$ 75	9.48.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.50 Injury to Property			
Section Title:	Section Citation:	Fine:	Fine Citation:
Defacing Property– Injuring Animals	9.50.010	Applicable to all of PMC Chapter 9.50:	9.50.040
Injuring Plants or Fences	9.50.020		9.50.040
Injuring Monuments and Markers	9.50.030		9.50.40
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.56 Interference with Utilities			
Section Title:	Section Citation:	Fine:	Fine Citation:
Pollution of Drinking Water	9.56.010	Applicable to all of PMC Chapter 9.56:	9.56.030
Damage to Water or Utility System	9.56.020		9.56.030
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.58 Sale of Poison			
Section Title:	Section Citation:	Fine:	Fine Citation:
Selling Poison Without Label	9.58.10	First offense: \$ 75	9.58.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.60 Sale of Unwholesome Food			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.60.010	First offense: \$ 75	9.60.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.67 Curfew Hour for Minors			
Section Title:	Section Citation:	Fine:	Fine Citation:
Curfew Violations	9.67.020	Applicable to all of PMC Chapter 9.56:	9.67.050
Exceptions	9.67.030		9.67.050
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	

Chapter 9.74 Discharge of Firearms			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When – Exceptions	9.74.010	First offense: \$ 75	9.74.020
		Second offense: \$ 150	
		Third offense: \$ 300	

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

*

1. The fine amounts are doubled for motor vehicle or traffic offenses committed in a highway work zone or traffic safety corridor, as those terms are defined in AS 28.90.990 and 13 AAC 40.010 (b).
2. An offense may not be disposed of, without court appearance, if the offense is in connection with a motor vehicle accident that results in the death of a person.

Palmer Municipal Code (PMC) Title 12 Streets, Sidewalks & Public Places			
Chapter 12.16 Skateboards, Rollerblades and Similar Devices			
Section Title:	Section Citation:	Fine:	Fine Citation:
	12.16.010	First offense: \$ 75	12.16.020

Skateboards, Prohibition and Regulation		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 12.24 Park and Recreational Facility Regulations			
Section Title:	Section Citation:	Fine:	Fine Citation:
General Rules	12.24.025	First offense: \$ 75	12.24.050
		Second offense: \$ 150	
		Third offense: \$ 300	

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

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

Introduced by: City Manager Wallace
Date: October 17, 2017
Public Hearing (1 of 2): October 24, 2017
Public Hearing (2 of 2): December 12, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 18-005

A Resolution of the Palmer City Council Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018

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


NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that through the budget process, the City of Palmer adopts the attached five-year capital improvement program for a period of one (1) year, that being from January 1, 2018, through December 31, 2018.


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


Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Legislative Priority	Project	Funding Sources	Year of Execution	Cost Estimate	Projected Funds remaining 2017	2018 Addition	2018 Total	2019 Addition	2020 Addition	2021 Addition	2022 Addition
			2018								
N	Museum/VIC Improvements	COP	2016	\$ 25,000	\$ 25,000	\$ -	\$ 25,000				
N	LED Streetlights	COP	2016	\$ 45,000	\$ -	\$ 45,000	\$ 45,000				
N	MTA Equipment Arena	COP	2016		\$ 5,900	\$ 19,100	\$ 25,000				
	City Hall Parking Lot				\$ 100,000	\$ 20,000	\$ 120,000				
N	ST3-1 Parking Lot	COP	2017	\$ 100,000	\$ -	\$ 40,000	\$ 40,000				
N	Burn room (liner replacement)	COP	2017	\$ 40,000	\$ 40,000	\$ 40,000	\$ 80,000				
N	Paint Bailey Hill Reservoir	COP-W/S	2017	\$ 40,000	\$ 30,141	\$ -	\$ 30,141				
N	ADA Sidewalks	COP/Grant	2017	\$ 250,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
N	Police Radios	COP	2017	\$ 625,000	\$ 100,000	\$ 100,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	
N	Police Vehicle Annual Replacement	COP	Annually	\$ 45,000	\$ -	\$ 90,000	\$ 90,000	\$ 90,000	\$ 45,000	\$ 45,000	\$ 45,000
N	Roads-Brush Cutter	COP	2017	\$ 100,000	\$ 18,000		\$ -				
N	Street Maintenance-paving upgrades	COP	2017	\$ 500,000	\$ 50,000	\$ 100,000	\$ 150,000	\$ 50,000	\$ 75,000	\$ 100,000	
N	Building Inspector Truck/Fire	COP	2018	\$ 55,000	\$ -	\$ 55,000	\$ 55,000				
N	Library Front Doors	COP	2018	\$ 25,000		\$ 25,000	\$ 25,000				
N	PW Truck/Fire	COP	2018	\$ 55,000	\$ -	\$ 55,000	\$ 55,000				
N	PW Vehicle Lift	COP	2018	\$ 40,000	\$ -	\$ 40,000	\$ 40,000				
N	Roads-Equipt-Loader	COP	2018	\$ 90,000	\$ 18,000	\$ 72,000	\$ 90,000				
N	LARGE SNOW BLOWER	FAA / COP	2018	\$ 300,000	\$ 8,000	\$ 10,750	\$ 18,750				
N	RUNWAY MARKINGS	FAA /COP	2018	\$ 500,000	\$ 32,000	\$ -	\$ 32,000				
N	W/S Lift station and well pumps	COP-W/S	2018	\$ 100,000		\$ 100,000	\$ 100,000	\$ 75,000	\$ 75,000	\$ 55,000	\$ 55,000
N	Water/Sewer Truck	COP-W/S	2018	\$ 55,000		\$ 55,000	\$ 55,000	\$ 55,000			
N	Park Improvements	COP	Undetermined		\$ 64,379		\$ 64,379				
N	Mayor Funded Projects	COP	Undetermined		\$ 500		\$ 500				
N	Depot Expansion	COP	Undetermined		\$ 6,177		\$ 6,177				
N	Downtown Master Plan	COP	Undetermined		\$ 50,000		\$ 50,000				

Prior Year Funded (Carry over) \$548,097 

2018 Recommended Funding \$916,850 

Potential 2018 additional Funding \$370,000 

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Legislative Priority	Project	Funding Sources	Year of Execution	Cost Estimate	Projected Funds remaining 2017	2018 Addition	2018 Total	2019 Addition	2020 Addition	2021 Addition	2022 Addition
			2019								
N	Roads-Grader	COP	2019	\$ 250,000				\$ 250,000			
N	Fire radio repeater and associated materials	COP	2019	\$ 50,000				\$ 50,000			
N	Roads-Hawkeye Laser/GPS	COP	2019	\$ 75,000				\$ 75,000			
N	Fire Command vehicle and equipment	COP	2019	\$ 70,000				\$ 70,000			
N	Bullex vehicle training package, pressure vessel prop, dumpster prop	COP	2019	\$ 94,400				\$ 94,400			
			2020								
N	Roads-Street Sweeper	COP	2020	\$ 275,000					\$ 275,000		
N	Trail Connector Butte Trail to Downtown	COP	2020	\$ 375,000					\$ 175,000	\$ 200,000	
N	Vehicle extrication pad paving or concrete	COP	2020	\$ 60,000					\$ 60,000		
N	Depot Window Replacement	COP	2020	\$ 60,000					\$ 60,000		
			2021								
N	NOVEMBER Taxiway Design	FAA/COP	2021	\$ 450,000						\$ 29,000	
N	Plow/Sander Truck	COP	2021	\$ 220,000						\$ 220,000	
N	W/S Vac Truck	COP-W/S	2021	\$ 300,000						\$ 300,000	
			2022								
N	Steam Truck Replacement	COP	2022	\$ 280,000							\$ 280,000
			2023								
N	Stormwater Design	COP-W/S	2023	\$ 500,000							
			2024								
N	Emergency Generator City Hall	Grant	2024	\$ 400,000	\$ -						
N	Expand Fire classroom building	COP	2024	\$ 150,000	\$ -						
			2025								
N	Palmer Stormwater Improvements	Loan/Grant	2025	\$ 5,000,000							
N	NOVEMBER TAXIWAY	FAA / COP	2025	\$ 3,000,000	\$ -						

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Legislative Priority	Project	Funding Sources	Year of Execution	Cost Estimate	Projected Funds remaining 2017	2018 Addition	2018 Total	2019 Addition	2020 Addition	2021 Addition	2022 Addition
			Unassigned								
N	Generator for Fire ST36 (training center)	COP	Undetermined	\$ 50,000	\$ -						
N	Fire Support vehicle (replacement/equip) with lift gate	COP	Undetermined	\$ 80,000	\$ -						
N	New Fire engine and equipment	COP	Undetermined	\$ 700,000	\$ -						
N	Fire Brush truck replacement/equip	COP	Undetermined	\$ 160,000	\$ -						
N	Public Safety Bldg Roof Replace	Grant	Undetermined	\$ 400,000	\$ -						
N	Snow Dump Lots	COP	Undetermined	\$ 100,000	\$ -						
N	Roof over Fire conexas	COP	Undetermined	\$ 55,000	\$ -						
N	Extend S. Industrial to Inner Springer	COP	Undetermined	\$ 400,000	\$ -						
N	Design new Library buiding	COP	Undetermined	\$ 100,000	\$ -						
N	Public Library Extension Ph II	Bond	Undetermined	\$ 5,000,000	\$ -						
N	New Fire station	Bond	Undetermined	\$ 9,000,000	\$ -						
N	Design Museum phase 2	COP	Undetermined	\$ 250,000	\$ -						
Y	Downtown Road Improvements- Cobb Street		Undetermined	\$ 1,100,000	\$ -						
Y	Historic Palmer Water Tower Purchase		Undetermined	\$ 100,000	\$ -						
Y	Restore Railroad Tracks to Downtown Palmer		Undetermined	\$ 3,000,000	\$ -						
Y	Park Project Walk to the Fair		Undetermined	\$ 300,000	\$ -						
N	Babb Aboretum Restoration		Undetermined	\$ 75,000	\$ -						
N	Sherrod Area Gravel to Road resurfacing		Undetermined	\$ 1,000,000	\$ -						
Totals	Totals			\$ 36,925,759	\$ 548,097	\$ 916,850	\$ 1,446,947	\$ 959,400	\$ 915,000	\$ 1,099,000	\$ 430,000

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Legislative Priority	Project	Funding Sources	Year of Execution	Cost Estimate	Projected Funds remaining 2017	2018 Addition	2018 Total	2019 Addition	2020 Addition	2021 Addition	2022 Addition
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2018 Funding Breakdown

\$730,000 in 2017

General Fund	\$ 761,850	\$352,000 from annual contribution	\$409,850 from General Fund unassigned balance
W/S	\$ 155,000	from W/S net reserve	\$370,000 potential additional

2019 Funding Breakdown

General Fund	\$ 829,400	\$352,000 from annual contribution	\$477,000 from General Fund unassigned balance
W/S	\$ 130,000	from W/S net reserve	

2020 Funding Breakdown

General Fund	\$ 840,000	\$352,000 from annual contribution	\$488,000 from General Fund unassigned balance
W/S	\$ 75,000	from W/S net reserve	

2021 Funding Breakdown

General Fund	\$ 744,000	\$352,000 from annual contribution	\$392,000 from General Fund unassigned balance
W/S	\$ 355,000	from W/S net reserve	

**City of Palmer
Action Memorandum No. 17-069**

Subject: Confirming the Mayor's Nomination of Jeff Helmericks and Joyce Momarts to the Airport Advisory Commission with a Term Ending October 31, 2020

Agenda of: October 24, 2017

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


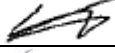

Originator Information:

Originator: Mayor DeVries via City Clerk

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ 600.00

This legislation (√):

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

Funds are (√):

- Budgeted Line item(s): 03-01-10-6059
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- None

Summary Statement:

The Airport Advisory Commission (AAC) is a seven-member commission with two positions expiring October 31, 2017. Public notice of this recruitment was posted on the City's website, published in *The Frontiersman*, posted on the City Hall bulletin board, and advertised in the Chamber's weekly e-newsletter.

Two applications were received, as noted below. All applications were received prior to the final deadline of 4:30 p.m., Monday, September 25, 2017.

Applicants were:

1. Jeff Helmericks (currently serving)
2. Joyce Momarts (currently serving)

All applications were considered, and Jeff Helmericks and Joyce Momarts are nominated to fill these seats. Both meet the code requirement for appointment.

Original applications are retained in the City Clerk's Office. Please call (907) 761-1301 to request a copy.

Administration's Recommendation:

To approve Action Memorandum No. 17-069 Confirm the Mayor's Nomination of Jeff Helmericks and Joyce Momarts to the Airport Advisory Commission with a term ending October 31, 2020.

**City of Palmer
Action Memorandum No. 17-070**

Subject: Confirming the Mayor's Nomination of Kelly Turney and Barbara Hunt to the Board of Economic Development with a Term Ending October 31, 2020

Agenda of: October 24, 2017

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


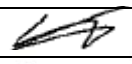
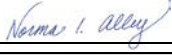
Originator Information:

Originator: Mayor DeVries via City Clerk

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 600.00

This legislation (√):

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

Funds are (√):

- Budgeted Line item(s): 01-01-05-6059
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- None

Summary Statement:

The Board of Economic Development (BED) is a nine-member board with two positions expiring October 31, 2017. Public notice of this recruitment was posted on the City's website, published in The Frontiersman, posted on the City Hall bulletin board, and advertised in the Chamber's weekly e-newsletter.

Four applications were received, as noted below. All applications were received prior to the final deadline of 4:30 p.m., Monday, September 25, 2017.

Applicants were:

1. Tendra Nicodemus (currently serving)
2. Kelly Turney
3. Lyssa Frohling
4. Barbara Hunt

All applications were considered, and Kelly Turney and Barbara Hunt are nominated to fill these seats. Both meet the code requirement for appointment.

Original applications are retained in the City Clerk's Office. Please call (907) 761-1301 to request a copy.

Administration's Recommendation:

To approve Action Memorandum No. 17-070 Confirm the Mayor's Nomination of Kelly Turney and Barbara Hunt to the Board of Economic Development with a term ending October 31, 2020.

**City of Palmer
Action Memorandum No. 17-071**

Subject: Confirming the Mayor's Nomination of Stephanie Allen, David Dodd, and Wesley Rathe with Terms Ending October 31, 2020, and Sally Pollen with a Term Ending October 31, 2019, to the Parks, Recreation and Cultural Resources Advisory Board

Agenda of: October 24, 2017

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


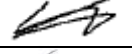
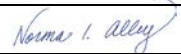
Originator Information:

Originator: Mayor DeVries via City Clerk

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 600.00

This legislation (√):

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

Funds are (√):

- Budgeted Line item(s): 01-90-90-6059
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- None

Summary Statement:

The Parks, Recreation and Cultural Resources Advisory Board (PRCRAB) is a seven-member board with four positions expiring October 31, 2017. Public notice of this recruitment was posted on the City's website, published in *The Frontiersman*, posted on the City Hall bulletin board, and advertised in the Chamber's weekly e-newsletter.

Five applications were received, as noted below. Two applications were received prior to the final deadline of 4:30 p.m., Monday, September 25, 2017, and three were received after deadline. As advertised, the Mayor reserved the right to extend deadlines and accept late applications.

Applicants were:

1. Stephanie Allen (currently serving)
2. Lyssa Frohling
3. David Dodd (received on 9/26)
4. Wesley Rath (received on 10/6)
5. Sally Pollen (received on 10/10)

All applications were considered, and Stephanie Allen, David Dodd, Wesley Rath, and Sally Pollen are nominated to fill these seats. Both meet the code requirement for appointment.

Original applications are retained in the City Clerk's Office. Please call (907) 761-1301 to request a copy.

Administration's Recommendation:

To approve Action Memorandum No. 17-071 Confirming the Mayor's Nomination of Stephanie Allen, David Dodd, and Wesley Rathe with terms ending October 31, 2020, and Sally Pollen with a term ending October 31, 2019, to the Parks, Recreation and Cultural Resources Advisory Board.

**City of Palmer
Action Memorandum No. 17-072**

Subject: Confirming the Mayor's Nomination of Dan Lucas and Gena Ornquist with Terms Ending October 31, 2020, and Richard Benedetto with a Term Ending October 31, 2019, for the appointment to the Planning and Zoning Commission

Agenda of: October 24, 2017

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


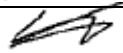
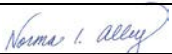
Originator Information:

Originator: Mayor DeVries via City Clerk

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 600.00

This legislation (√):

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

Funds are (√):

- Budgeted Line item(s): 01-01-12-6059
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- None

Summary Statement:

The Planning and Zoning Commission (PZC) is a seven-member commission with two positions ending October 31, 2017. Due to the resignation of Eric Cordero-Giorgana, there is one vacant seat with a term ending October 31, 2019. Public notice of this recruitment was posted on the City's website, published in *The Frontiersman*, posted on the City Hall bulletin board, and advertised in the Chamber's weekly e-newsletter.

Four applications were received, as noted below. Three applications were received prior to the final deadline of 4:30 p.m., Monday, September 25, 2017, and one was received after deadline. As advertised, the Mayor reserved the right to extend deadlines and accept late applications.

Applicants were:

1. Gena Ornquist (currently serving)
2. Kristan Ingersoll
3. Dan Lucas
4. Richard Benedetto (received on 9/26)

All applications were considered, and Dan Lucas, Gena Ornquist and Richard Benedetto are nominated to fill these seats. All three meet the code requirement for appointment.

Original applications are retained in the City Clerk's Office. Please call (907) 761-1301 to request a copy.

Administration's Recommendation:

To approve Action Memorandum No. 17-072 Confirm the Mayor's Nomination of Dan Lucas and Gena Ornquist with terms ending October 31, 2020, and Richard Benedetto with a term ending October 31, 2019, for the appointment to the Planning and Zoning Commission.

**City of Palmer
Action Memorandum No. 17-073**

Subject: Appointing a Council Member to Serve as an Ex-Officio Member on the Board of Economic Development for a Term Expiring October 31, 2018

Agenda of: October 24, 2017

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


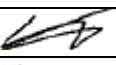
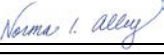
Originator Information:

Originator: Mayor DeVries via City Clerk

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 600.00

This legislation (√):

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

Funds are (√):

- Budgeted Line item(s): 01-01-05-6059
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- None

Summary Statement:

Per Palmer Municipal Code 2.30.010(D), there shall be a member of the City Council to serve as an ex-officio member on the Board of Economic Development (BED).

The City Council needs to appoint this member from amongst its membership for a one year term.

**City of Palmer
Action Memorandum No. 17-074**

Subject: Approving Robyn Schroeder as the Winner of the City of Palmer Bicycle Rack Design Competition, Awarding \$200.00 to the Winner, and Authorizing Installation of Bicycle Racks of the Winning Design



Agenda of: October 24, 2017

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


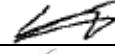

Originator Information:

Originator: Nathan Wallace, City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
√	Finance		10/09/17
_____	Fire	_____	_____
_____	Police	_____	_____
√	Public Works		10/6/17

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 1,450.00

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 1,450.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 08-01-10-7169 Bike Rack Project
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- Parks, Recreation, & Cultural Resources Advisory Board IM 17-005 Bicycle Rack Competition Donations
- Parks, Recreation, & Cultural Resources Advisory Board September 7 Minutes.

Summary Statement:

In April 2017, the City Council approved Resolution No. 17-014, which allowed the acceptance and appropriation of public donations to cover the cost of design and construction of uniquely Palmer bicycle racks.

The Palmer Parks, Recreation & Cultural Advisory Board solicited donations and advertised a bicycle rack design competition during the months of May to August, 2017.

Donations have been received in the amount of \$1,450.00.

PRCRAB received two design submissions with four bicycle rack designs and at their September 7, 2017, meeting, the board selected Robyn Schroeder's "I Love Palmer" rack design as the nominated winner for approval by the City Council.

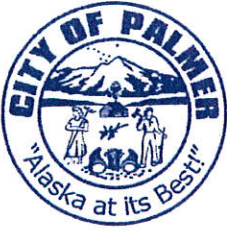
The board recommends a prize in the amount of \$200.00 be awarded to the final design winner and that 4 bicycle racks be built and installed in the downtown area based on that design.

The board recommends installation of the bicycle racks in the following areas. The Palmer Depot, on S. Alaska St. and S. Colony Way.

Estimated cost of prize, construction and installation of 4 bicycle racks is \$1,450.00.

Administration's Recommendation:

Approve Action Memorandum No. 17-074 to Approving Robyn Schroeder as the Winner of the City of Palmer Bicycle Rack Design Competition, Awarding \$200.00 to the Winner, and Authorizing Installation of Bicycle Racks of the Winning Design.



**CITY OF PALMER
PARKS, RECREATION & CULTURAL RESOURCES
ADVISORY BOARD
INFORMATION MEMORANDUM 17-005**

SUBJECT: Bicycle Rack Competition Donations

AGENDA OF: September 7, 2017

At the close of business on August 28, 2017, we had received two design entry forms with a total of four bicycle rack designs.

As of July 27, 2017, the Board has \$1,450 in donations for the Bicycle Rack Design Competition. Between production of one or more of these designs, and a stipend to the winning designer(s), the Board will need more than just this \$1,450.

Additional funds are available in the Park & Recreation line item for Equipment. There is currently \$12,000 in this line item; some of these funds can be used for production of bicycle racks. Part of the Parks and Recreation Equipment funds need to be invested in more dog waste stations along the new trail connecting Cope Industrial Way and Gulkana (along the Airport fence line). If the dog waste stations are purchased and delivered by December 31, they can be installed early next Spring.

Please review the designs and recommend your top choices to the City Council for their final selection. Also determine how many bicycle racks you think should be produced and their potential locations.



City of Palmer
231 W. Evergreen Avenue • Palmer, AK 99645
 Phone: 907-745-3709 Fax: 907-745-5443

Bicycle Rack Competition Entry Form

The City wants to promote cycling as a sustainable, mainstream transportation option in Palmer and seeks a unique design that will add both visual appeal to the functional utility of new bicycle racks. Entries accepted until **5:00 PM August 28, 2017** at the Community Development office 645 E. Cope Industrial Way.

Designer's Name:	Robyn Schroeder
Email Address:	RLSCHROE@HOTMAIL.COM
Phone Number:	414-5250
Design is for:	<input checked="" type="checkbox"/> Two bicycle rack - Construction cost estimate: \$ less than \$250
	<input type="checkbox"/> Three or more bicycle rack - Construction cost estimate: \$

Entry Checklist

All submitted designs must include:

- A complete description of the design including a schematic drawing;
- Description of the materials to be used in construction of the rack;
- Estimated cost to build (do not include installation cost);
- Bicycle rack must be an original design created by the competition entrant;
- Designs that reflect the history and character of Palmer are preferred;

Dimensions & Materials

- Height: 36" max – 30" minimum
- Materials: Stainless steel or galvanized round or square pipe [2-3/8 in OD, 0.154-inch wall, Schedule 40 steel pipe] [1-5/8 inch OD, 0.140 wall Schedule 40 steel pipe]

Safety

- To comply with ADA Standards, designs must have no sharp edges and no overhangs or protrusions that could be difficult for visually impaired in the walkway or that may cause tripping hazard;
- Minimum 10" gap at the bottom of the rack to allow space for pedal;
- Space gaps on the rack shall be larger than 9" or smaller than 3.5".

Locking Points

- Racks must provide minimum of two-point connection between the bicycle frame and the rack;
- Locking points must be a minimum of 1 inch in diameter and a maximum of 4 inches.

Installation & Fabrication:

- ⊕ Rack will be installed on sidewalk and requires surface mount hardware with permanent anchored bolts and tamper resistant fasteners
- ⊕ Fabrication will be coordinated by the City Department of Public Works
- ⊕ Cost of production must be considered in overall design and should not exceed \$250 for a two bicycle rack; a higher production cost is allowable for racks of 3 or more bicycles

Palmer Bicycle Rack Design

Robyn Schroeder
720 Cascade Court
Palmer
414-5250

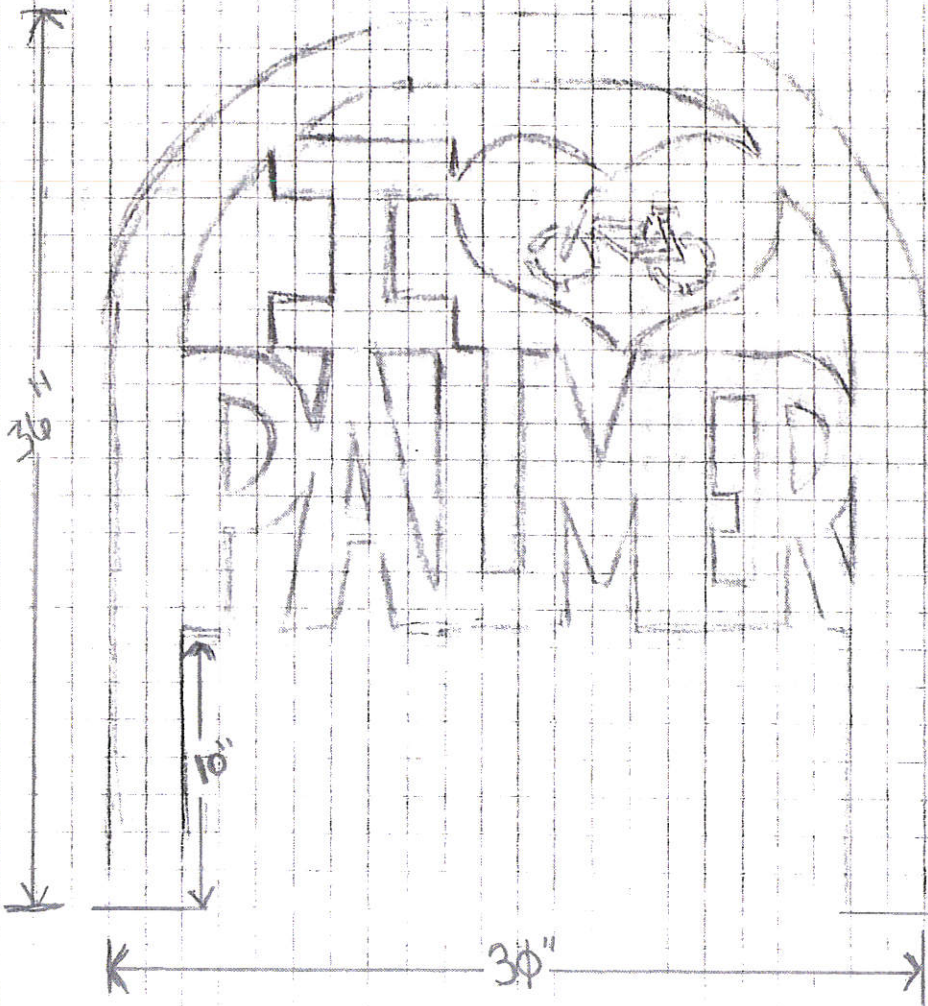
This 2 bike rack is 36" tall and 30" across with a 10" clearance between the bottom-most element and the ground. It can be constructed of galvanized round pipe for the loop with stainless steel cut 2-d center design welded to the contact points on the pipe.

It is a simple inverted U plan with an "I [heart] Palmer" text and a stencil-style bicycle cutout in the heart. This design can provide multiple points of contact and, I think, could be an attractive addition to our downtown landscape –both providing the utility of a place to lock bikes and a feature to promote Palmer and our support of biking as a safe and healthy activity.

I envision the entire rack covered with either a polyethylene or powder-coated finish in some version of a "Palmer blue" to further enhance its appeal.

Clearly, I am not a specialist in metal fabrication and have no cleverness with design software or schematic drawing. I simply wanted to submit an idea for a design I thought might be nice, with an understanding that if chosen it may have to be tweaked or corrected to best fit fabrication/manufacturing requirements. Amateur for sure, but I love Palmer and biking and wanted to throw a design in for consideration and thank you for creating the competition to get the community further involved in and excited about the opportunities to get outside and enjoy our town.

Thank you for your consideration!





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Bicycle Rack Competition Entry Form

The City wants to promote cycling as a sustainable, mainstream transportation option in Palmer and seeks a unique design that will add both visual appeal to the functional utility of new bicycle racks. Entries accepted until **5:00 PM July 21, 2017** at the Community Development office 645 E. Cope Industrial Way.

Designer's Name:	JASON COLLINS
Email Address:	collinsarchitect@gmail.com
Phone Number:	907-5322
Design is for:	<input checked="" type="checkbox"/> Two bicycle rack - Construction cost estimate: \$
	<input checked="" type="checkbox"/> Three or more bicycle rack - Construction cost estimate: \$

Entry Checklist

All submitted designs must include:

- A complete description of the design including a schematic drawing;
- Description of the materials to be used in construction of the rack;
- Estimated cost to build (do not include installation cost);
- Bicycle rack must be an original design created by the competition entrant;
- Designs that reflect the history and character of Palmer are preferred;

Dimensions & Materials

- Height: 36" max – 30" minimum
- Materials: Stainless steel or galvanized round or square pipe [2-3/8 in OD, 0.154-inch wall, Schedule 40 steel pipe] [1-5/8 inch OD, 0.140 wall Schedule 40 steel pipe]

Safety

- To comply with ADA Standards, designs must have no sharp edges and no overhangs or protrusions that could be difficult for visually impaired in the walkway or that may cause tripping hazard;
- Minimum 10" gap at the bottom of the rack to allow space for pedal;
- Space gaps on the rack shall be larger than 9" or smaller than 3.5".

Locking Points

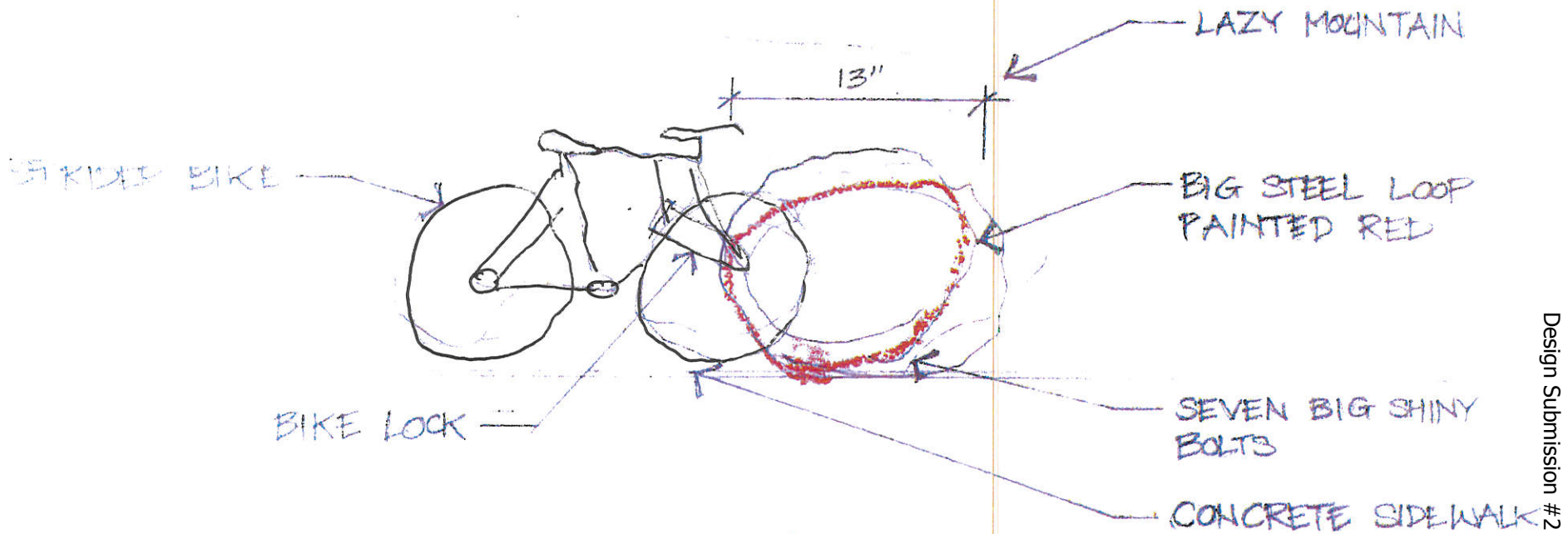
- Racks must provide minimum of two-point connection between the bicycle frame and the rack;
- Locking points must be a minimum of 1 inch in diameter and a maximum of 4 inches.

Installation & Fabrication:

- ✦ Rack will be installed on sidewalk and requires surface mount hardware with permanent anchored bolts and tamper resistant fasteners
- ✦ Fabrication will be coordinated by the City Department of Public Works
- ✦ Cost of production must be considered in overall design and should not exceed \$250 for a two bicycle rack; a higher production cost is allowable for racks of 3 or more bicycles

ESTIMATE: \$66

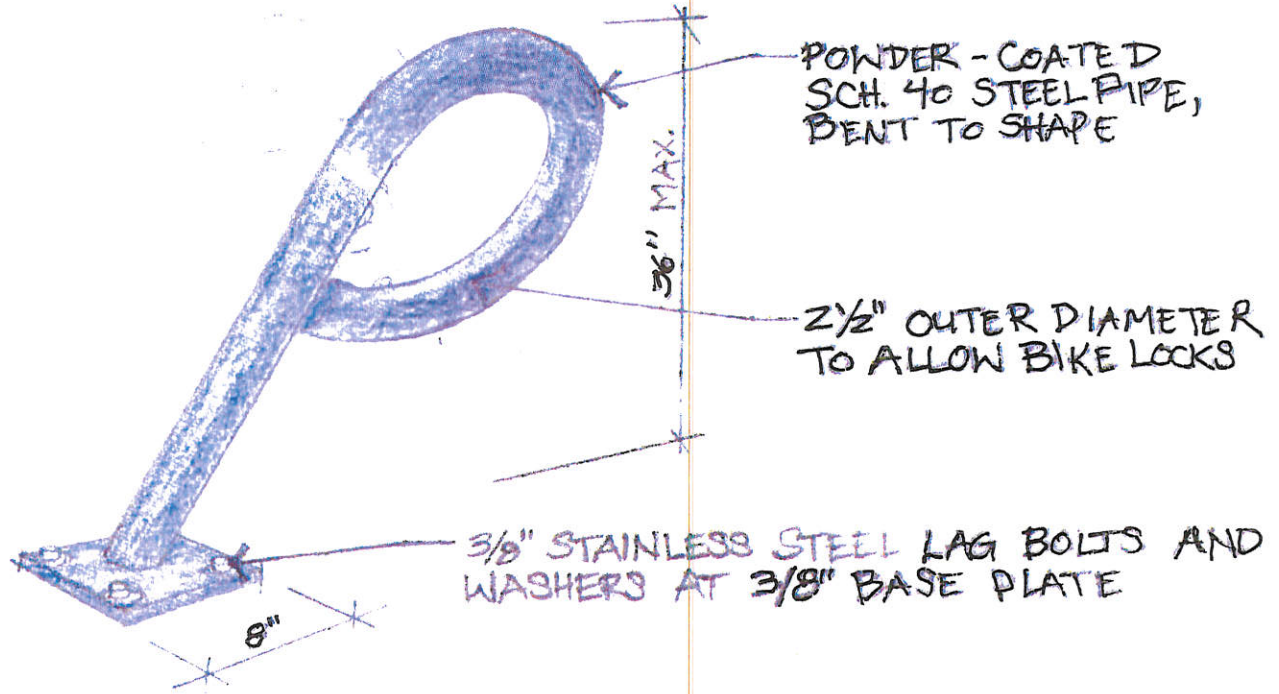
TWO BIKE RACK



KIDS BIKE RACK

BY FINN, AGE 4

ESTIMATED COST: \$225



P-TOWN BIKE RACK

ESTIMATE COST:

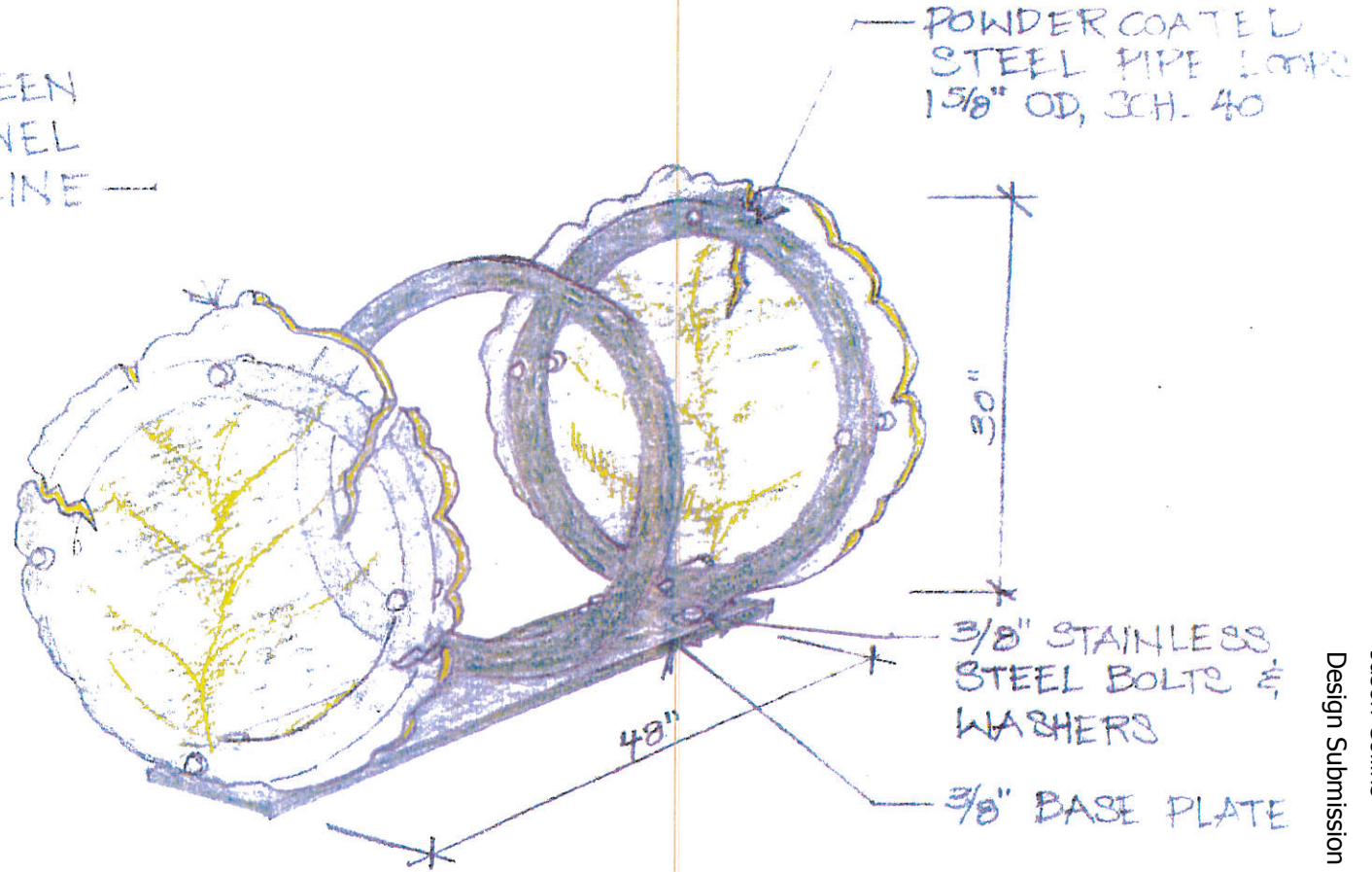
STEEL \$300

3-FORM \$500

TOTAL \$850

FOUR BICYCLE RACK

TRANSLUCENT GREEN
3-FORM RESIN PANEL
IN CABBAGE OUTLINE



CABBAGE PATCH RACK

**PARKS, RECREATION & CULTURAL RESOURCES ADVISORY BOARD
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, September 7, 2017
7:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The regular meeting of the City of Palmer Parks, Recreation & Cultural Resources Advisory Board was called to order by Chair Aube-Trammell at 7:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Board Members:

- Meggie Aube-Trammell, Chair
- Jan Newman, Vice Chair
- Jo Ehmann
- Dot Helm
- Fran Seager-Boss
- Shannon Connelly

Excused absence(s):

- Stephanie Allen

Also present were:

- Chris Nall, Public Works Director
- Nathan Wallace, City Manager
- Norma Alley, City Clerk
- Pam Whitehead, Recording Secretary

C. PLEDGE OF ALLEGIANCE: The Pledge was led by Board Member Newman.

D. APPROVAL OF AGENDA:

Main Motion: For approval of the agenda as amended.

Moved by:	Seager-Boss
Seconded by:	Newman
Action:	Motion carried unanimously by voice vote.
In favor:	Helm, Ehmann, Seager-Boss, Connelly, Newman, Aube-Trammell
Opposed:	None
Absent:	Allen

Primary Amendment #1: To move forward New Business item 2, Presentation by Rotary Club, as the first item under New Business out of time courtesy to the presenter.

Moved by:	Seager-Boss
Seconded by:	Newman
Action:	Motion Carried Unanimously.
In favor:	Helm, Ehmann, Seager-Boss, Connelly, Newman, Aube-Trammell
Opposed:	None
Absent:	Allen

Primary Amendment #2: To postpone New Business item 4, Resolution 17-004 in support of Wayfinding recommendations, until the next meeting in order to invite SDG representative to present the final design.

Moved by:	Newman
Seconded by:	Connelly
Action:	Motion carried unanimously.
In favor:	Helm, Ehmann, Seager-Boss, Connelly, Newman, Aube-Trammell
Opposed:	None
Absent:	Allen

E. MINUTES OF PREVIOUS MEETING:

Main Motion: To approve the minutes of the August 3, 2017 Regular Meeting as presented.

Moved by:	Newman
Seconded by:	Seager-Boss
Action:	Motion carried unanimously.
In favor:	Helm, Ehmann, Seager-Boss, Connelly, Newman, Aube-Trammell
Opposed:	None
Absent:	Allen

F. AUDIENCE PARTICIPATION:

There were no audience members to speak on a topic not on the agenda.

G. REPORTS:

Director Chris Nall:

- Had no formal report; commented that he looks forward to working with everyone.

H. UNFINISHED BUSINESS: There was no Unfinished Business presented.

I. NEW BUSINESS:

1. Presentation on Rotary Club Darron Park project from Terry Seward.

Terri Seward, President, Palmer Rotary Club:

- Presented and discussed the Rotary Club’s plans to upgrade Darron Park;
- Expects the project to be a two-to-three-year commitment;
- One of the ideas is to make it an imagination park (kids playing for the sake of playing), using natural things like boulders and logs and items to spurn kids’ imagination;
- Number one priority would be a fence at the back of the lot;
- Discussed funding of the project from various sources;
- Commented her purpose here is to inform and solicit information, ideas, assistance.

Board members applauded the project, spoke in support, and offered suggestions; spoke in appreciation of her presentation. City Manager Wallace offered input and discussed setting priorities/making recommendations.

2. Committee of the Whole - Discuss Potential Palmer Municipal Code Amendments Regarding Boards and Commissions with Norma Alley, City Clerk.

Main Motion: To enter Committee of the Whole for open discussion related to proposed code amendments related to Boards and Commissions Generally as well as particular the Parks, Recreation, and Cultural Resources Board.

Moved by:	Newman
Seconded by:	Helm
Action:	Motion carried by unanimous consent.
In favor:	Helm, Ehmann, Seager-Boss, Connelly, Newman, Aube-Trammell
Opposed:	None
Absent:	Allen

[The Board entered Committee of the Whole at 7:21 p.m.]

Norma Alley, City Clerk:

- Explained and clarified the reasons behind the proposed changes;
 - Discussed board member terms of office changing to calendar year, removal of Cultural Resources from the title of the Board, appointment of a high school ex-officio student member, compensation, teleconferencing, staff assistance, public participation, request to change meeting time to begin at 6 pm, flexibility of the option to meet quarterly, minutes, audio recording, public meeting and agenda notification, standardizing the order of business to be consistent among all boards and commissions, cause for removal, notification of absences to the Chair and staff representative prior to the meeting;
 - Briefly explained the process for the Ordinance changes;
 - Reminded board members whose terms were expiring to reapply by September 25.
- Board members offered feedback and comments.

3. Review and Rank Bicycle Rack Competition Entries.

[Committee of the Whole continued by unanimous consent; 8:02 p.m.]

Information Memorandum 17-005 was provided in the packet as to the status of donations and the number of bicycle rack designs received. The Board reviewed and commented on the designs with a goal to make a recommendation of top choices to the City Council for final selection. Also discussed was how many and where they should be located. The consensus was to recommend the bike rack that says "I [Heart] Palmer" as the top choice and to place three racks at locations in the center of Palmer near the Depot.

Main Motion: To exit Committee of the Whole at 8:15 p.m.

Moved by:	Newman
Seconded by:	Seager-Boss
Action:	Motion carried unanimously.
In favor:	Helm, Ehmann, Seager-Boss, Connelly, Newman, Aube-Trammell
Opposed:	None
Absent:	Allen

Following further brief discussion:

Main Motion: To recommend the bicycle rack design submitted with Competition Form #1 by Robyn Schroeder, "I [Heart] Palmer," and install three such bike racks at locations in Downtown Palmer.

Moved by:	Connelly
Seconded by:	Ehmann
Action:	Motion carried unanimously.
In favor:	Helm, Ehmann, Seager-Boss, Connelly, Newman, Aube-Trammell
Opposed:	None
Absent:	Allen

Following further discussion and recommendation by City Manager Wallace that it would be best to set the award amount now:

Main Motion: To award \$200 to the winning design of the bicycle rack competition.

Moved by:	Newman
Seconded by:	Ehmann
Action:	Motion carried unanimously.
In favor:	Helm, Ehmann, Seager-Boss, Connelly, Newman, Aube-Trammell
Opposed:	None
Absent:	Allen

- Resolution 17-004:** A Resolution of the Parks, Recreation & Cultural Resources Advisory Board Supporting the Recommendations of the Wayfinding Committee.

This item was postponed to the Board's next meeting.

- Resolution 17-005:** A Resolution of the Parks, Recreation & Cultural Resources Advisory Board Recommending Establishment of an Adopt-A-Park Program.

Main Motion: To enter Committee of the Whole for open discussion on the Adopt-A-Park Program.

Moved by:	Newman
Seconded by:	Ehmann
Action:	Motion carried unanimously.
In favor:	Helm, Ehmann, Seager-Boss, Connelly, Newman, Aube-Trammell
Opposed:	None
Absent:	Allen

[The Board entered Committee of the Whole at 8:21 p.m.]

The Board:

- reviewed the proposed resolution with attached Exhibit A policy describing the Adopt-A-Park Program; City Manager Wallace provided input;
- made suggestions for minor revisions; recommendation was to keep the process simple.
- Applications to be completed/submitted online at City's website; Volunteer Reporting could also be submitted online.

Main Motion: To exit Committee of the Whole at 8:39 p.m.

Moved by:	Connelly
Seconded by:	Seager-Boss
Action:	Motion carried unanimously.
In favor:	Helm, Ehmann, Seager-Boss, Connelly, Newman, Aube-Trammell
Opposed:	None
Absent:	Allen

Main Motion: For adoption of Resolution No. 17-005, as stated, recommending establishment of an Adopt-A-Park Program.

Moved by:	Newman
Seconded by:	Seager-Boss
Action:	Motion carried unanimously.
In favor:	Helm, Ehmann, Seager-Boss, Connelly, Newman, Aube-Trammell
Opposed:	None
Absent:	Allen

J. BOARD MEMBER COMMENTS:

Vice Chair Newman:

- Expressed welcome to Chris Nall;
- Recapped adding the Wayfinding presentation to the next meeting and inviting SDG to present final signage design;
- Discussed and requested response to outstanding items from previous months: 1) Develop a Resolution to send to the Council that the Board is unanimously in favor of moving ahead with Livable Communities; and 2) Summary of City Council’s discussion regarding the Memorial portion of the Donation Policy.

Board Member Connelly:

- Inquired concerning the Parklet information included in the packet. Chair Aube-Trammell responded that it was provided by Ms. Garley for informational purposes.

K. ADJOURNMENT:

There being no further business, the meeting adjourned at 8:46 p.m.

Meggie Aube-Trammell, Chair

Chris Nall, Public Works Director

**City of Palmer
Action Memorandum No. 17-075**

Subject: Approving a Council Community Grant in the Amount of \$1,200.00 to the Greater Palmer Chamber of Commerce to Support Small Business Saturday on November 25, 2017

Agenda of: October 14, 2017

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

Originator Information:

Originator: Nathan Wallace, City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance	<u><i>[Signature]</i></u>	<u>9/29/17</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ 1,200.00

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 1,200.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

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

Director of Finance Signature: *[Signature]*

Attachment(s):

- Council Community Grant Request
- Staff Evaluation
- 2016 SBS Report

Summary Statement:

In February 2015, the City Council adopted Ordinance No. 14-043 which established the Council Community Grant program. The Council also approved \$10,000.00 in Council Community Grant Funds for 2017 that would finance approved Council grants.

The Greater Palmer Chamber of Commerce is requesting a \$1,200.00 grant to help finance marketing for 2017 Small Business Saturday, November 25, 2017. Grant funds will be used to pay for print, radio and social media advertising for Small Business Saturday.

This event has been sponsored in the past in amounts up to \$1,000.00 dollars thru Sea Star Strategies and the Greater Palmer Chamber of Commerce which will continue to support this program through the Chamber of Commerce in 2017.

Legislation #	Organization	Amount	Date Approved
17-016	Palmer High School-Rockin' Hockey	\$465	2/28/17
17-021	Mayor's Green Day Gallup	\$1000	3/14/17
17-022	Hatcher Pass Avalanche Center	\$2000	3/14/17
17-032	Who Let The Girls Out	\$2000	4/25/17
17-043	Midsummer Garden Faire	\$2000	6/13/17
	Small Business Saturday		
Total 2017 Grants approved prior:		\$7465	

Administration's Recommendation:

To approve Action Memorandum No. 17-075 approving a Council Community Grant in the amount of \$1,200.00 to the Greater Palmer Chamber of Commerce to support Small Business Saturday November 25, 2017.



City of Palmer • City Manager's Office

231 W. Evergreen Avenue • Palmer, AK 99645

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

Council Community Grant

The City of Palmer recognizes the valued contributions being provided through the volunteer efforts of community organizations, agencies, and individuals on behalf of its citizens. Community grant funding demonstrates Council's commitment to programs, services, projects and events that are benefits to the community while at the same time recognizing the financial constraints impacting the City's ability to provide funding.

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

- to provide modest levels of support and assistance to help foster and develop community programs, services, projects, and events that enhance the greater Palmer community's cultural and economic environment; and
- to treat all organizations fairly and consistently while creating a minimal administrative process.

Applicant eligibility

Preference will be given to organizations and groups that demonstrate Palmer community support and that propose a program, service, project or event (event) having the potential for positive economic and cultural impacts and that show evidence of efficient use of resources, sound business practices/accountability, and describe the organization's or group's knowledge, skills and self-reliance.

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

1. Program, service, project or event must primarily benefit the community and residents of Palmer.
2. Program, service, project or even has City wide significance and is expected to bring economic and/or public relations benefit to the City.
3. Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of the program, service, project or event. The City grant should not be considered as the primary source of funding for the organization.
4. Funding requests can be defined as programs, services, projects and events that economically benefit Palmer by supporting, sustaining, promoting, informing, educating, celebrating, preserving and/or providing access to the arts, culture, environment, heritage, recreation and/or health activities.
5. To qualify for funding, the group must demonstrate its commitment to all of the following principles:
 - a. Program, service, project or event is open – accessible – to all members of the community;
 - b. Program, service, project or event must take place within the Palmer city limits or within one mile of the city limits;
 - c. Program, service, project or event is effective in providing an economic benefit to Palmer;
 - d. applicant is accountable through sound management and financial practices;
 - e. Individuals are not eligible.



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

Council Community Grant Application

Program, service, project or event title: _____
 Date(s) of program, service, project or event: _____

Applicant Information

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____

Organization Information

Name of organization/group: _____
 Type of organization: Non-profit Volunteer community group Other

Funding Request

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

Project Summary Information

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

Project Scope of Work

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

Eligibility

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

Matching Funding Source

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

Community Benefit

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

Detailed Budget

Revenue:

Source:	Cash	In-Kind	Total
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Totals	\$ _____	\$ _____	\$ _____

Expenditures:

Item/Service:	Cash	In-Kind	Total
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Totals	\$ _____	\$ _____	\$ _____

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

Applicant signature: _____

Date: _____

September _____

For Office Use Only

Date received by Manager's Office: _____

City Council agenda date: _____

Action Memorandum No.: _____

City Council:

Approved

Denied

Date Manager's Office notified applicant of request outcome: _____

Project Name: Small Business Saturday

Reviewer Name: Nathan Wallace

Date: 9/22/2017

Qualification Pre-Check

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

- X Event must be accessible to all members of the community.
- X Event must take place within Palmer city limits or within one mile of city limits.
- X Event has received funding from the City in the past. List the years funding was received: 2015 for \$1000 2016 for \$1000
- ☒ If event was supported by a City grant in the past, the post event report from the previous event is complete.

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	Application Elements	Expectations	Points Earned	
Accessibility & Strategic Priorities	10 pts The application clearly states the economic benefits and the reader/evaluator easily understands the benefits to the community and residents of the City.	7 pts. The application states the benefits, however it is not clear and/or the reviewer/evaluator must assume or use reason to determine the benefits to the community and residents of the City.	3-0 pts The application does not clearly demonstrate the benefits and/or the reader/evaluator cannot determine through reasoning the benefits to the community or residents of the City.	10
	The application clearly addresses how the project meets one or more of the City's Economic Development Strategic Priorities.	The application attempts to address how the project meets one or more of the City's Economic Development Strategic Priorities; however, the reviewer/evaluator must assume or use reason to determine how the project is addressing a strategic priority(s).	The application does not clearly demonstrate how the project is addressing a strategic priority and/or the reader/evaluator cannot determine through reasoning how the project is addressing a strategic priority.	10
Fiscal	The application clearly states how much financial or in-kind services are being requested for the project.	The application contains information regarding financial and/or in-kind services as part of the project; however, it is not clear and the reviewer/evaluator must assume or use reason to determine what is being requested.	The application does not clearly state what is being requested and/or the reviewer/evaluator cannot determine through reasoning.	10
	The application includes a project budget which demonstrates sound fiscal practices and reviewer/evaluator can easily understand.	The application includes a project budget; however, the reviewer/evaluator has questions or has to use reason to understand the overall budget for the project.	The application does not include a project budget or the reviewer/evaluator cannot understand and/or has significant concerns about the budget as presented.	10
Benefit	The application clearly states how the community will benefit as a result of the event.	The application states the degree of benefits; however, it is not clear and the reviewer/evaluator must assume or use reason to determine the how the community will benefit as a result of this grant.	The application does not clearly demonstrate the degree of benefits and/or the reviewer/evaluator cannot determine the how the community will benefits as a result of this grant.	7
Reporting	The application clearly states how and when the City will receive a post event report on this project.	The application attempts to address how a post event report will be given to the City; however it is unclear and the reviewer/evaluator must assume or use reason to determine how and when the report will be presented.	The application does not attempt to address how a post event report will be given to the City or the reviewer/evaluator cannot determine how the report will be presented.	10
			Total:	57/60

Small Business Saturday - Palmer 2016

Prepared by Jeanette Gardiner, SeaStar Strategies LLC



Introduction

Small Business Saturday was founded in 2010 (on the Saturday following Thanksgiving) by American Express to help small businesses get customers through the door at the start of the busy holiday shopping season. American Express helps raise community awareness and buy-in of the day by providing free marketing materials (totes, pins, signage, balloons, digital resources for email/social media, etc.) to small businesses and “Neighborhood Champions.”

2016 was the third year that SeaStar Strategies LLC volunteered as Palmer’s “Neighborhood Champion” to coordinate the marketing efforts for Palmer businesses. I contacted all of the 2015 participating businesses by email and made announcements through the Greater Palmer Chamber of Commerce newsletter and website to attract other Palmer businesses to participate beginning in early October 2016.

2016 Marketing Efforts

****It’s important to note the increase of NEW in-kind donations by several local businesses and organizations, annotated with an asterisk.***

- Distributed free marketing materials supplied by AmEx to participating businesses: signage, Shop Small totes, balloons, Shop Small pins, etc. as well as digital marketing material (SBS branded Facebook images).
- Presented at Greater Palmer Chamber of Commerce luncheon and featured three of the participating small businesses (Active Soles, BBella Hair Design and Forever Endeavor) on November 2nd, and made weekly announcements at all November meetings.
- Facebook Event created two weeks prior, then promoted (paid advertising) for one week.
- Wrote article that was published in The People’s Paper.
- Print advertising in The People’s Paper.
- Radio advertising (two ads) on Country Legends 100.9.
- *Hatcher Pass Radio - KNLT 95.5FM invited me to do a 3 minute on-air community spotlight (in-kind donation).
- *Josh Fryfogle and the Vote Local Campaign donated 60-second radio ads on Hatcher Pass Radio – KNLT 95.5 FM (in-kind donation).
- Created “videos” from radio spots and posted both in the Facebook event and my Facebook business page and encouraged participating businesses to also share, which many did.
- *The Palmer Museum and Visitor Center staff created Small Business Saturday maps that were distributed and displayed throughout downtown Palmer (in-kind donation). A .pdf copy of this map is attached to the end of this report.
- *The UPS Store Palmer printed 11” x 17” maps of participating businesses that were displayed in all participating businesses leading up to Small Business Saturday (in-kind donation).

- Small Business Saturday feature article in The Frontiersman (reporter came out on Small Business Saturday to interview businesses).
- A 6 foot vinyl banner was ordered but did not arrive in time for Small Business Saturday 2016. It will be displayed at the four-way stoplight in downtown Palmer two weeks prior to this year's event.

2016 Small Business Saturday Results

I contacted all of the 2016 participants on Monday, November 28th and asked how sales and foot traffic compared to the previous year's Small Business Saturday. For those that participated for the first time in 2016, I asked them to compare the day to a typical Saturday or other community event in which they've participated (i.e. Second Saturday, Colony Christmas, etc.).

Following are the responses (figures and anecdotal information) from 65 percent of the participating businesses (13 of 20 reporting).

1. Cover Ups: **We can now unequivocally say that Shop Small was our single biggest sales day!** Quite an achievement considering this is a fairly new "event." **Figure wise shop small was 5x a typical Saturday.** Our best day of the year!
2. The Garden Gate: "We had a spectacular Saturday! Here are the statistics: Last year our sales were down 15% from SBS in 2014, **BUT this year (2016) our sales are UP 54%. A number of our customers came in from Anchorage and the surrounding area so we had support from more than Palmer folk.**"
3. BBella Hair Design: "I had my first sale of \$150 at 7:10am. By 8am the hallway was full and groups of shoppers came cheerfully in, wanting to support local businesses. I did not schedule any clients between 7am and 9am and I was grateful because I was ringing up sales pretty steadily. **By 10am I had sold two and half times more than on a normal retail day.** That's a lot of shampoo and beauty products. **My day ended double the amount I sold by 10am and this "shot in the arm" will help so much.** The good will was deeply felt and appreciated by this small business owner.
4. Backcountry Bike & Ski: "Small Business Saturday is a great event that we are happy to participate in. **Our total number of sales that day were 47 compared to 19 last year and the sales dollars were about double.**"
5. AK Cell Repair: "Taking the average from past Saturdays and comparing with the Shop Small Saturday we just had, **we performed about 80% better. Comparing 2015 and 2016 SHOP SMALL, we performed about 80% better also.**"
6. NonEssentials: "Each year **our one-day sales have increased dramatically** on Small Business Saturday. **So much so that when we tallied our day's totals this year, we were in shock.** Small Business Saturday is crucial to the continued success of NonEssentials."
7. Silvertip Designs: "At the end of the day, we were almost even with last year which was a super Saturday. It seems to me it's a slow but growing trend and more and more people will become aware as long as AmEX and people like you, Jeanette, excel the excitement each year. **It's definitely a good thing.**"
8. The Valley Fiber Arts Guild (hosted in the Depot): "The Valley Arts Fiber Guild had a tremendous day! We had a more successful sale this year than in 4-5 years. I would say it was a doubling of foot traffic. We also had 5-6 new members join the guild at the sale. We couldn't be happier!"

9. Artists Uncorked: “As you know this was our first year and we don't really carry retail. WE did however have an amazing day for exposure! So not much for stats for you but maybe next year.”
10. Magpie Clothing: “This Small Business Saturday was a great success. Our sales were up over a last year's event, as well as in increase in foot traffic. We saw many familiar faces who waited specifically to shop on SBS as well as many new visitors out taking in all Palmer has to offer. **I believe that the advertising support that you were able to do, as well as the referrals, cooperation and support between the participating businesses contributed to that success.**”
11. Shane Lamb Gallery: “SBS was about half of our 2015 Colony Christmas sales and comparable to 2015 SBS. Foot traffic was good. You could definitely tell the shoppers who were out specifically for SBS as they were in family or friend groups.”
12. Palmer Museum & Visitor Center (first year participant): “Although we don’t usually see too many visitors on our side of the street we were pleasantly happy to see our numbers double from last year. We went from 32 visitors to 60 which is pretty good for us because our regular winter traffic is somewhere in the teens. All in all, we do still think it was a good day for us since we were able to advertise our Colony Christmas events and met a few new people. Everyone really liked our Art Swap and **we did get a few people from Anchorage who came to Palmer just for Small Business Saturday.**”
13. Paradise Tanning (first year participant): “Our shop did wonderful on Saturday, I sold \$200 more in sales than last year’s reports. **I will absolutely be part of this again next year.**”

7AM

Active Soles: 25% off all Icebug shoes in stock (sale ends at 8am)

B Bella Hair Design: 20% off all Boma jewelry (sale ends at 8am)

Forever Endeavor: Entire store 10% off (sale ends at 10am)

8AM

Active Soles: 25% off all Smartwool clothing in stock (sale ends at 9am)

B Bella Hair Design: 20% off Aveda products (sale ends at 9am)

9AM

Active Soles: Buy 2 pairs of shoes, receive 15% off the second pair AND 30% off Darn Tough sock purchase. Buy one pair of shoes and get 15% off one pair Smart Wool socks. (sale ends at 7pm)

B Bella Hair Design: 10% off hair care products

NonEssentials: Product samples, random drawings, and special pricing on a number of items throughout the day.

Valley Winery and Brew Supply: 20% off storewide including gift certificates.

10AM

AK Cell Repair & Accessories: 10% off everything AND free Shop Small Bag with minimum purchase of \$25. Free screen protector for every cell phone case purchase OR cell phone repair.

Artists Uncorked: Stop by for snowman paintings! Also, meet artists Lori Teich and Deb Moynihan Lestenkof.

Backcountry Bike and Ski: 10% off total purchase (including bikes) when you purchase a yearly membership for either Valley Mountain Bikers and Hikers or the MatSu Ski Club at the \$50.00 level. Plus, Backcountry will donate 10% of profits of sales during this promotion to nonprofit groups. (sale ends Dec. 10)

Benders of Hair: Receive 10% off gift certificate purchases over \$50, as well as a small gift.

Forever Endeavor: Enter a drawing for a hand-knit shawl! Also, find combo-pack discounts, e.g., a knitting pattern book plus 3 skeins of yarn at 10% off.

Just Sew: Enter to win antique hand-pieced Grandmother's Flower Garden blocks. Also, special drawing for Small Business Saturday goodie bag. (sale ends at 8pm)

Magpie Clothing Exchange: In-store specials, warm drinks, a special prize drawing, plus FREE reusable shopping bags while they last.

Musk Ox Farm: 25% off all Musk Ox Farm Qiviut including garments and yarn.

Palmer Museum & Visitor's Center: Hosting the 2nd Annual Art Swap! If you call it art, it's art. Also, free coffee, prize drawing with purchase, and entry for a pair of Benjamin Schleifman copper earrings with purchase of \$25 or more.

Shane Lamb Gallery: 10%-25% off all Shame Lamb art and photography (prints and framing) over \$35.

Silvertip Designs: Stop by for in-store specials and refreshments! (sale ends at 4pm)

The Gallery: Enter a drawing for a framed Bev Doolittle print.*Also, 20% off small items and 25% off framed art—including shrink wrap items. (sale ends at 5pm) *Must be present to win.

The Garden Gate: Spend \$100 and receive \$5 in Thank You Bucks; spend \$200 for \$10 in Thank You Bucks; spend \$300 for \$15 in Thank You Bucks. Complimentary cider and cookies too!

The Stamp Cache: Special sales will be posted.

The UPS Store: Ask how we can transform your kids' artwork into gifts this holiday season. Also, find stocking stuffers, from Flip Notes to phone accessories and more.

Valley Fiber Arts Guild: Annual Out of the Box Sale featuring value-added, handmade items by local crafters.

11AM

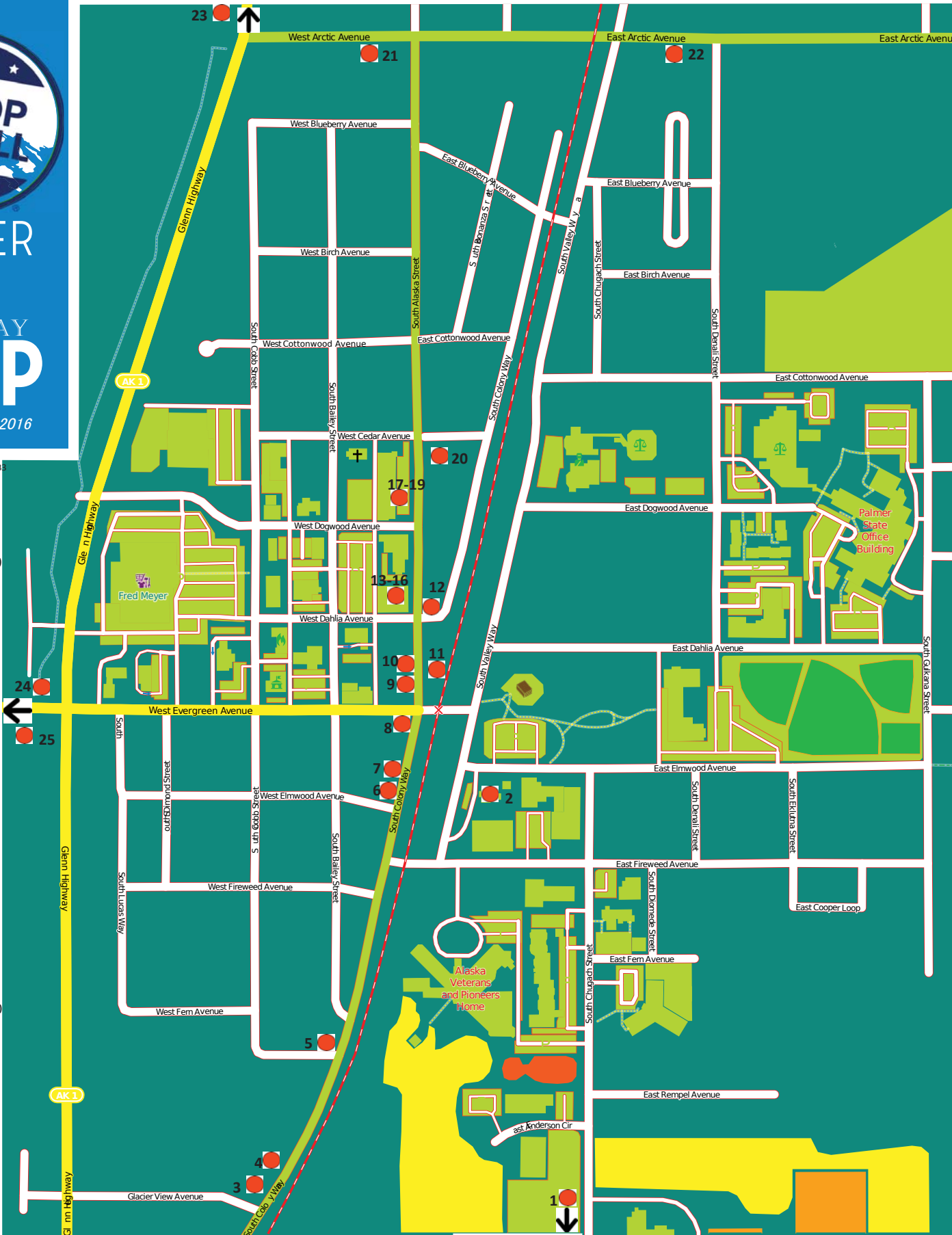
Fireside Books: Meet three great authors! 11am-2pm Liana Brooks, author of the time-bending "Time and Shadow" series AND C. M. McCoy, author of "Eerie". 4-6pm Eowyn Ivey, bestselling author of "The Snow Child" and Page 116 of 174 of the Bright World"



PALMER SMALL BUSINESS SATURDAY MAP

NOVEMBER 26, 2016

1. Sahara Storm Studio
301 E. Outer Springer Loop, Unit B8
2. Palmer Museum
723 S. Valley Way
3. The Gallery (Key Bank Plaza)
1150 S. Colony Way, Ste. 18
4. The UPS Store (Key Bank Plaza)
1150 S. Colony Way, Ste. 3
5. Madd Matters
1088 S. Colony Way
6. Cover Ups
840 S. Colony Way
7. Artists Uncorked
832 S. Colony Way
8. The Garden Gate
810 S. Colony Way
9. NonEssentials
728 S. Alaska Street
10. Fireside Books
720 S. Alaska Street
11. Valley Fibers Guild
Palmer Depot
12. Just Sew
579 S. Alaska Street
13. B Bella (Koslosky Center)
642 S. Alaska Street, Ste. 100
14. Forever Endeavor (Koslosky Center)
642 S. Alaska Street, Ste. 105
15. Stamp Cache (Koslosky Center)
642 S. Alaska Street, Ste. 107
16. Active Soles (Koslosky Center)
642 S. Alaska Street, Ste. 100
17. AK Cell Repair (Downtown Palmer Plaza)
550 S. Alaska Street, Ste. 104A
18. Hot Hot Chocolate Shoppe (Downtown Palmer Plaza)
550 S. Alaska Street, Ste. 110
19. Shane Lamb Gallery (Downtown Palmer Plaza)
550 S. Alaska Street, Ste. 107
20. Silvertip Designs
421 S. Alaska Street
21. Backcountry Bike & Ski
132 W. Arctic Avenue
22. Benders of Hair
320 E. Arctic Avenue
23. Musk Ox Farm
12850 E. Archie Road
24. Maggie Clothing Exchange
1901 Hemmer Road, Ste. 108
25. The Valley Winery
1705 N. Ranch Road



Special thanks to our supporters:



The UPS Store

**City of Palmer
Action Memorandum No. 17-076**

Subject: Supporting the Community Efforts to Pursue the All America City Award by Directing Staff to Pay the \$250.00 Application Fee

Agenda of: October 24, 2017

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



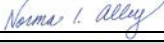
Originator Information:

Originator: Mayor DeVries via 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: \$ 250.00

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 250.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-02-10-6069 Council Discretionary Funds
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- 2018 All American City Letter of Intent Sample
- 2018 All American City Application
- All American City webpage (About AAC)

Summary Statement:

The National Civic League has recognized and awarded the best in American civic innovation with the prestigious All-America City Award since 1949.

The application period for 2018 begins October 18, 2017, with submission of a letter of intent and a formal application must be submitted by February 28, 2018.

10 Finalists are announced in April, 2018, with the actual competition June 22-24, 2018, in Denver, Colorado.

The competition is a 10-minute presentation judged by a jury of national civic experts. Prior year presentations may be viewed at <http://www.nationalcivicleague.org/aacpresentations/>.

The application fee is \$250.

Is it the wish of the Council to support the community efforts to pursue the All America City Award by directing staff to pay the \$250.00 application fee?

2018 All-America City Award

Letter of Intent to Apply Template

This is a sample for your use, but not the required language. Please email this letter by October 18, 2017 to aac@ncl.org to receive a \$100 discount on your AAC application fee (full application fee is \$250). Please note that a letter of intent is **not required** to submit an application.

All-America City Awards
National Civic League
190 East 9th Ave
#200
Denver, CO 80203

Dear National Civic League staff:

I am writing on behalf of (the neighborhood, town, city, county, tribe, region), in the state of (name) to inform you of our intent to apply for the 2018 All-America City Awards.

We believe we are an excellent candidate for the All-America City Award because (please provide a few sentences about how your community engages residents, promotes cross sector collaboration, demonstrates diversity/inclusiveness, and seeks to be innovative).

Our community contact person will be:

Name

Title or role in the community

Contact (email and phone)

We understand the application deadline is February 28, 2018.

Sincerely,

Name, title (if desired), email and phone contact



2018 All-America City Award Application

Spotlight: Promoting Equity through Inclusive Civic Engagement

Deadlines and Submission Instructions

February 2017 - February 2018: All-America City Promising Practices Series

Join National Civic League for this series of monthly webinars. Learn about innovative programs and approaches to promoting equity from All-America City (AAC) winning communities and other experts throughout the country. This series will also provide a chance for communities to talk with AAC winning communities about the benefits of AAC and tips for applying. See here for a [schedule of webinars](#).

October 18, 2017: Submit Letter of Intent to Apply

(Letter of Intent is not required, however, save \$100 on your application fee when you submit a Letter of Intent.)
[LOI Template](#)

February 28, 2018: Submit Application

- 1) by email to aac@ncl.org by Wednesday, February 28, 2018, 11:59 p.m. PST as a Word Document without pictures and file name with STATE, CITY 2018 AAC App and,
- 2) mail one hard copy with \$250 (*You only pay \$150 application fee if you submit a Letter of Intent to Apply by October 18, 2017) application fee to: National Civic League, 190 East 9th Ave., Suite 200, Denver, CO 80203

April 2018: Finalists Announced

Finalists will be announced in early April 2018. Community delegations will be invited to Denver to present.

April - June 2018: Competition Preparation

Finalist communities assemble a cross-sector community delegation to present the story of the community and its work at the June 2018 awards event and peer-learning conference. Raise the funds to send your delegation to the June event in Denver. Finalist community delegations present their story to a national jury of civic, local government, business, philanthropy, and community experts. All applicant communities are invited to participate in the June workshops and networking opportunities. See Resource page below for link to past AAC presentations.

June 22-24, 2018: All-America City Awards Competition and Event in Denver, Colorado.

Application Guidelines

The National Civic League invites you to apply for the All-America City Award (AAC) – the nation’s most prestigious community award, now in its 69th year. The AAC Award offers the opportunity for both recognition and reflection. Applications require communities to come together to assess their strengths and challenges. The process of applying for the award provides an opportunity to mobilize local groups to work together and display on a national stage the people and projects that make your community a great place to live, work and play.

NCL recognizes that no perfect communities exist. The All-America City Award does not honor perfection. It does honor the progress and innovation demonstrated through the cross-sector partnerships in the three project examples. It recognizes a community’s courage to recognize its challenges along with commitment to face those challenges with the same spirit exhibited in the highlighted projects. It is about moving forward and getting the hard work done collaboratively, innovatively, inclusively, and with maximum civic engagement.

In 2018, the All-America City Award will recognize ten communities for their inclusive engagement processes, projects and community vision. The essence of the application is a description of three community projects with a clear community-wide commitment to inclusiveness, equity, impact, innovation, civic engagement and cross-sector collaboration. Applications are encouraged to include at least one project focused on the 2018 highlighted topic - inclusive engagement practices that promote equity.

The 2018 spotlight for the Award are efforts focused on inclusive engagement practices that promote equity and bring all voices to the table to help solve our country’s most pressing and complex issues. **With this spotlight NCL hopes to learn more about the inclusive decision-making processes that communities use to solve complex problems and move toward more equitable communities.**

2018 is the 50th anniversary of the Report of the National Advisory Commission on Civil Disorders (more commonly known as the Kerner Commission). The report, published in 1968, concluded with words that fit easily within our own times, “it is time to make good the promises of American democracy to all citizens – urban and rural, white, black, Spanish surname, American Indians, and every minority group.”

With this framing in mind, NCL is particularly interested in learning about your projects that:

- promote positive community-police relations,
- promote racial healing and dialogues on race,
- expand government and institutional representation and access,
- further educational equity in the community,
- create affordable and safe housing,
- reduce poverty,
- increase job readiness and employment,
- focus on restorative justice,
- seek equitable transportation access,
- promote or ensure access to healthy food and/or to safe and healthy natural environments.

We do not require the application to address any of the above issues specifically. However, applicants are strongly encouraged to share efforts that fit with the 2018 theme of inclusive engagement practices that promote equity. We know that local communities face a wide array of challenges and that demonstrating a commitment to inclusion and engagement will look different in different places. We look forward to hearing about the engagement processes your community uses to address complex issues and make your community a great place to live, work and play for all.

All-America City Awards Criteria

All-America City applications – and the three submitted projects – are considered using five main criteria:

1. **Civic Engagement:** comprehensive citizen/resident engagement in decision-making and action planning.
2. **Inclusiveness and Equity:** intentional involvement of diverse segments and perspectives (ethnic, racial, socio-economic, age, sexual orientation, gender expression, people with disabilities, national origin, and others) in community decision-making.
3. **Collaboration:** cross-sector collaboration (business, local government, nonprofits, military, etc.) and regional collaboration.
4. **Innovation:** creative use and leveraging of community resources.
5. **Impact and Future Planning and Visioning:** demonstrable, significant and measureable achievements from the past 5 years (for example: increase in number and diversity of residents involved in engagement processes, reduced poverty rates, increased access to school health services, increased number of affordable housing units). Especially for communities who have recently begun this work, we also encourage a description of a community-wide vision or long-term plan to address local challenges.

Resources Available to You

As you fill out this application, it may be helpful to consult the following material:

All-America City Award Related:

1. [The All-America City Experience](#): Brief informational video on the award program
2. [Previous All-America City presentations](#)
3. [Previous All-America City Award Event Program](#)
4. Previous Applications:
 - a. [2014 Winner Chelsea, Massachusetts](#)
 - b. [2015 Winner Tallahassee, Florida](#)
 - c. [2016 Winner Hayward, California](#)

Engagement Resources:

1. NCL's *Civic Index* to help evaluate your civic infrastructure
 - a. [Civic Index, Third Edition](#)
 - b. [Civic Index Quick Quiz](#)
2. [NCL's All-America Conversations Toolkit](#)
3. Asset-based framework--[Discovering Community Power: A Guide to Mobilizing Local Assets and Your Organization's Capacity](#). (Provided by permission of co-author John McKnight)

National Civic Review Articles on Civic Engagement:

4. [What Makes an All-America City?](#)
5. [Hampton, Virginia: Civic Engagement as a Management Strategy](#)
6. [Dubuque: Creating a Culture of Engagement](#)
7. [Decatur, Georgia: Diversity, Gentrification, and the Art of Community Conversation](#)

Equity Resources:

1. [Seattle's Race and Social Justice Initiative](#)
2. W. K. Kellogg Foundation's [Truth, Racial Healing and Transformation Initiative](#) (NCL is a proud partner of the TRHT Initiative)
3. [Building Welcoming Communities Campaign](#)
Community Policing
 - a. [The President's Taskforce on 21st Century Policing](#)
 - b. [The President's Taskforce on 21st Century Policing: One Year Progress Report](#)
 - c. [The President's Taskforce on 21st Century Policing: Implementation Guide](#)
4. Kerner Commission Report
 - a. [Kerner Commission Report Summary](#)
 - b. [Full Report for purchase](#)

Community Information

Community name and state: _____

Your community is applying as a:

___ Neighborhood ___ Village ___ Town ___ Tribe ___ City ___ County ___ Region

If applying as a region, name participating communities: _____

If applying as a neighborhood, name city: _____

Has your community applied before? Yes No If Yes, which years: _____

Has your community been a Finalist before? Yes No If Yes, which years: _____

Has your community been an All-America City before? Yes No If Yes, which years: _____

Contact Information

All-America City Award contact (primary contact person available throughout competition & follow-up):

Name: _____ Title (if any): _____

Organization/Government/Other: _____

Address: _____ City, State, Zip _____

Phone (business/day): _____ Mobile Phone _____

E-mail Address(es): _____

The applying community will receive a complimentary membership (or membership renewal if an AAC application was submitted last year) to the National Civic League for one year. To whom should this membership be directed?

Name _____

Address _____

City, State & Zip Code _____

Phone Number _____ Fax _____

Email _____

We agree to follow NCL's rules regarding use of the All-America City Award logo, a registered trademark of the National Civic League. We allow NCL and the All-America City Award to share this application and the information enclosed in it with the NCL and AAC networks to promote the work of our community. If we are named an All-America City, we agree to conduct a post-AAC conference call or regional forum for the AAC network that features our projects. In a pay-it-forward spirit, if named a finalist or All-America City, we agree to consider supporting AAC through an NCL membership for a minimum of the next three years.

Signature: _____ Date: _____

Name: _____ Title: _____

Community Statistics and Map

Note: Use the most up-to-date statistics possible for your neighborhood, town, city, county, or region (source suggestions: U.S. Census Bureau, State Department of Economic Security, State Department of Finance, Department of Public Health, and local school statistics).

POPULATION (in year 2010 or most recent):

Source/Date:

POPULATION PERCENTAGE CHANGE 2000-2010 (indicate + or -): ____%

Source/Date:

RACIAL/ETHNIC POPULATION BREAKDOWN:

White	_____ %
Hispanic or Latino (of any race)	_____ %
Black or African American	_____ %
Asian	_____ %
American Indian and Alaska Native (AIAN)	_____ %
Mixed Race	_____ %
Other	_____ %

Source/Date:

MEDIAN FAMILY INCOME: \$ _____

Source/Date:

PERCENTAGE OF FAMILIES BELOW POVERTY LEVEL: ____%

Source/Date:

UNEMPLOYMENT RATE: _____ %

Source/Date:

POPULATION BREAKDOWN BY AGE GROUP (percentages, if available):

19 years old and under	_____ %
20-24	_____ %
25-44	_____ %
45-64	_____ %
65 and over	_____ %

Source/Date:

PERCENTAGE OF HOME OWNERSHIP: ____%

Source/Date:

WORKFORCE DISTRIBUTION -- Name the three largest employment sectors (include military services and/or installations, if any) in your community and provide the percentage of total employed in each:

_____	_____ %
_____	_____ %
_____	_____ %

Source/Date:

MAP -- Please attach a state map (8.5" x 11") with your community clearly marked

PART I: How equitable are opportunities in your community?

In alignment with our inclusiveness and equity criteria, we ask applicant communities to share the processes they use to help ensure local government (or other application lead) reflects the full diversity of the community. NCL believes a community is stronger and more sustainable when the leadership and decision makers reflect all perspectives in a community. To help move toward a more equitable community, local institutions need to first look at their own operations, policies and practices that could cause barriers to opportunities. By taking an inventory of the demographics, different identities and perspectives in your community and comparing them to leadership positions and economic opportunities, major gaps may be revealed.

We know this is not yet a common practice in local institutions. Do not be discouraged if you cannot provide data on the pieces below. It is our hope that by highlighting this approach in the application we can encourage institutions to consider it going forward, to help highlight gaps and barriers to equitable opportunities. If you do not have any practices, policies or data that assess equity in leadership and economic opportunities, please provide a brief narrative on how you see this being incorporated in future actions.

Based on the demographics you reported above how does the local government or other community institution assess the level of institutional equity in the following areas:

*Please also share any perspectives you are tracking in addition to those listed in the community statistics section to help ensure equity. You may [use and edit the attached template](#) to help report any equity data you are tracking. (1,000-word maximum)

- Contracting and Vendors
- City Staff and City Leadership
- Elected Officials
- Resident Boards and Commissions
- Leadership Academies
- Scheduled updates to infrastructure and city services (i.e. parks and recreation areas, road maintenance, public works investments, etc)

PART II: Tell Your Community's Story

Tell us your community's story. Focus on the last ten years of your community's progress and development and describe how that progress has benefited your residents. Utilizing the awards criteria (above), describe how your community addresses its pressing challenges and plans for its future. Provide necessary history and background on your community to set the stage for the rest of the application. (500-word maximum)

PART III: Describe Civic Engagement in your Community

Authentic civic engagement builds a reciprocal relationship between local institutions and residents to identify and solve problems together. In a civically robust community, both local government officials and citizens initiate projects that meet the needs of residents.

For this section describe how your community engages residents to help make decisions and create a stronger place for all people. Some factors to consider when describing your community's approach to community engagement include:

Community Vision and Pride

- 1) Does your community have a shared vision and strong sense about what people want moving forward? If so, what was the process to select your community vision?

Public Participation

- 2) What formal and informal avenues and opportunities do residents from all segments of the community have to help prioritize issues and shape the community moving forward? (This could include city boards, commissions, among many other examples.)

Inclusiveness

- 3) How have groups (or the city) effectively engaged residents beyond “the usual suspects” and included those rare voices in decision-making? What effective strategies have you found for engaging hard to reach groups? How does the community ensure that those most impacted by a given issue are meaningfully and actively engaged in identifying solutions?

Decision Making and Consensus-Building

- 4) How does your community come to consensus on contentious issues to move forward with practical compromises and solutions?

Collaboration

- 5) How do organizations and institutions in the community bring people together across dividing lines to engage with one another on key issues? Have you held All-America Conversations or something similar?

Please use examples to illustrate the answers to these questions and be sure to mention the specific tools and processes you use to engage residents. Note: If your community has conducted an All-America Conversation please include it here. Please refer to the Civic Index materials in the resource section for assistance in filling out this section. (1,000-word maximum)

PART IV: Describe Three Community-Driven Projects

Describe your three best projects that have a compelling community-wide vision and have resulted in significant local impact and action planning within the past five years. Past All-America City Award applicants have highlighted projects focused on: building community-police relations, creating affordable housing, ensuring third grade reading success for at-risk children, providing health care for underserved populations, creating new businesses or revitalized downtowns, promoting sustainability. Simply put, projects can focus on the full array of challenges facing communities.

While not required, NCL strongly encourages communities to identify at least one project that highlights local efforts around engaging residents to build equity. For each of the three projects, be sure to tell us how each of these projects promote civic engagement, collaboration, inclusiveness, innovation and impact.

PROJECT ONE

Provide the project name and describe the challenge being addressed, actions taken and how it innovatively leverages civic engagement, collaboration and inclusiveness to create an equitable impact for your community's residents. Be sure to share the description of its vision and outcomes achieved through this project to date. *(2,000-word maximum)*

Provide name of the primary contact for the project. Name & title, organization, address, telephone, and e-mail address. *(This person may be contacted to verify information.)*

PROJECT TWO

Provide the project name and describe the challenge being addressed, actions taken and how it innovatively leverages civic engagement, collaboration and inclusiveness to create an equitable impact for your community's residents. Be sure to share the description of its vision and outcomes achieved through this project to date. *(2,000-word maximum)*

Provide name of the primary contact for the project. Name & title, organization, address, telephone, and e-mail address. *(This person may be contacted to verify information.)*

PROJECT THREE

Provide the project name and describe the challenge being addressed, actions taken and how it innovatively leverages civic engagement, collaboration and inclusiveness to create an equitable impact for your community's residents. Be sure to share the description of its vision and outcomes achieved through this project to date. *(2,000-word maximum)*

Provide name of the primary contact for the project. Name & title, organization, address, telephone, and e-mail address. *(This person may be contacted to verify information.)*

End of Application. Thank you for submitting your All-America City Award Application!

Need additional guidance? Email aac@ncl.org or go to www.nationalcivicleague.org for announcements of upcoming conference calls for prospective applicants and AAC resources or call NCL at 303-571-4343.



Advancing Civic Engagement to Build Equitable, Thriving Communities

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AboutAAC

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About the All-America City Award

Since 1949, the National Civic League has recognized and celebrated the best in American civic innovation with the prestigious All-America City Award. The Award, bestowed yearly on 10 communities (more than 500 in all), shines a spotlight on trail-blazing efforts to bring all aspects of the community together to tackle the most pressing local issues. Teams of residents; nonprofit, business, and government leaders; and young people from communities across the country come together for 3 days. At AAC these teams connect and share insights with peers, learn from national thought-leaders, and present the story of their work to a jury



AAC at a Glance

- Created in 1949, the All-America City Award –once called the “*Nobel Prize for constructive citizenship*”- has been awarded to more than 500 communities (some have won the award five times!) across the country.
- 7 communities have won the Award 5 or more times including - Cleveland, OH; Des Moines, IA; Kansas

of nationally recognized civic leaders. It is a transformational experience – one that equips, inspires and supports leaders and communities to achieve more than they ever believed possible.

Celebrating and Connecting Innovative Communities

AAC brings together communities from across the country and provides an opportunity for innovative leaders and passionate citizens to connect with and learn from their peers. The Award shines a light on communities that are working to tackle tough issues and lifts these places up for national recognition.

Energizing and Inspiring Others to Step Forward

The examples set by AAC winners inspire other civic leaders and communities to step forward and take action. In the year after winning the Award, AAC communities help their peers by sharing their insights and approaches. Working with AAC winners, NCL organizes monthly conference calls highlighting winners' work and providing opportunities for interested communities to learn how they too can create impact.

The Process

Every year communities from across the country compete for the All-America City Award, telling the story of their community and their work.

- The process begins with **downloading an application.**
- **Communities can participate in monthly webinars** with previous winners to learn more about the benefits of the Award, the application process, and other communities' innovative projects
- Communities gather to discuss local efforts and their impact across the last five years. Communities also explore their challenges, and aspirations for the future.
- Applications are due February 28, 2018. Communities that submit a Letter of Intent to Apply by October 28, 2017 receive a discount on the overall application (paying \$150 to apply instead of \$250).

City, MO; Phoenix, AZ; Roanoke, VA(6!); Tupelo, MS; and Worcester, MA;

- The Award is open to the full diversity of American communities from major cities and regions, to towns, villages, counties, neighborhoods and tribes.
- In applying communities reflect on their strengths, weaknesses, challenges and the progress they have made.
- The awards conference includes workshops on promising practices.
- Each year hundreds of leaders, volunteers and young people from the Finalist communities travel to Denver to present the story of their work and their community to a jury of national experts.

- Applications are reviewed in March. Finalists are announced in April and invited to assemble a community team to attend the All-America City Event in Denver.
- The 2018 All-America City Award Event will take place June 22nd - 24th in Denver. The event includes workshops, panel discussions, networking opportunities, cultural exchanges and community presentations to a jury of national experts.
- 10 winners are selected - by the jury - from among the Finalists.

"I could not begin to imagine how exciting and rewarding the All-America City Award process was until our city participated...A life-changing event."

Mike Dougherty, Director of Economic Development, Eden, NC



Norma Alley

From: Norma Alley
Sent: Wednesday, October 11, 2017 10:48 AM
To: Brad Hanson; David Fuller; Edna DeVries; Nathan Wallace; Norma Alley; Pete LaFrance; Richard w. Best; Sabrena Combs; Steve Carrington
Subject: FW: Oct 18th Deadline for the Letter of Intent to Apply for the All-America City Award

This is correspondence received by the Mayor. It will be part of the 10/24 Council Meeting record.

Norma

From: Edna DeVries
Sent: Tuesday, October 10, 2017 6:24 PM
To: Norma Alley <nalley@palmerak.org>; Nathan Wallace <nwallace@palmerak.org>
Subject: Fwd: [EXTERNAL]Fwd: Oct 18th Deadline for the Letter of Intent to Apply for the All-America City Award

Please forward to council. Print out for me to address under my report.

Sent from my iPhone

Begin forwarded message:

From: Linda Combs <lcombs@mtaonline.net>
Date: October 10, 2017 at 5:49:47 PM AKDT
To: DeVries Edna <edevries@palmerak.org>
Subject: [EXTERNAL]Fwd: Oct 18th Deadline for the Letter of Intent to Apply for the All-America City Award

Sent from my iPhone

Begin forwarded message:

From: Sarah Lipscomb <sarahl@ncl.org>
Date: October 10, 2017 at 7:18:19 AM AKDT
To: "lcombs@mtaonline.net" <lcombs@mtaonline.net>
Subject: Oct 18th Deadline for the Letter of Intent to Apply for the All-America City Award

Linda,

I wanted to send a reminder for the upcoming **October 18th** deadline to submit a Letter of Intent (LOI) to apply for the All-America City Award. The LOI is not required to apply, but it does save \$100 from the full \$250 application fee. You can view a [template LOI](#)

[here](#). I also highly encourage applicant communities to view the [September Webinar](#), featuring cities who previously won the All-America City Award.

Please reach out with any questions and we look forward to working with you throughout the application process.

Thank you,

Sarah Lipscomb
Program Director
All-America City Awards &
Community Assistance
National Civic League
www.nationalcivicleague.org
[@allamericacity](https://twitter.com/allamericacity)
sarahl@ncl.org
(303) 571-4343

**City of Palmer
Action Memorandum No. 17-077**

Subject: Approving the Cancellation of the November 14, 2017, Regular Council Meeting

Agenda of: October 24, 2017

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




Originator Information:

Originator: Mayor DeVries via City Clerk

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ (600.00)

This legislation (√):

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

Funds are (√):

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

Director of Finance Signature: 

Attachment(s):

- None

Summary Statement:

The AML Conference is held the week of November 13 and our first Regular Council Meeting for the month is November 14. Currently there is no legislation scheduled for the November 14 meeting. Palmer Municipal Code 2.04.080 states "A regular meeting may be canceled by the council...".

Is it the wish of the Council to hold or cancel the November 14, 2017, Regular Council Meeting?

**City of Palmer
Resolution No. 17-023**

Subject: Authorizing the City Manager to Negotiate and Enter into a Four-Year Agreement with Motorola Solutions to Lease-Purchase Radio and Computer Aided Dispatch Equipment in the Amount of \$725,913.28, and to Lease Over a Term Ending No Later Than August of 2021, and to Obtain the Equipment Under the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230

Agenda of: June 27, 2017 – Postponed to October
October 24, 2017

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




Originator Information:

Originator: Lance Ketterling, Chief of Police

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance		5/26/17
_____	Fire	_____	_____
X	Police		5-23-17
_____	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: \$ 725,913.28

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
X	Creates expenditure in the amount of:	\$ <u>725,913.28 over four years</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

X	Budgeted	Line item(s): <u>09-01-10-6055 and 50-01-10-6053 (\$125,000 Down Payment)</u>
X	Not budgeted	<u>Annual lease payments</u>

Director of Finance Signature: 

Attachment(s):

- Resolution No. 17-023
- Motorola Solutions Project Proposal and schedule
- Lease Proposal
- Lease Agreement
- Excerpt of June 27, 2017, City Council Minutes
- Funding Table

Summary Statement:

The Palmer Dispatch Center currently operates Motorola Gold Elite radio consoles. These consoles allow the dispatch center to transmit and receive radio traffic via the Alaska Land Mobile Radio system (ALMR). ALMR is a common system in the State of Alaska used for radio communications. It allows communication over long distance and between multiple agencies. For example, a Palmer Police officer who happens to be in Anchorage or Big Lake is able to communicate with Palmer Dispatch via ALMR whereas they would not be able to cover that distance on a simplex channel. Additionally, that same Palmer officer is able to talk to Alaska State Troopers, Wasilla Police, or most other organizations in the same manner. Simply put, the ability to use the ALMR system is critical to the Palmer Police mission, particularly in emergencies when interoperability with other agencies is required.

ALMR is updating its operating system to include security patches required by the United States Department of Defense. These security patches and the resulting updates are not supported by the Motorola Gold Elite consoles currently in use by Palmer Dispatch. In order to use ALMR, Palmer must upgrade its dispatch consoles to a newer version, the Motorola MCC 7500 series. This challenge is not unique to the Palmer Dispatch center. Many other centers all around the state are participating in similar upgrades, with much of the work already scheduled or completed.

The Palmer Dispatch center also utilizes a Computer Aided Dispatch system, or CAD. The CAD is used for tracking responding units, providing location and mapping data for certain 911 calls, records management, statistical gathering and analysis, paging responders, and call response recommendations. However, the CAD currently utilized by Palmer Dispatch was originally purchased by the Mat Su Borough in 2007. It was last upgraded in 2013. The Borough has agreed to transfer the CAD hardware to Palmer, but upgrading it to current NextGen standards would cost almost as much as a new system.

Motorola, who supplies the radio consoles mentioned above, has included a new CAD system in its proposal to the City. The new CAD is a NextGen system, meaning it is capable of additional functions such as 911 texting, video and image reception and transmission, and enhanced cellular data accuracy. The last point is particularly important since an estimated 75% of 911 calls come in via wireless rather than landline phones. Finally, NextGen CAD systems are IP rather than analog based, reducing operating and maintenance costs. To amplify this last point, one year of maintenance for Palmer Dispatch's current system is estimated at \$14,900.00. A year of maintenance for the proposed system is estimated to be \$5,800.00

Both the radio consoles and CAD system are key components in the City's public safety role and our Emergency Operations Plan. Their functionality, maintenance, and interoperability are important facets in the police and fire departments being able to achieve their mission. Without them, the police and fire departments would not be able to communicate effectively or manage their resources as efficiently as would be needed in emergencies.

Total project funds for this proposal amount to \$675,654.00, to be paid over a period of five years, not including finance charges. This includes a down payment of \$125,000.00 to be paid upon acceptance, and an additional \$150,228.32 per year for four years. If alternate funding sources can be secured prior to the completion of the agreement, the entire balance may be paid early without penalty. The lease rate

is 3.53%, which results in a total finance charge of \$50,259.28 for a total of \$725,913.28 if the City elects to lease to the end of the terms extended by Motorola. Program costs include installation, 12 month warranty period, and training for dispatch personnel in operating the new systems. Project implementation is estimated to be six months for the radio consoles and 10-12 months for the CAD.

The proposal qualifies for sole source purchasing under Palmer Municipal code in the following ways:

1. The radio consoles have already been pre-bid under the Houston Galveston Area Council (H-GAC). H-GAC is an organization similar to the National Association of State Procurement Officers. Motorola Solutions has extended Palmer H-GAC pricing on the radios consoles and bundled the CAD to that pricing. This satisfies P.M.C. 3.21.230 (A)2.
2. Motorola Solutions is the only means by which Palmer can obtain new Motorola equipment, which both the radio consoles and this particular CAD are examples of. The equipment is not available through other vendors. It has the additional benefit of providing a single point of contact for maintenance services and upgrades as needed.

Administration's Recommendation:

Approve Resolution No. 17-023 authorizing the city manager to negotiate a four-year agreement and lease radio and computer aided dispatch equipment in an amount totaling \$725,913.28.

Introduced by: City Manager
Date: June 27, 2017
Date: October 24, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 17-023

A Resolution of the Palmer City Council Authorizing the City Manager to Negotiate and Enter into a Four-Year Agreement with Motorola Solutions to Lease-Purchase Radio and Computer Aided Dispatch Equipment in the Amount of \$725,913.28, and to Lease Over a Term Ending no Later Than August of 2021, and to Obtain the Equipment Under the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230

WHEREAS, the Palmer Dispatch Center operates radio consoles and computer aided dispatch equipment for the dispatch of Palmer emergency assets and;

WHEREAS, the Alaska Land Mobile Radio (ALMR) system is a common system in the state of Alaska that allows communication over long distances and between multiple agencies and;

WHEREAS, the ALMR system is being updating with security patches by the United States Department of Defense (primary provider of ALMR) and;

WHEREAS, the ALMR system is essential to the Palmer emergency services mission, particularly in emergencies when interoperability with other agencies is required and;

WHEREAS, the Palmer Dispatch Center radio consoles and computer aided dispatch are outdated and will no longer be interoperable with other agencies and;

NOW, THEREFORE, BE IT RESOLVED the Palmer City Council hereby authorizes the City Manager to negotiate and enter into a four year agreement with Motorola Solutions to lease-purchase radio and computer aided dispatch equipment in the amount of \$725,913.28, and to lease over a term ending no later than August of 2021, and to obtain the equipment under the governmental and proprietary procurements section of Palmer Municipal Code 3.21.230.

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

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Motorola Solutions
Green Initiative
Innovation
Sustainability

May 1, 2017

Palmer Police Department

Subject: Proposal for a Palmer Police Dispatch Center MCC7500 Console Updates

Motorola Solutions, Inc. (“Motorola”) is pleased to have the opportunity to provide Palmer PD with quality communications equipment and services. The Motorola project team has taken great care to propose a solution that will meet your needs and provide unsurpassed value.

To best meet the functional and operational specifications of this solicitation, Motorola’s solution includes a combination of hardware, software, and services. Specifically, this solution replaces the existing Motorola Solutions Centracom Gold Elite dispatch system with the current Motorola Solutions MCC 7500 Dispatch system, which includes the following:

- ◆ 2 MCC7500 Dispatch Console Operator Positions
- ◆ A Backup Conventional Controller and 5 Conventional Gateways
- ◆ An MKM 7000 Console Alias Manager
- ◆ An SDM 3000 Aux I/O Interface
- ◆ An Archiving Interface Server for IP Logging
- ◆ Verint Trunked Radio and Telephony IP Logging Recorders

In addition, this proposal includes pricing for a Spillman CAD system (in Appendix A) which will replace the existing CAD system. This Proposal consists of this cover letter along with its Exhibits. This Proposal is based on the terms and conditions of the existing Communications System Agreement between the City of Palmer Police Department and Motorola Solutions.

Palmer may accept this Proposal by delivering to Motorola a Purchase Order or Contract Award incorporating by reference this Proposal. This proposal shall remain valid for a period of 60 days from the date of this cover letter. In addition, this proposal includes a special and conditional discount to reduce the Contract Price if the project is deployed consistently with (or ahead of) the proposed Project Schedule. Please see the Pricing Summary section of the Proposal.

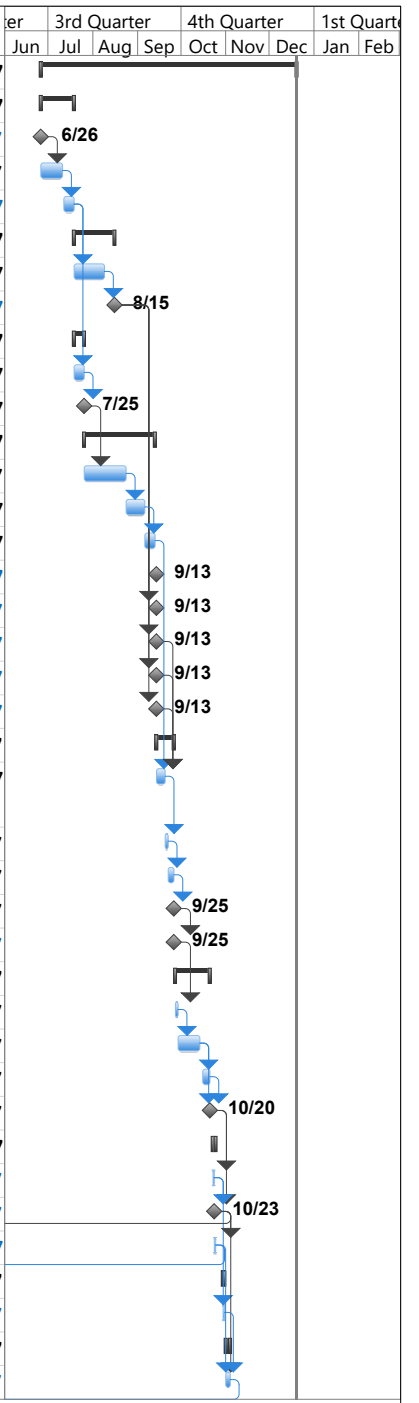
Motorola will be pleased to address any concerns Palmer may have regarding the proposal. Please direct any questions to your Motorola account executive, Roy Kyser at (425) 412-0698.

Sincerely,

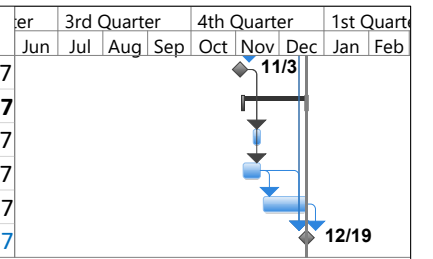


Larsen Grabenkort
Area Sales Manager
PNW Region
Motorola Solutions, Inc.

ID	Task Name	Duration	Start	Finish	3rd Quarter			4th Quarter			1st Quarter	
					Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
1	Palmer P.D. Dispatch Console Implementation Project	123d	Mon 6/26/17	Tue 12/19/17								
2	Contract	16d	Mon 6/26/17	Tue 7/18/17								
3	Contract Award	0d	Mon 6/26/17	Mon 6/26/17								
4	Contract Administration	10d	Mon 6/26/17	Mon 7/10/17								
5	Project Kick-Off	5d	Wed 7/12/17	Tue 7/18/17								
6	Contract Design Review	20d	Wed 7/19/17	Tue 8/15/17								
7	Review Contract Design / Finalize Implementation Plan	15d	Wed 7/19/17	Tue 8/8/17								
8	Design Approval	0d	Tue 8/15/17	Tue 8/15/17								
9	Order Processing	5d	Wed 7/19/17	Tue 7/25/17								
10	Process Equipment lists	5d	Wed 7/19/17	Tue 7/25/17								
11	Order Bridged	0d	Tue 7/25/17	Tue 7/25/17								
12	Manufacturing	34d	Wed 7/26/17	Tue 9/12/17								
13	Manufacture Motorola FNE	21d	Wed 7/26/17	Wed 8/23/17								
14	Ship Equipment to Field	8d	Thu 8/24/17	Tue 9/5/17								
15	Receive and Inventory Equipment in Field	5d	Wed 9/6/17	Tue 9/12/17								
16	Customer Responsibilities Ready	0d	Wed 9/13/17	Wed 9/13/17								
17	Customer-provided site connectivity ready	0d	Wed 9/13/17	Wed 9/13/17								
18	Customer-provided power, space, furniture, etc ready	0d	Wed 9/13/17	Wed 9/13/17								
19	Customer-provided monitors available	0d	Wed 9/13/17	Wed 9/13/17								
20	Customer-provided temporary tables ready	0d	Wed 9/13/17	Wed 9/13/17								
21	Palmer PD Equipment Installation	8d	Thu 9/14/17	Mon 9/25/17								
22	Permanently Install Dispatch Backroom Equipment, Aux I/O and CCGW connections	4d	Thu 9/14/17	Tue 9/19/17								
23	Temporarily Setup 2 MCC7500 ops	2d	Wed 9/20/17	Thu 9/21/17								
24	Prepare for Cutover - Run Cat5e cables to Dispatch, etc.	2d	Fri 9/22/17	Mon 9/25/17								
25	Installation Complete	0d	Mon 9/25/17	Mon 9/25/17								
26	Palmer PD Installation Acceptance	0d	Mon 9/25/17	Mon 9/25/17								
27	Palmer PD Console Programming & Optimization	18d	Wed 9/27/17	Fri 10/20/17								
28	Perform R-56 Audit	2d	Wed 9/27/17	Thu 9/28/17								
29	Console Programming	11d	Fri 9/29/17	Fri 10/13/17								
30	System Optimization	5d	Mon 10/16/17	Fri 10/20/17								
31	Palmer PD Programming & Optimization Complete	0d	Fri 10/20/17	Fri 10/20/17								
32	Palmer PD Acceptance Testing	2d	Mon 10/23/17	Tue 10/24/17								
33	Perform System Testing	1d	Mon 10/23/17	Mon 10/23/17								
34	Palmer PD SATP Acceptance	0d	Mon 10/23/17	Mon 10/23/17								
35	Palmer PD Transition to Service/PTC	1d	Tue 10/24/17	Tue 10/24/17								
36	Training	1d	Mon 10/30/17	Mon 10/30/17								
37	Perform Dispatch and Admin Console Training at Palmer PD	1d	Mon 10/30/17	Mon 10/30/17								
38	Cutover	3d	Wed 11/1/17	Fri 11/3/17								
39	Palmer PD Cutover Dispatch - Permanently Install Consoles	3d	Wed 11/1/17	Fri 11/3/17								



ID	Task Name	Duration	Start	Finish	3rd Quarter			4th Quarter			1st Quarter	
					Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
40	Cutovers Complete	0d	Fri 11/3/17	Fri 11/3/17								
41	Finalize	30d	Mon 11/6/17	Tue 12/19/17								
42	Remove and recycle backroom equipment and Gold Elite consoles	5d	Mon 11/13/17	Fri 11/17/17								
43	Punchlist Resolution	10d	Mon 11/6/17	Fri 11/17/17								
44	Finalize Documentation	20d	Mon 11/20/17	Tue 12/19/17								
45	Final Acceptance	0d	Tue 12/19/17	Tue 12/19/17								





Date: May 4,2017

To: Palmer, City of
Attn: Chief L. Ketterling
423 S. Valley Way
Palmer, AK 99645

Re: Communications System Financing Proposal

Motorola Solutions, Inc. is pleased to submit the following proposal for the financing of your Motorola communications equipment in accordance with the terms and conditions outlined below:

Transaction Type: Municipal Lease Purchase Agreement (Tax-exempt)

Lessor: Motorola Solutions, Inc. (or its Assignee)

Lessee: Palmer, City of

Total Transaction Value: \$ 675,654.00

Down Payment: \$ 125,000.00

Balance to Finance: \$ 550,654.00

Equipment: 2 Ops of MCC 7500 Connected to the M-Core switch, IP based Verint Voice Logger for all channels and talk groups, installation, integration, optimization, to include Spillman CAD offered as an Addenda to the original proposal. MCC is \$522,164.00, and Spillman is \$153,490.00 = \$675,654.00 (As per the Motorola Solutions equipment proposal.)

Title: Title to the equipment will vest with the Lessee.

Insurance: Lessee will be responsible to insure the equipment as outlined in the lease contract.

Taxes: Personal property, sales, leasing, use, stamp, or other taxes are for the account of the Lessee.

	Option 1
<i>Lease Term</i>	4 Years
<i>Payment Type</i>	Annually Arrears
<i>Lease Rate</i>	3.53%

	Option 1
<i>Lease Factor</i>	0.272818
<i>Payment</i>	\$150,228.32
<i>Payment Commencement</i>	First payment due one year after contract execution

Expiration: The above lease rates and factors are valid for all leases commenced by 6/3/2017. After this date the rate will be reset to reflect current market conditions.

Program Highlights: Terms up to seven years can be structured for Municipal Lease Purchase Agreement (Tax-exempt).

One hundred percent (100%) of a project's acquisition cost can be financed.

Payment frequency can be matched to meet your cash flow and budget requirements.

No pre-payment penalties.

Future equipment upgrades can easily be accommodated via add-on lease schedules, restructuring already existing deals, etc.

Qualifications: Receipt of a properly executed documentation package.

Lessee qualifies as a political subdivision or agency of the State as defined in the Internal Revenue Code of 1986. The interest portion of the Lease Payments shall be excludable from the Lessor's gross income pursuant to Section 103 of the Internal Revenue Code.

Receipt of a copy of the last 2 year's audited financial statements and current year's budget from the Lessee.

This proposal should not be construed as a commitment to finance. It is subject to final credit approval.

Documentation: Municipal Equipment Lease Purchase Agreement
 Opinion of Counsel
 Schedule A/Equipment List
 Schedule B/Amortization Schedule
 8038G
 UCC-1
 Certificate of Incumbency
 Statement of Essential Use/Source of Funds
 Evidence of Insurance or Statement of Self Insurance
 Resolution from governing body authorizing the execution of the Lease
 Delivery & Acceptance Certificate

Please feel free to contact me if there are any questions, or if an alternate structuring is required.

Regards,
 Gary Peters
 Mr.
 +1 (907) 830-4324



6/7/17

Chief Lance Ketterling
City of Palmer
423 S. Valley Way
Palmer AK 99564

RE: Municipal Lease # 24144

Dear Chief Ketterling:

Enclosed for your review, please find the **Municipal Lease** documentation in connection with the [radio equipment] to be leased from Motorola. The interest rate and payment streams outlined in Equipment Lease-Purchase Agreement #24144 are valid for contracts that are executed and returned to Motorola on or before **June 27, 2017**. After **6/27/17**, the Lessor reserves the option to re-quote and re-price the transaction based on current market interest rates.

Please have the documents executed where indicated and forward the documents to the following address:

Motorola Solutions Credit Company LLC
Attn: Bill Stancik / 44th Floor
500 W. Monroe
Chicago IL 60661

Should you have any questions, please contact me at 847-538-4531.

Thank You,

A handwritten signature in blue ink, appearing to read 'Bill Stancik', with a stylized flourish at the end.

MOTOROLA SOLUTIONS CREDIT COMPANY LLC
Bill Stancik

LESSEE FACT SHEET

Please help Motorola provide excellent billing service by providing the following information:

1. Complete Billing Address City of Palmer

E-mail Address: _____
Attention: _____
Phone: _____
2. Lessee County Location: _____
3. Federal Tax I.D. Number _____
4. Purchase Order Number to be referenced on invoice (if necessary) or other "descriptions" that may assist in determining the applicable cost center or department: _____
5. Equipment description that you would like to appear on your invoicing: _____

Appropriate Contact for Documentation / System Acceptance Follow-up:

6. Appropriate Contact & Mailing Address

Phone: _____
Fax: _____
7. Payment remit to address: **Motorola Solutions Credit Company LLC**
P.O. Box 71132
Chicago IL 60694-1132

Thank you

EQUIPMENT LEASE-PURCHASE AGREEMENT
CLEAN SHORT FORM SIMPLIFIED LEASE rev 7.28.16

Lease Number: 24144

LESSEE:

City of Palmer
423 S. Valley Way
Palmer AK 99564

LESSOR:

Motorola Solutions, Inc.
500 W. Monroe
Chicago IL 60661

Lessor agrees to lease to Lessee and Lessee agrees to lease from Lessor, the equipment and/or software described in Schedule A attached hereto ("Equipment") in accordance with the following terms and conditions of this Equipment Lease-Purchase Agreement ("Lease").

1. TERM. This Lease will become effective upon the execution hereof by Lessor. The Term of this Lease will commence on date specified in Schedule A attached hereto and unless terminated according to terms hereof or the purchase option, provided in Section 18, is exercised this Lease will continue until the Expiration Date set forth in Schedule B attached hereto ("Lease Term").

2. RENT. Lessee agrees to pay to Lessor or its assignee the Lease Payments (herein so called), including the interest portion, in the amounts specified in Schedule B. The Lease Payments will be payable without notice or demand at the office of the Lessor (or such other place as Lessor or its assignee may from time to time designate in writing), and will commence on the first Lease Payment Date as set forth in Schedule B and thereafter on each of the Lease Payment Dates set forth in Schedule B. Any payments received later than ten (10) days from the due date will bear interest at the highest lawful rate from the due date. Except as specifically provided in Section 5 hereof, the Lease Payments will be absolute and unconditional in all events and will not be subject to any set-off, defense, counterclaim, or recoupment for any reason whatsoever. Lessee reasonably believes that funds can be obtained sufficient to make all Lease Payments during the Lease Term and hereby covenants that a request for appropriation for funds from which the Lease Payments may be made will be requested each fiscal period, including making provisions for such payment to the extent necessary in each budget submitted for the purpose of obtaining funding. It is Lessee's intent to make Lease Payment for the full Lease Term if funds are legally available therefor and in that regard Lessee represents that the Equipment will be used for one or more authorized governmental or proprietary functions essential to its proper, efficient and economic operation.

3. DELIVERY AND ACCEPTANCE. Lessor will cause the Equipment to be delivered to Lessee at the location specified in Schedule A ("Equipment Location"). Lessee will accept the Equipment as soon as it has been delivered and is operational. Lessee will evidence its acceptance of the Equipment by executing and delivering to Lessor a Delivery and Acceptance Certificate in the form provided by Lessor.

Even if Lessee has not executed and delivered to Lessor a Delivery and Acceptance Certificate, if Lessor believes the Equipment has been delivered and is operational, Lessor may require Lessee to notify Lessor in writing (within five (5) days of Lessee's receipt of Lessor's request) whether or not Lessee deems the Equipment (i) to have been delivered and (ii) to be operational, and hence be accepted by Lessee. If Lessee fails to so respond in such five (5) day period, Lessee will be deemed to have accepted the Equipment and be deemed to have acknowledged that the Equipment was delivered and is operational as if Lessee had in fact executed and delivered to Lessor a Delivery and Acceptance Certificate.

4. REPRESENTATIONS AND WARRANTIES. Lessor acknowledges that the Equipment leased hereunder is being manufactured and installed by Lessor pursuant to contract (the "Contract") covering the Equipment. Lessee acknowledges that on or prior to the date of acceptance of the Equipment, Lessor intends to sell and assign Lessor's right, title and interest in and to this Agreement and the Equipment to an assignee ("Assignee"). LESSEE FURTHER ACKNOWLEDGES THAT EXCEPT AS EXPRESSLY SET FORTH IN THE CONTRACT, LESSOR MAKES NO EXPRESS OR IMPLIED WARRANTIES OF ANY NATURE OR KIND WHATSOEVER, AND AS BETWEEN LESSEE AND THE ASSIGNEE, THE PROPERTY SHALL BE ACCEPTED BY LESSEE

CLEAN SHORT FORM SIMPLIFIED LEASE rev 7.28.16

"AS IS" AND "WITH ALL FAULTS". LESSEE AGREES TO SETTLE ALL CLAIMS DIRECTLY WITH LESSOR AND WILL NOT ASSERT OR SEEK TO ENFORCE ANY SUCH CLAIMS AGAINST THE ASSIGNEE. NEITHER LESSOR NOR THE ASSIGNEE SHALL BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY CHARACTER AS A RESULT OF THE LEASE OF THE EQUIPMENT, INCLUDING WITHOUT LIMITATION, LOSS OF PROFITS, PROPERTY DAMAGE OR LOST PRODUCTION WHETHER SUFFERED BY LESSEE OR ANY THIRD PARTY.

Lessor is not responsible for, and shall not be liable to Lessee for damages relating to loss of value of the Equipment for any cause or situation (including, without limitation, governmental actions or regulations or actions of other third parties).

5. NON-APPROPRIATION OF FUNDS. Notwithstanding anything contained in this Lease to the contrary, Lessee has the right to not appropriate funds to make Lease Payments required hereunder in any fiscal period and in the event no funds are appropriated or in the event funds appropriated by Lessee's governing body or otherwise available by any lawful means whatsoever in any fiscal period of Lessee for Lease Payments or other amounts due under this Lease are insufficient therefor, this Lease shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to Lessee of any kind whatsoever, except as to the portions of Lease Payments or other amounts herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available. The Lessee will immediately notify the Lessor or its Assignee of such occurrence. In the event of such termination, Lessee agrees to peaceably surrender possession of the Equipment to Lessor or its Assignee on the date of such termination, packed for shipment in accordance with manufacturer specifications and freight prepaid and insured to any location in the continental United States designated by Lessor. Lessor will have all legal and equitable rights and remedies to take possession of the Equipment. Non-appropriation of funds shall not constitute a default hereunder for purposes of Section 16.

6. LESSEE CERTIFICATION. Lessee represents, covenants and warrants that: (i) Lessee is a state or a duly constituted political subdivision or agency of the state of the Equipment Location; (ii) the interest portion of the Lease Payments shall be excludable from Lessor's gross income pursuant to Section 103 of the Internal Revenue Code of 1986, as it may be amended from time to time (the "Code"); (iii) the execution, delivery and performance by the Lessee of this Lease have been duly authorized by all necessary action on the part of the Lessee; (iv) this Lease constitutes a legal, valid and binding obligation of the Lessee enforceable in accordance with its terms; (v) Lessee will comply with the information reporting requirements of Section 149(e) of the Internal Revenue Code of 1986 (the "Code"), and such compliance shall include but not be limited to the execution of information statements requested by Lessor; (vi) Lessee will not do or cause to be done any act which will cause, or by omission of any act allow, the Lease to be an arbitrage bond within the meaning of Section 148(a) of the Code; (vii) Lessee will not do or cause to be done any act which will cause, or by omission of any act allow, this Lease to be a private activity bond within the meaning of Section 141(a) of the Code; (viii) Lessee will not do or cause to be done any act which will cause, or by omission of any act allow, the interest portion of the Lease Payment to be or become includible in gross income for Federal income taxation purposes under the Code; and (ix) Lessee will be the only entity to own, use and operate the Equipment during the Lease Term.

Lessee represents, covenants and warrants that: (i) it will do or cause to be done all things necessary to preserve and keep the Lease in full force and effect, (ii) it has complied with all laws relative to public bidding where necessary, and (iii) it has sufficient appropriations or other funds available to pay all amounts due hereunder for the current fiscal period.

If Lessee breaches the covenant contained in this Section, the interest component of Lease Payments may become includible in gross income of the owner or owners thereof for federal income tax purposes. In such event, notwithstanding anything to the contrary contained in Section 11 of this Agreement, Lessee agrees to pay promptly after any such determination of taxability and on each Lease Payment date thereafter to Lessor an additional amount determined by Lessor to compensate such owner or owners for the loss of such excludibility (including, without limitation, compensation relating to interest expense, penalties or additions to tax), which determination shall be conclusive (absent manifest error). Notwithstanding anything herein to the contrary, any additional amount payable by Lessee pursuant to this Section 6 shall be payable solely from Legally Available Funds.

It is Lessor's and Lessee's intention that this Agreement not constitute a "true" lease for federal income tax purposes and, therefore, it is Lessor's and Lessee's intention that Lessee be considered the owner of the Equipment for federal income tax purposes.

7. TITLE TO EQUIPMENT; SECURITY INTEREST. Upon shipment of the Equipment to Lessee hereunder, title to the Equipment will vest in Lessee subject to any applicable license; provided, however, that (i) in the event of termination of this Lease by Lessee pursuant to Section 5 hereof; (ii) upon the occurrence of an Event of Default hereunder, and as long as such Event of Default is continuing; or (iii) in the event that the purchase option has not been exercised prior to the Expiration Date, title will immediately vest in Lessor or its Assignee, and Lessee shall immediately discontinue use of the Equipment, remove the Equipment from Lessee's computers and other electronic devices and deliver the Equipment to Lessor or its Assignee. In order to secure all of its obligations hereunder, Lessee hereby (i) grants to Lessor a first and prior security interest in any and all right, title and interest of Lessee in the Equipment and in all additions, attachments, accessions, and substitutions thereto, and on any proceeds therefrom; (ii) agrees that this Lease may be filed as a financing statement evidencing such security interest; and (iii) agrees to execute and deliver all financing statements, certificates of title and other instruments necessary or appropriate to evidence such security interest.

8. USE; REPAIRS. Lessee will use the Equipment in a careful manner for the use contemplated by the manufacturer of the Equipment and shall comply with all laws, ordinances, insurance policies, the Contract, any licensing or other agreement, and regulations relating to, and will pay all costs, claims, damages, fees and charges arising out of the possession, use or maintenance of the Equipment. Lessee, at its expense will keep the Equipment in good repair and furnish and/or install all parts, mechanisms, updates, upgrades and devices required therefor.

9. ALTERATIONS. Lessee will not make any alterations, additions or improvements to the Equipment without Lessor's prior written consent unless such alterations, additions or improvements may be readily removed without damage to the Equipment.

10. LOCATION; INSPECTION. The Equipment will not be removed from, [or if the Equipment consists of rolling stock, its permanent base will not be changed from] the Equipment Location without Lessor's prior written consent which will not be unreasonably withheld. Lessor will be entitled to enter upon the Equipment Location or elsewhere during reasonable business hours to inspect the Equipment or observe its use and operation.

11. LIENS AND TAXES. Lessee shall keep the Equipment free and clear of all levies, liens and encumbrances except those created under this Lease. Lessee shall pay, when due, all charges and taxes (local, state and federal) which may now or hereafter be imposed upon the ownership, licensing, leasing, rental, sale, purchase, possession or use of the Equipment, excluding however, all taxes on or measured by Lessor's income. If Lessee fails to pay said charges and taxes when due, Lessor shall have the right, but shall not be obligated, to pay said charges and taxes. If Lessor pays any charges or taxes, Lessee shall reimburse Lessor therefor within ten days of written demand.

12. RISK OF LOSS: DAMAGE; DESTRUCTION. Lessee assumes all risk of loss or damage to the Equipment from any cause whatsoever, and no such loss of or damage to the Equipment nor defect therein nor unfitness or obsolescence thereof shall relieve Lessee of the obligation to make Lease Payments or to perform any other obligation under this Lease. In the event of damage to any item of Equipment, Lessee will immediately place the same in good repair with the proceeds of any insurance recovery applied to the cost of such repair. If Lessor determines that any item of Equipment is lost, stolen, destroyed or damaged beyond repair (an "Event of Loss") , Lessee at the option of Lessor will: either (a) replace the same with like equipment in good repair; or (b) on the next Lease Payment date, pay Lessor the sum of : (i) all amounts then owed by Lessee to Lessor under this Lease, including the Lease payment due on such date; and (ii) an amount equal to all remaining Lease Payments to be paid during the Lease Term as set forth in Schedule B.

In the event that Lessee is obligated to make such payment with respect to less than all of the Equipment, Lessor will provide Lessee with the pro rata amount of the Lease Payment and the Balance Payment (as set forth in Schedule B) to be made by Lessee with respect to that part of the Equipment which has suffered the Event of Loss.

13. INSURANCE. Lessee will, at its expense, maintain at all times during the Lease Term, fire and extended coverage, public liability and property damage insurance with respect to the Equipment in such amounts, covering such risks, and with such insurers as shall be satisfactory to Lessor, or, with Lessor's prior written consent, Lessee may self-insure against any or all such risks. All insurance covering loss of or damage to the Equipment shall be carried in an amount no less than the amount of the then applicable Balance Payment with respect to such Equipment. The initial amount of insurance required is set forth in Schedule B. Each insurance policy will name Lessee as an insured and Lessor or its Assigns as an additional insured, and will contain a clause requiring the insurer to give Lessor at least thirty (30) days prior written notice of any alteration in the terms of such policy or the cancellation thereof. The proceeds of any such policies will be payable to Lessee and Lessor or its Assigns as their interests may appear. Upon acceptance of the Equipment and upon each insurance renewal date, Lessee will deliver to Lessor a certificate evidencing such insurance. In the event that Lessee has been permitted to self-insure, Lessee will furnish Lessor with a letter or certificate to such effect. In the event of any loss, damage, injury or accident involving the Equipment, Lessee will promptly provide Lessor with written notice thereof and make available to Lessor all information and documentation relating thereto.

14. INDEMNIFICATION. Lessee shall, to the extent permitted by law, indemnify Lessor against, and hold Lessor harmless from, any and all claims, actions, proceedings, expenses, damages or liabilities, including attorneys' fees and court costs, arising in connection with the Equipment, including, but not limited to, its selection, purchase, delivery, licensing, possession, use, operation, rejection, or return and the recovery of claims under insurance policies thereon.

15. ASSIGNMENT. Without Lessor's prior written consent, Lessee will not either (i) assign, transfer, pledge, hypothecate, grant any security interest in or otherwise dispose of this Lease or the Equipment or any interest in this Lease or the Equipment or; (ii) sublet or lend the Equipment or permit it to be used by anyone other than Lessee or Lessee's employees. Lessor may assign its rights, title and interest in and to this Lease, the Equipment and any documents executed with respect to this Lease and/or grant or assign a security interest in this Lease and the Equipment, in whole or in part. Any such assignees shall have all of the rights of Lessor under this Lease. Subject to the foregoing, this Lease inures to the benefit of and is binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

Lessee covenants and agrees not to assert against the Assignee any claims or defenses by way of abatement, setoff, counterclaim, recoupment or the like which Lessee may have against Lessor. No assignment or reassignment of any Lessor's right, title or interest in this Lease or the Equipment shall be effective unless and until Lessee shall have received a notice of assignment, disclosing the name and address of each such assignee; provided, however, that if such assignment is made to a bank or trust company as paying or escrow agent for holders of certificates of participation in the Lease, it shall thereafter be sufficient that a copy of the agency agreement shall have been deposited with Lessee until Lessee shall have been advised that such agency agreement is no longer in effect. During the Lease Term Lessee shall keep a complete and accurate record of all such assignments in form necessary to comply with Section 149(a) of the Code, and the regulations, proposed or existing, from time to time promulgated thereunder. No further action will be required by Lessor or by Lessee to evidence the assignment, but Lessee will acknowledge such assignments in writing if so requested.

After notice of such assignment, Lessee shall name the Assignee as additional insured and loss payee in any insurance policies obtained or in force. Any Assignee of Lessor may reassign this Lease and its interest in the Equipment and the Lease Payments to any other person who, thereupon, shall be deemed to be Lessor's Assignee hereunder.

16. EVENT OF DEFAULT. The term "Event of Default", as used herein, means the occurrence of any one or more of the following events: (i) Lessee fails to make any Lease Payment (or any other payment) as it becomes due in accordance with the terms of the Lease when funds have been appropriated sufficient for such purpose, and any such failure continues for ten (10) days after the due date thereof; (ii) Lessee fails to perform or observe any other covenant, condition, or agreement to be performed or observed by it hereunder and such failure is not cured within twenty (20) days after written notice thereof by Lessor; (iii) the discovery by Lessor that any statement, representation, or warranty made by Lessee in this Lease or in writing delivered by Lessee pursuant hereto or in connection herewith is false, misleading or erroneous in any material respect; (iv) proceedings under any bankruptcy, insolvency, reorganization or similar legislation shall be instituted against or by Lessee, or a receiver or similar officer shall be appointed for Lessee or any of its property, and such proceedings or appointments

shall not be vacated, or fully stayed, within twenty (20) days after the institution or occurrence thereof; or (v) an attachment, levy or execution is threatened or levied upon or against the Equipment.

17. REMEDIES. Upon the occurrence of an Event of Default, and as long as such Event of Default is continuing, Lessor may, at its option, exercise any one or more of the following remedies: (i) by written notice to Lessee, declare all amounts then due under the Lease, and all remaining Lease Payments due during the fiscal period in effect when the default occurs to be immediately due and payable, whereupon the same shall become immediately due and payable; (ii) by written notice to Lessee, request Lessee to (and Lessee agrees that it will), at Lessee's expense, promptly discontinue use of the Equipment, remove the Equipment from all of Lessee's computers and electronic devices, return the Equipment to Lessor in the manner set forth in Section 5 hereof, or Lessor, at its option, may enter upon the premises where the Equipment is located and take immediate possession of and remove the same; (iii) sell or lease the Equipment or sublease it for the account of Lessee, holding Lessee liable for all Lease Payments and other amounts due prior to the effective date of such selling, leasing or subleasing and for the difference between the purchase price, rental and other amounts paid by the purchaser, Lessee or sublessee pursuant to such sale, lease or sublease and the amounts payable by Lessee hereunder; (iv) promptly return the Equipment to Lessor in the manner set forth in Section 5 hereof; and (v) exercise any other right, remedy or privilege which may be available to it under applicable laws of the state of the Equipment Location or any other applicable law or proceed by appropriate court action to enforce the terms of the Lease or to recover damages for the breach of this Lease or to rescind this Lease as to any or all of the Equipment. In addition, Lessee will remain liable for all covenants and indemnities under this Lease and for all legal fees and other costs and expenses, including court costs, incurred by Lessor with respect to the enforcement of any of the remedies listed above or any other remedy available to Lessor.

18. PURCHASE OPTION. Upon thirty (30) days prior written notice from Lessee to Lessor, and provided that no Event of Default has occurred and is continuing, or no event, which with notice or lapse of time, or both could become an Event of Default, then exists, Lessee will have the right to purchase the Equipment on the Lease Payment dates set forth in Schedule B by paying to Lessor, on such date, the Lease Payment then due together with the Balance Payment amount set forth opposite such date. Upon satisfaction by Lessee of such purchase conditions, Lessor will transfer any and all of its right, title and interest in the Equipment to Lessee as is, without warranty, express or implied, except that the Equipment is free and clear of any liens created by Lessor.

19. NOTICES. All notices to be given under this Lease shall be made in writing and mailed by certified mail, return receipt requested, to the other party at its address set forth herein or at such address as the party may provide in writing from time to time. Any such notice shall be deemed to have been received five days subsequent to such mailing.

20. SECTION HEADINGS. All section headings contained herein are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Lease.

21. GOVERNING LAW. This Lease shall be construed in accordance with, and governed by the laws of, the state of the Equipment Location.

22. DELIVERY OF RELATED DOCUMENTS. Lessee will execute or provide, as requested by Lessor, such other documents and information as are reasonably necessary with respect to the transaction contemplated by this Lease.

23. ENTIRE AGREEMENT; WAIVER. This Lease, together with Schedule A Equipment Lease-Purchase Agreement, Schedule B, Evidence of Insurance, Statement of Essential Use/Source of Funds, Certificate of Incumbency, Certified Lessee Resolution (if any), Bank Qualified Statement, Information Return for Tax-Exempt Governmental Obligations and the Delivery and Acceptance Certificate and other attachments hereto, and other documents or instruments executed by Lessee and Lessor in connection herewith, constitutes the entire agreement between the parties with respect to the Lease of the Equipment, and this Lease shall not be modified, amended, altered, or changed except with the written consent of Lessee and Lessor. Any provision of the Lease found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of the Lease.

CLEAN SHORT FORM SIMPLIFIED LEASE rev 7.28.16

The waiver by Lessor of any breach by Lessee of any term, covenant or condition hereof shall not operate as a waiver of any subsequent breach thereof.

24. EXECUTION IN COUNTERPARTS. This Lease may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the _____ day of June, 2017.

LESSEE:
City of Palmer

LESSOR:
MOTOROLA SOLUTIONS, INC.

By: _____
Title: _____

By: _____
Title: Assistant Treasurer

CERTIFICATE OF INCUMBENCY

I, _____ do hereby certify that I am the duly elected or
(Printed Name of Secretary/Clerk)

appointed and acting Secretary or Clerk of the City of Palmer, an entity duly organized and existing under the laws of the State of Alaska that I have custody of the records of such entity, and that, as of the date hereof, the individual(s) executing this agreement is/are the duly elected or appointed officer(s) of such entity holding the office(s) below his/her/their respective name(s). I further certify that (i) the signature(s) set forth above his/her/their respective name(s) and title(s) is/are his/her/their true and authentic signature(s) and (ii) such officer(s) have the authority on behalf of such entity to enter into that certain Equipment Lease Purchase Agreement number **24144**, between City of Palmer and Motorola Solutions, Inc. If the initial insurance requirement on Schedule B exceeds \$1,000,000, attached as part of the Equipment Lease Purchase Agreement is a Certified Lessee Resolution adopted by the governing body of the entity.

IN WITNESS WHEREOF, I have executed this certificate and affixed the seal of City of Palmer , hereto this _____ day of June 2017.

By: _____
(Signature of Secretary/Clerk)

SEAL

OPINION OF COUNSEL

With respect to that certain Equipment Lease-Purchase Agreement 24144 by and between Motorola Solutions, Inc. and the Lessee, I am of the opinion that: (i) the Lessee is, within the meaning of Section 103 of the Internal Revenue Code of 1986, a state or a fully constituted political subdivision or agency of the State of the Equipment Location described in Schedule A hereto; (ii) the execution, delivery and performance by the Lessee of the Lease have been duly authorized by all necessary action on the part of the Lessee, (III) the Lease constitutes a legal, valid and binding obligation of the Lessee enforceable in accordance with its terms; and (iv) Lessee has sufficient monies available to make all payments required to be paid under the Lease during the current fiscal year of the Lease, and such monies have been properly budgeted and appropriated for this purpose in accordance with State law. This opinion may be relied upon by the Lessor and any assignee of the Lessor's rights under the Lease.

Attorney for City of Palmer

**SCHEDULE A
EQUIPMENT LEASE-PURCHASE AGREEMENT**

**Schedule A 24144
Lease Number:**

This Equipment Schedule is hereby attached to and made a part of that certain Equipment Lease-Purchase Agreement Number **24144** ("Lease"), between Lessor and Lessee.

Lessor hereby leases to Lessee under and pursuant to the Lease, and Lessee hereby accepts and leases from Lessor under and pursuant to the Lease, subject to and upon the terms and conditions set forth in the Lease and upon the terms set forth below, the following items of Equipment

QUANTITY	DESCRIPTION (Manufacturer, Model, and Serial Nos.)
	Refer to attached Equipment List.
Equipment Location:	

Initial Term: 60 Months

Commencement Date: 7/1/17

First Payment Due Date: 7/1/18

5 annual payments as outlined in the attached Schedule B, plus Sales/Use Tax of \$0.00, payable on the Lease Payment Dates set forth in Schedule B.

SECTION 2

EQUIPMENT LIST

The below equipment list includes the necessary backroom equipment, logging recorder equipment, and 2 dispatch consoles.

Type	Item	O	Qty	Part Number	Description
Licenses	1	-	1	SQM01SUM0239	MASTER SITE CONFIG UPGRADE
Licenses	1	a	1	CA00996AK	NM/ZC LICENSE KEY 7.13
Licenses	1	b	1	CA00997AK	UCS LICENSE KEY 7.13
Licenses	1	c	1	CA02105AA	MCC7500/MCC7100 CONSOLE LIC
OP_POSIT	2	-	1	B1905	MCC 7500 ASTRO 25 SOFTWARE
OP_POS	3	-	2	B1933	MOTOROLA VOICE PROCESSOR MODULE
OP_POS_LIC	3	a	2	CA01642AA	ADD: MCC 7500 BASIC CONSOLE FUNCTIONALITY SOFTWARE LICENSE
OP_POSIT	3	b	2	CA01644AA	ADD: MCC 7500 /MCC 7100 ADV CONVL OPERATION
OP_POSIT	3	c	2	CA01643AA	ADD: MCC 7500 / MCC 7100 TRUNKING OPERATION
OP_POSIT	3	d	2	CA02073AA	ADD: MCC 7500 Enhanced Console Telephony Operation License
OP_POSIT	3	e	2	CA00147AF	ADD: MCC 7500 SECURE OPERATION
OP_POSIT	3	f	2	CA00182AB	ADD: AES ALGORITHM
OP_POSIT	3	g	2	CA00140AA	ADD: AC LINE CORD, NORTH AMERICAN
OP_POSIT	4	-	2	TT2833	COMPUTER, Z440 WORKSTATION WINDOWS 7 (NON RETURNABLE)
OP_POSIT	5	-	2	T7449	WINDOWS SUPPLEMENTAL TRANS CONFIG
OP_POSIT	6	-	8	B1912	MCC SERIES DESKTOP SPEAKER
OP_POSIT	7	-	2	B1914	MCC SERIES DESKTOP GOOSENECK MICROPHONE
OP_POSIT	8	-	4	B1913	MCC SERIES HEADSET JACK
OP_POSIT	9	-	4	RLN6098	HDST MODULE BASE W/PTT, 15' CBL
OP_POSIT	10	-	4	RMN5077B	SUPRAPLUS SINGLE MUFF HEADSET
OP_POSIT	11	-	2	DSTWIN6328A	PROVIDES ONE DUAL PEDAL FOOTSWITCH FOR USE WITH MOTOROLA MCC 7500 DISP
OP_POSIT	12	-	2	T7885	MCAFFEE WINDOWS AV CLIENT
OP_POSIT	13	-	2	DDN2089	DUAL IRR SW USB HASP WITH LICENSE (V47)

Type	Item	O	Qty	Part Number	Description
OP_POSIT	14	-	2	DDN2134	SOUND BLASTER AUDIGY FX PCIE SOUND CARD
OP_POSIT	15	-	2	CDN6673	CREATIVE LABS INSPIRE A60
AIS Recorder	16	-	1	TT2833	COMPUTER, Z440 WORKSTATION WINDOWS 7 (NON RETURNABLE)
AIS Recorder	17	-	1	B1933	MOTOROLA VOICE PROCESSOR MODULE
AIS Recorder	17	a	1	CA00288AB	ADD: MCC 7500 ARCHIVING INTERFACE SERVER SOFTWARE LICENSE
AIS Recorder	17	b	1	CA00147AF	ADD: MCC 7500 SECURE OPERATION
AIS Recorder	17	c	1	CA00182AB	ADD: AES ALGORITHM
AIS Recorder	17	d	1	CA00140AA	ADD: AC LINE CORD, NORTH AMERICAN
FIREWALL	18	-	1	DDN9590	SSG140 FIREWALL-NON CANCELLABLE,NON RETURNABLE,1 YR WNTY
SWITCH	19	-	2	CLN1856	2620-24 ETHERNET SWITCH
ROUTER	20	-	2	SQM01SUM0205	GGM 8000 GATEWAY
ROUTER	20	a	2	CA01616AA	ADD: AC POWER
AUX_IO	21	-	1	F4543	SITE MANAGER BASIC
AUX_IO	21	a	1	VA00874	ADD: AUX I-O SERV FW CURR ASTRO REL
AUX_IO	21	b	1	V266	ADD: 90VAC TO 260VAC PS TO SM
AUX_IO	21	c	3	V592	AAD TERM BLCK & CONN WI
GCP8000	22	-	1	T7038	GCP 8000 SITE CONTROLLER
GCP8000	22	a	1	CA00303AA	ADD: QTY (1) SITE CONTROLLER
GCP8000	22	b	1	X153AW	ADD: RACK MOUNT HARDWARE
GCP8000	22	c	1	CA01136AA	MCC 7500 CONVEN SITE OPER
CCGW	23	-	5	SQM01SUM0205	GGM 8000 GATEWAY
CCGW	23	a	5	CA01616AA	ADD: AC POWER
CCGW	23	b	5	CA02086AA	ADD: HIGH DENSITY ENH CONV GATEWAY
RACK	24	-	1	THN1012	RACK 7' OPEN
RACK	25	-	2	DS1101990	SPD, SHIELDED RJ-45 JACK, SINGLE LINE GBE (1000MBPS) R56 COMPLIANT
RACK	26	-	2	DSTSJADP	RACK MOUNT GROUND BAR, 19 IN FOR TSJ AND WPH SERIES DATA SPDS
RACK	27	-	2	DSRMP615A	SPD, TYPE 3, 120V RACK MOUNT, 15A PLUG-IN W/ (6) 15A NEMA 5-15 OUTLETS

Type	Item	O	Qty	Part Number	Description
Logging Recorder	28		1	DQPALMERVERINT	VERINT RECORDING FOR PALMER ALASKA
CAM	29		2	BVN1013	MKM 7000 Console Alias Manager Software
CAM	30		1	TT2833	COMPUTER, Z440 WORKSTATION WINDOWS 7 (NON RETURNABLE)
CAM	31		1	T7885	MCAFEE WINDOWS AV CLIENT
SPARES	32	-	1	B1912	MCC SERIES DESKTOP SPEAKER
SPARES	33	-	1	B1914	MCC SERIES DESKTOP GOOSENECK MICROPHONE
SPARES	34	-	1	B1913	MCC SERIES HEADSET JACK
SPARES	35	-	1	TT2833	COMPUTER, Z440 WORKSTATION WINDOWS 7 (NON RETURNABLE)
SPARES	36	-	1	B1934	MCC 7500 VOICE PROCESSOR MODULE FRU
SPARES	36	a	1	CA00147AF	ADD: MCC 7500 SECURE OPERATION
SPARES	36	b	1	CA00182AB	ADD: AES ALGORITHM
SPARES	37	-	1	CLN1856	2620-24 ETHERNET SWITCH

SECTION 2 MOTOROLA MCC 7500 EQUIPMENT LIST

The below equipment list includes the necessary backroom equipment, logging recorder equipment, and 2 dispatch consoles.

Type Item O Qty Part Number Description

Licenses 1 - 1 SQM01SUM0239 MASTER SITE CONFIG UPGRADE

Licenses 1 a 1 CA00996AK NM/ZC LICENSE KEY 7.13

Licenses 1 b 1 CA00997AK UCS LICENSE KEY 7.13

Licenses 1 c 1 CA02105AA MCC7500/MCC7100 CONSOLE LIC

OP_POSIT 2 - 1 B1905 MCC 7500 ASTRO 25 SOFTWARE

OP_POS 3 - 2 B1933 MOTOROLA VOICE PROCESSOR MODULE

OP_POS_LIC 3 a 2 CA01642AA ADD: MCC 7500 BASIC CONSOLE FUNCTIONALITY
SOFTWARE LICENSE

OP_POSIT 3 b 2 CA01644AA ADD: MCC 7500 /MCC 7100 ADV CONVL OPERATION

OP_POSIT 3 c 2 CA01643AA ADD: MCC 7500 / MCC 7100 TRUNKING OPERATION

OP_POSIT 3 d 2 CA02073AA ADD: MCC 7500 Enhanced Console Telephony Operation
License

OP_POSIT 3 e 2 CA00147AF ADD: MCC 7500 SECURE OPERATION

OP_POSIT 3 f 2 CA00182AB ADD: AES ALGORITHM

OP_POSIT 3 g 2 CA00140AA ADD: AC LINE CORD, NORTH AMERICAN

OP_POSIT 4 - 2 TT2833 COMPUTER, Z440 WORKSTATION WINDOWS 7 (NON
RETURNABLE)

OP_POSIT 5 - 2 T7449 WINDOWS SUPPLEMENTAL TRANS CONFIG

OP_POSIT 6 - 8 B1912 MCC SERIES DESKTOP SPEAKER

OP_POSIT 7 - 2 B1914 MCC SERIES DESKTOP GOOSENECK MICROPHONE

OP_POSIT 8 - 4 B1913 MCC SERIES HEADSET JACK

OP_POSIT 9 - 4 RLN6098 HDST MODULE BASE W/PTT, 15' CBL

OP_POSIT 10 - 4 RMN5077B SUPRAPLUS SINGLE MUFF HEADSET

OP_POSIT 11 - 2 DSTWIN6328A PROVIDES ONE DUAL PEDAL FOOTSWITCH FOR USE
WITH MOTOROLA MCC 7500 DISP

OP_POSIT 12 - 2 T7885 MCAFFEE WINDOWS AV CLIENT

OP_POSIT 13 - 2 DDN2089 DUAL IRR SW USB HASP WITH LICENSE (V47)

City of Palmer Revised 1 May 2017

MCC 7500 Dispatch Console Migration and CAD Use or disclosure of this proposal is subject to the restrictions on the cover page.

Motorola Solutions Confidential Restricted Equipment List 2-2

Type Item O Qty Part Number Description

OP_POSIT 14 - 2 DDN2134 SOUND BLASTER AUDIGY FX PCIE SOUND CARD

OP_POSIT 15 - 2 CDN6673 CREATIVE LABS INSPIRE A60

AIS Recorder 16 - 1 TT2833 COMPUTER, Z440 WORKSTATION WINDOWS 7 (NON RETURNABLE)

AIS Recorder 17 - 1 B1933 MOTOROLA VOICE PROCESSOR MODULE

AIS Recorder 17 a 1 CA00288AB ADD: MCC 7500 ARCHIVING INTERFACE SERVER SOFTWARE LICENSE

AIS Recorder 17 b 1 CA00147AF ADD: MCC 7500 SECURE OPERATION

AIS Recorder 17 c 1 CA00182AB ADD: AES ALGORITHM

AIS Recorder 17 d 1 CA00140AA ADD: AC LINE CORD, NORTH AMERICAN

FIREWALL 18 - 1 DDN9590 SSG140 FIREWALL-NON CANCELLABLE, NON RETURNABLE, 1 YR WNTY

SWITCH 19 - 2 CLN1856 2620-24 ETHERNET SWITCH

ROUTER 20 - 2 SQM01SUM0205 GGM 8000 GATEWAY

ROUTER 20 a 2 CA01616AA ADD: AC POWER

AUX_IO 21 - 1 F4543 SITE MANAGER BASIC

AUX_IO 21 a 1 VA00874 ADD: AUX I-O SERV FW CURR ASTRO REL

AUX_IO 21 b 1 V266 ADD: 90VAC TO 260VAC PS TO SM

AUX_IO 21 c 3 V592 AAD TERM BLCK & CONN WI

GCP8000 22 - 1 T7038 GCP 8000 SITE CONTROLLER

GCP8000 22 a 1 CA00303AA ADD: QTY (1) SITE CONTROLLER

GCP8000 22 b 1 X153AW ADD: RACK MOUNT HARDWARE

GCP8000 22 c 1 CA01136AA MCC 7500 CONVEN SITE OPER

CCGW 23 - 5 SQM01SUM0205 GGM 8000 GATEWAY

CCGW 23 a 5 CA01616AA ADD: AC POWER

CCGW 23 b 5 CA02086AA ADD: HIGH DENSITY ENH CONV GATEWAY

RACK 24 - 1 THN1012 RACK 7' OPEN

RACK 25 - 2 DS1101990 SPD, SHIELDED RJ-45 JACK, SINGLE LINE GBE

(1000MBPS) R56 COMPLIANT

RACK 26 - 2 DSTSJADP RACK MOUNT GROUND BAR, 19 IN FOR TSJ AND WPH

SERIES DATA SPDS

RACK 27 - 2 DSRMP615A SPD, TYPE 3, 120V RACK MOUNT, 15A PLUG-IN W/ (6)

15A NEMA 5-15 OUTLETS

City of Palmer Revised 1 May 2017

MCC 7500 Dispatch Console Migration and CAD Use or disclosure of this proposal is subject to the restrictions on the cover page.

Motorola Solutions Confidential Restricted Equipment List 2-3

Type Item O Qty Part Number Description

Logging

Recorder

28 1 DQPALMERVERTINT VERINT RECORDING FOR PALMER ALASKA

CAM 29 2 BVN1013 MKM 7000 Console Alias Manager Software

CAM 30 1 TT2833 COMPUTER, Z440 WORKSTATION WINDOWS 7 (NON RETURNABLE)

CAM 31 1 T7885 MCAFEE WINDOWS AV CLIENT

SPARES 32 - 1 B1912 MCC SERIES DESKTOP SPEAKER

SPARES 33 - 1 B1914 MCC SERIES DESKTOP GOOSENECK MICROPHONE

SPARES 34 - 1 B1913 MCC SERIES HEADSET JACK

SPARES 35 - 1 TT2833 COMPUTER, Z440 WORKSTATION WINDOWS 7 (NON RETURNABLE)

SPARES 36 - 1 B1934 MCC 7500 VOICE PROCESSOR MODULE FRU

SPARES 36 a 1 CA00147AF ADD: MCC 7500 SECURE OPERATION

SPARES 36 b 1 CA00182AB ADD: AES ALGORITHM

SPARES 37 - 1 CLN1856 2620-24 ETHERNET

END of MOTOROLA MCC 7500 CONSOLE EQUIPMENT LIST....

BEGIN - Spillman Equipment and Software

Integrated Hub - Names, Vehicles, Property, Wanted Persons, Message
Center

18,034

Sentryx GIS (Geobase) 0

Hub Total: \$18,034

CAD 0 11,166

CAD Mapping 0 7,708

E-911 Interface 0 1,675

Rapid Notification 0 4,266

CAD Total: \$24,815

PortServer TS 2 P MEI 425

Cisco 891 950

HP Server - Windows (1-50 Concurrent)

6 Core, 16GB RAM, 720GB SSD (600GB useable) , 5TB NL-SATA (4 TB
useable)

5 Year Maintenance

Crashplan Backup Service

29,227

Hardware/3rd Party Total \$30,602

Pre-Implementation Meeting Project Management 1,200

Project Team Training Project Management 1,200

Go Live Project Management 5,400

Small Agency Training Trips 12,000

Services Total: \$19,800

Learning Management System - 1 Year 639

Command Solutions Total: \$639

Page 2 of 4

City of Palmer (Schedule B)

Compound Period: Monthly

Nominal Annual Rate: 3.670%

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	7/1/2017	\$ 550,654.00	1		
2 Payment	7/1/2018	\$ 122,763.35	5	Annual	7/1/2022

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	7/1/2017				\$550,654.00
1	7/1/2018	\$122,763.35	\$ 20,552.46	\$102,210.89	\$448,443.11
2	7/1/2019	\$122,763.35	\$ 16,737.57	\$106,025.78	\$342,417.33
3	7/1/2020	\$122,763.35	\$ 12,780.29	\$109,983.06	\$232,434.27
4	7/1/2021	\$122,763.35	\$ 8,675.31	\$114,088.04	\$118,346.23
5	7/1/2022	\$122,763.35	\$ 4,417.12	\$118,346.23	\$ -
Grand Totals		\$613,816.75	\$ 63,162.75	\$550,654.00	

INITIAL INSURANCE REQUIREMENT: \$550,654.00

Except as specifically provided in Section five of the Lease hereof, Lessee agrees to pay to Lessor or its assignee the Lease Payments, including the interest portion, in the amounts and dates specified in the above payment schedule.

EVIDENCE OF INSURANCE

Fire, extended coverage, public liability and property damage insurance for all of the Equipment listed on Schedule A number **24144** to that Equipment Lease Purchase Agreement number **24144** will be maintained by the City of Palmer as stated in the Equipment Lease Purchase Agreement.

This insurance is provided by:

Name of insurance provider

Address of insurance provider

City, State and Zip Code

Phone number of local insurance provider

E-mail address

In accordance with the Equipment Lease Purchase Agreement Number **24144**, City of Palmer, hereby certifies that following coverage are or will be in full force and effect:

Type	Amount	Effective Date	Expiration Date	Policy Number
Fire and Extended Coverage	_____	_____	_____	_____
Property Damage	_____	_____	_____	_____
Public Liability	_____	_____	_____	_____

Certificate shall include the following:

Description: All Equipment listed on Schedule A number 24144 to that Equipment Lease Purchase Agreement number 24144. Please include equipment cost equal to the Initial Insurance Requirement on Schedule B to Equipment Lease Purchase Agreement number 24144 and list any deductibles.

Certificate Holder:

MOTOROLA SOLUTIONS, INC. and or its assignee as additional insured and loss payee
1303 E. Algonquin Road
Schaumburg, IL 60196

If self insured, contact Motorola representative for template of self insurance letter.

STATEMENT OF ESSENTIAL USE/SOURCE OF FUNDS

To further understand the essential governmental use intended for the equipment together with an understanding of the sources from which payments will be made, please address the following questions by completing this form or by sending a separate letter:

1. What is the specific use of the equipment?
2. Why is the equipment essential to the operation of **City of Palmer**?
3. Does the equipment replace existing equipment?
If so, why is the replacement being made?
4. Is there a specific cost justification for the new equipment?
If yes, please attach outline of justification.
5. What is the expected source of funds for the payments due under the Lease for the current fiscal year and future fiscal years?

Bank Qualified Statement

LESSEE CERTIFIES THAT IT **HAS NOT** DESIGNATED THIS LEASE AS A QUALIFIED TAX-EXEMPT OBLIGATION IN ACCORDANCE WITH SECTION 265(b)(3) OF THE CODE AND IF THE LESSEE HAS DESIGNATED THIS LEASE AS A QUALIFIED TAX-EXEMPT OBLIGATION, IT HAS NOT DESIGNATED MORE THAN \$10,000,000 OF ITS OBLIGATIONS AS QUALIFIED TAX-EXEMPT OBLIGATIONS IN ACCORDANCE WITH SUCH SECTION FOR THE CURRENT CALENDAR YEAR AND THAT IT REASONABLY ANTICIPATES THAT THE TOTAL AMOUNT OF TAX-EXEMPT OBLIGATIONS TO BE ISSUED BY LESSEE DURING THE CURRENT CALENDAR YEAR WILL NOT EXCEED \$10,000,000.

CERTIFIED LESSEE RESOLUTION

At a duly called meeting of the Governing Body of the Lessee (as defined in the Lease #24144) held on or before June _____, 2017, the following resolution was introduced and adopted.

BE IT RESOLVED by the Governing Board of Lessee as follows:

1. **Determination of Need.** The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment or other personal property described in the Lease between City of Palmer (Lessee) and Motorola Solutions, Inc. (Lessor).

2. **Approval and Authorization.** The Governing body of Lessee has determined that the Lease, substantially in the form presented to this meeting, is in the best interests of the Lessee for the acquisition of such Equipment or other personal property, and the Governing Board hereby approves the entering into of the Lease by the Lessee and hereby designates and authorizes the following person(s) referenced in the Lease to execute and deliver the Lease on Lessee's behalf with such changes thereto as such person deems appropriate, and any related documents, including any escrow agreement, necessary to the consummation of the transactions contemplated by the Lease.

3. **Adoption of Resolution.** The signatures in the Lease from the designated individuals for the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

Information Return for Tax-Exempt Governmental Obligations

▶ Under Internal Revenue Code section 149(e)
 ▶ See separate instructions.
Caution: If the issue price is under \$100,000, use Form 8038-GC.

Part I Reporting Authority If Amended Return, check here

1 Issuer's name City of Palmer	2 Issuer's employer identification number (EIN)
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)	3b Telephone number of other person shown on 3a
4 Number and street (or P.O. box if mail is not delivered to street address) Room/suite 423 S. Valley Way	5 Report number (For IRS Use Only) 3
6 City, town, or post office, state, and ZIP code Palmer AK 99564	7 Date of issue 7/1/2017
8 Name of issue Equipment Lease-Purchase Agreement 24144	9 CUSIP number
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions)	10b Telephone number of officer or other employee shown on 10a

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.

11 Education	11		
12 Health and hospital	12		
13 Transportation	13		
14 Public safety	14	550,654.00	
15 Environment (including sewage bonds)	15		
16 Housing	16		
17 Utilities	17		
18 Other. Describe ▶	18		
19 If obligations are TANs or RANs, check only box 19a ▶ <input type="checkbox"/>			
If obligations are BANs, check only box 19b ▶ <input type="checkbox"/>			
20 If obligations are in the form of a lease or installment sale, check box ▶ <input type="checkbox"/>			

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	7/1/2022	\$ 550,654.00	\$ 550,654.00	5 years	3.67 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22 Proceeds used for accrued interest	22		
23 Issue price of entire issue (enter amount from line 21, column (b))	23	550,654.00	
24 Proceeds used for bond issuance costs (including underwriters' discount)	24		
25 Proceeds used for credit enhancement	25		
26 Proceeds allocated to reasonably required reserve or replacement fund	26		
27 Proceeds used to currently refund prior issues	27		
28 Proceeds used to advance refund prior issues	28		
29 Total (add lines 24 through 28)	29		
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30		

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the bonds to be currently refunded ▶	_____ years
32 Enter the remaining weighted average maturity of the bonds to be advance refunded ▶	_____ years
33 Enter the last date on which the refunded bonds will be called (MM/DD/YYYY) ▶	_____
34 Enter the date(s) the refunded bonds were issued ▶ (MM/DD/YYYY)	_____

Part VI Miscellaneous

35 Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)	35		
36a Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions)	36a		
b Enter the final maturity date of the GIC ▶ _____			
c Enter the name of the GIC provider ▶ _____			
37 Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units	37		
38a If this issue is a loan made from the proceeds of another tax-exempt issue, check box <input type="checkbox"/> and enter the following information:			
b Enter the date of the master pool obligation ▶ _____			
c Enter the EIN of the issuer of the master pool obligation ▶ _____			
d Enter the name of the issuer of the master pool obligation ▶ _____			
39 If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ▶ <input type="checkbox"/>			
40 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ▶ <input type="checkbox"/>			
41a If the issuer has identified a hedge, check here <input type="checkbox"/> and enter the following information:			
b Name of hedge provider ▶ _____			
c Type of hedge ▶ _____			
d Term of hedge ▶ _____			
42 If the issuer has superintegrated the hedge, check box ▶ <input type="checkbox"/>			
43 If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ▶ <input type="checkbox"/>			
44 If the issuer has established written procedures to monitor the requirements of section 148, check box ▶ <input type="checkbox"/>			
45a If some portion of the proceeds was used to reimburse expenditures, check here <input type="checkbox"/> and enter the amount of reimbursement ▶ _____			
b Enter the date the official intent was adopted ▶ _____			

Signature and Consent	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.			
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed
	Firm's name ▶	Firm's EIN ▶		PTIN
	Firm's address ▶	Phone no.		

EQUIPMENT LEASE PURCHASE AGREEMENT DELIVERY AND ACCEPTANCE CERTIFICATE

The undersigned Lessee hereby acknowledges receipt of the Equipment described below ("Equipment") and Lessee hereby accepts the Equipment after full inspection thereof as satisfactory for all purposes of lease Schedule A to the Equipment Lease Purchase Agreement executed by Lessee and Lessor.

Equipment Lease Purchase Agreement No.: 24144

Lease Schedule A No. : 24144

EQUIPMENT INFORMATION

QUANTITY	MODEL NUMBER	EQUIPMENT DESCRIPTION
		Equipment referenced in lease Schedule A# 24144. See Schedule A for a detailed Equipment List.

LESSEE:

City of Palmer

By: _____

Date: _____

Main Motion: To Approve Resolution No. 17-022

Moved by:	Combs
Seconded by:	Fuller
Action:	Motion carried unanimously by roll call vote
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

J. ACTION MEMORANDA

Item 1 – Action Memorandum No. 17-053: Authorizing the City Manager to Negotiate and Purchase Insurance Coverage for the Period July 1, 2017, through June 30, 2018, per the Premium Quote Submitted by the City's Insurance Broker, Insurance Brokers of Alaska

Main Motion:

Moved by:	Combs
Seconded by:	Fuller
Action:	Motion carried unanimously by roll call vote
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

K. NEW BUSINESS

Item 1 - Resolution No. 17-023: Authorizing the City Manager to Negotiate and Enter into a Four-Year Agreement with Motorola Solutions to Lease-Purchase Radio and Computer Aided Dispatch Equipment in the Amount of \$725,913.28, and to Lease Over a Term Ending No Later Than August of 2021, and to Obtain the Equipment Under the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230

Council Member Carrington requested a staff report. City Manager Wallace explained the need for the equipment due to the age of the current equipment and its inability to communicate with other agencies.

Main Motion: To Approve Resolution No. 17-023

Moved by:	
Seconded by:	
Action:	
In favor:	
Opposed:	

Motion to Postpone: To Postpone Until October

Moved by:	Fuller
Seconded by:	Carrington
Action:	Motion carried by a 4-3 roll call vote
In favor:	Best, Carrington, DeVries, Fuller
Opposed:	Combs, Hanson, LaFrance

Main Motion: To Extend the Meeting Until Midnight

Moved by:	Hanson
Seconded by:	Combs
Action:	Motion carried unanimously by roll call vote
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Police Radio and Computer Aided Dispatch Purchase/Lease			
Equipment	Expenditure	Funding	Balance
Radios	\$ 522,164		
Computer Aided Dispatch*	\$ 153,490		
Financing	\$ 37,270		
Police Equipment Account 2017		\$ 100,000	
Narcotics Grant account		\$ 25,000	
SHPS Grant		\$ 125,000	
Balance Oct 2017			\$ 425,654
Police Equipment Account 2018		\$ 81,194	
E911 rebate		\$ 69,034	
Balance Oct 2018			\$ 294,863
Police Equipment Account 2019		\$ 150,228	
Balance Oct 2019			\$ 155,044
Police Equipment Account 2020		\$ 150,228	
Balance Oct 2020			\$ 10,288
Police Equipment Account 2021		\$ 12,240	
Balance Oct 2021			0
	\$ 712,924	\$ 712,924	

*Eligible for future E911 funding