

City of Palmer Regular City Council Meeting

7 pm, Tuesday, June 14, 2016
Palmer City Council Chambers
231 W. Evergreen Avenue, Palmer

Clerk's Office: 907-761-1301
www.cityofpalmer.org



Mayor DeLena Johnson
Deputy Mayor Brad Hanson
Council Member Richard Best
Council Member Steve Carrington
Council Member Linda Combs
Council Member Edna DeVries
Council Member Pete LaFrance

City Attorney Michael Gatti
City Clerk Norma Alley
City Manager Nathan Wallace

City of Palmer, Alaska
Regular City Council Meeting
7 pm Tuesday, June 14, 2016
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. 16-014**: An Ordinance of the Palmer City Council Amending Palmer Municipal Code Sections 3.22.020 (A), 3.22.045 (B), and 3.22.060 Regarding Disposal of Abandoned, Stolen or Found Property (IM 16-024)Page 9
 - 2. Minutes of Previous Meetings
 - a. May 24, 2016, Regular MeetingPage 15
- E. Communication and Appearance Requests
 - 1. MTA Presentation of a Capital Credit Check
 - 2. Tom Healy, Director – Department of Public Works
- B. Reports
 - 1. City Manager’s Report
 - 2. City Clerk’s Report
 - 3. Mayor’s Report
 - 4. City Attorney’s Report
- C. Audience Participation
- D. Public Hearings
 - 1. **Ordinance No. 16-012**: Amending Palmer Municipal Code Section 4.15.020 (I)(5) (Eligibility List) (IM 16-020)Page 23
- E. Action Memoranda
 - 1. **Action Memorandum 16-039**: Authorize the City Manager to Purchase Firefighting Equipment from Alaska Safety - Wasilla in the Amount of \$26,552.00 Using the Governmental and Proprietary Purchases Municipal Code Section 3.21.230Page 29

2. **Action Memorandum 16-040:** Authorize the City Manager to Purchase Firefighting Equipment from L.N. Curtis & Sons Inc. in the Amount of \$17,362.00 Using the Governmental and Proprietary Purchases Municipal Code Section 3.21.230Page 33
3. **Action Memorandum 16-046:** Authorize the City Manager to Negotiate and Execute Amendment No. 9 to the Professional Service Agreement with HDL Engineering Consultants for Construction Phase Services for Phase 4 of the Sherrod Area Water and Street Improvement Project in a Not-to-Exceed Amount of \$192,390..... Page 37
4. **Action Memorandum 16-043:** Authorize the City Manager to Negotiate and Execute a Purchase Agreement with Western Peterbilt, Inc. for a Solid Waste Collection Vehicle in the Amount of \$330,500 Using the Governmental and Proprietary Procurement ProcessPage 45
5. **Action Memorandum 16-045:** Authorize the City Manager to Dispose of Surplus Solid Waste Equipment Valued at More than \$10,000 Page 49
6. **Action Memorandum 16-038:** Authorize the City Manager to Negotiate and Execute a Contract with Ferguson Enterprises, Inc. for the Material Procurement for Sherrod Area Water and Street Improvements, Phase 4, in the Amount of \$71,229.60... Page 51
7. **Action Memorandum 16-044:** Approve a Council Community Grant in the amount of \$500 to the Valor Corporation to support Tiny Homes for VetsPage 57
8. **Action Memorandum 16-042:** Approve a Council Community Grant in the amount of \$3,000 to the Palmer Museum of History and Art to support Midsummer Garden and Art Faire Page 65

F. Unfinished Business

G. New Business

1. Discussion on Appraisal of City Property Formerly Granite Inc. Property

H. Record of Items Placed on the Table

I. Audience Participation

J. Council Member Comments

K. Adjournment

Tentative 2016 Palmer City Council Meetings:

Meeting Date	Meeting Type	Time	Notes
June 21	Special	6 pm	Personnel Structure Review
June 28	Regular	7 pm	Mid-Year Budget Review
July 12	Special	6 pm	Audit Report
July 12	Regular	7 pm	
July 26	Regular	7 pm	
August 9	Special	6 pm	2017 Budget Planning Priorities

August 9	Regular	7 pm	
August 23	Special	6 pm	City Manager Review
August 23	Regular	7 pm	
September 13	Regular	7 pm	
September 27	Regular	7 pm	
October 11	Regular	7 pm	
October 10	Special	6 pm	Election Certification
October 18	Special	6 pm	2017 Budget
October 25	Special	6 pm	2017 Budget
October 25	Regular	7 pm	
November 1	Special	6 pm	2017 Budget
November 8	Regular	7 pm	
November 22	Special	6 pm	2017 Budget
November 22	Regular	7 pm	
December 6	Special	6 pm	2017 Budget
December 13	Regular	7 pm	
December 27	Regular	7 pm	

consent agenda



**City of Palmer
Information Memorandum No. 16-024
Ordinance No. 16-014**

Subject: An Ordinance of the Palmer City Council Amending Palmer Municipal Code Sections 3.22.020 (A), 3.22.045 (B), and 3.22.060 Regarding Disposal of Abandoned, Stolen or Found Property

Agenda of: June 14, 2016

Council Action: _____

Originator Information:

Originator: Police Chief
Date: 5-17-16 **Requested agenda date:** June 14, 2016

Department Information:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance	<u><i>E. McNamee</i></u>	<u>5/31/16</u>
<u>X</u>	Police Department	<u><i>James J. McKeown</i></u>	<u>5-17-16</u>
_____	Public Works	_____	_____

Approved for presentation by:

	Signature:	Remarks:
City Manager	<u><i>M. Healy</i></u>	<u>Acting City Manager</u>
City Attorney	<u><i>[Signature]</i></u>	_____
City Clerk	<u><i>Norma L. Alvey</i></u>	_____

Certification of Funds:

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

This legislation (√):

Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Negative impact in the amount of: \$ _____

Funds are (√):

Budgeted Line item(s): _____
 Not budgeted Affected line item(s): _____

General fund assigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: *E. McNamee*

Attachment(s):

- Ordinance No. 16-014

Summary statement: Ordinance 16-014 is presented to the Palmer City Council at the request of the City Manager.

Chapter 3.22 of the Palmer Municipal Code covers disposal of abandoned, stolen or found property. The Palmer Police Department frequently comes to possess items of disposable property. This property is accumulated by the department in many ways, including being voluntarily surrendered, found and turned in, or collected as evidence. As currently written, in order to dispose of such property, the police chief must coordinate with the finance director. The finance director must then publish in a local newspaper twice a week for two weeks a notice that the city is in possession of disposable property before that property may be disposed of.

The City of Palmer's web page is an efficient way to reach large numbers of citizens to advertise the City's possession of disposable property. The declining use of newspapers for disseminating information to the public, and the administrative cost incurred in such publications, combine to make Palmer's current method of noticing the public less efficient than it need be. Eliminating the requirement to post notice in a local paper and replacing it with a web page posting will reduce costs and may reach more individuals.

Currently, dangerous or perishable property, provided it is not evidence, may be disposed of immediately in any manner without public notice or sale. However, a great many items of disposable property are neither dangerous nor perishable, yet their value is so minimal that they are never claimed. Very frequently the value of these items is insufficient to justify their advertisement or sale. Allowing the police department to dispose of items of minimal value (in no case worth more than \$100.00 resale value) in the same manner as dangerous or perishable items will reduce property room crowding and administrative costs.

Administration recommendation: Adopt Ordinance No. 16-014

Introduced by: Nathan Wallace, City Manager
Date: June 14, 2016
Public Hearing: June 28, 2016
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 16-014

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Sections 3.22.020 (A), 3.22.045 (B), and 3.22.060 Regarding Disposal of Abandoned, Stolen or Found Property

THE CITY OF PALMER, ALASKA ORDAINS:

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

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

Section 3. Section 3.22 is hereby amended to read as follows (new language is underlined and deleted language is stricken out):

3.22.020 (A) Notice of Possession

A. The chief of police shall notify the finance director that the chief is in possession of disposable property. The finance director shall ~~publish in a newspaper of general circulation in the city twice a week for two consecutive weeks~~ on the City of Palmer web page for a period of two weeks a notice of possession of disposable property. At approximately the same time as ~~the first publication the finance director~~ the notice is initially published, the chief of police shall send copies of the notice by certified mail (return receipt requested) to the last known owner and to the finder, if any, at their respective last known addresses, if any.

3.22.045 (B) Dedication of abandoned, stolen or found bicycles for public use or benefit

B. As soon as practicable after such declaration, the finance director or designee shall ~~publish for two consecutive weeks, twice weekly, in a newspaper of general circulation~~ on the City of Palmer web page for a period of two weeks, a notice describing the bicycles and stating the time, place and manner by which the bicycles may be identified and claimed by the owners. The notice shall

include a statement that bicycles not so identified and claimed may be dedicated irrevocably to public use or benefit, or sold at auction.

3.22.060 Dangerous or perishable property, or property of minimal value – Immediate disposal

A. Property in the possession of the police department and determined by the chief of police to be perishable or to constitute an immediate danger to the public, or property determined to be of minimal value may be disposed of immediately in any manner without notice of sale. Proceeds of any such disposition shall be subject to this chapter. For the purposes of this chapter, property of minimal value is defined as property with value insufficient to justify the expense and administrative time associated with the procedure set forth herein, but shall in no case exceed an estimated \$100.00 resale value.

Section 4. Effective Date. Ordinance No. 16-014 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this twenty-eighth day of June, 2016.

DeLena Johnson, Mayor

Norma I. Alley, MMC, City Clerk

minutes



A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on May 24, 2016, at 7 pm in the council chambers, Palmer, Alaska.

Mayor Johnson called the meeting to order at 7:03 pm.

B. ROLL CALL

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

Richard Best	Brad Hanson
Steve Carrington	DeLena Goodwin Johnson
Linda Combs	Peter LaFrance
Edna DeVries	

Also in attendance were the following:

Nathan Wallace, City Manager
Norma Alley, City Clerk
Bernadette Packa, Deputy City Clerk
Michael Gatti, City Attorney

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Council Member Combs.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. Introduction **Ordinance No. 16-012**: Amending Palmer Municipal Code Section 4.15.020 (I)(5) (Eligibility List) (IM 16-022)
 - b. **Action Memorandum No. 16-037**: Approve Parks, Recreation, and Cultural Resources Advisory Board Chair Helene Antel’s Resignation from the Parks, Recreation, and Cultural Resources Advisory Board
2. **Minutes** of Previous Meetings
 - a. May 10, 2016, Regular Meeting

Main Motion: To approve consent agenda and minutes

Moved by:	Best
Seconded by:	DeVries
Action:	Motion carried by unanimous voice vote.
In favor:	Best, Carrington, Combs, DeVries, Hanson, Johnson, LaFrance
Opposed:	None

E. COMMUNICATION AND APPEARANCE REQUESTS

Item 1 - HDR – Waste Water Treatment Plant Facilities Plan

Ryan Moyers, PE, used a PowerPoint presentation to provide an overview of the Waste Water Treatment Plant Facilities Plan. He also fielded questions from the Council.

City Manager Wallace stated the next steps would be to take the draft plan for public comment and then back to the council for comment and final approval.

F. REPORTS

Item 1 – City Manager’s Report

City Manager Nathan Wallace:

- Highlighted his written report;
- Commented on tree plantings at the arboretum;
- Spoke to preparations for Colony Days being done by the Public Works Department;
- Commented on the start of this summer’s Friday Flings;
- Announced the new administrative assistant, Justyna Mazurkiewicz, started work; and
- Fielded questions from the Council.

City Manager Wallace was given direction to provide a status report concerning permitting and posting of signs regulating use of compression or engine breaking by vehicles at the next Council meeting.

Item 2 – City Clerk’s Report

City Clerk Norma Alley:

- Provided an update on software changes made to the City’s on-line code;
- Announced the use of PDF Bookmarks in packets posted to the City of Palmer website;
- Spoke to working on the record for a Planning & Zoning second appeal;
- Commented on the receipt of one board application; and
- Spoke to her attendance at the recent Chamber of Commerce luncheon.

Item 3 – Mayor’s Report

Mayor Johnson:

- Spoke to the soccer field dedication;
- Shared about throwing out the first pitch on the opening day for Palmer Little League;
- Commented on Alaska Bible College graduation;
- Commented on the Fred Meyer ground breaking;
- Shared about the Special Olympics Torch Run taking place in Palmer, and the involvement of members of the Police Department in coordinating the event;
- Shared that the Japanese Language Program will be back at Palmer High School this fall; and
- Spoke to attendance at the Museum’s annual meeting.

Item 4 – City Attorney’s Report: None

G. AUDIENCE PARTICIPATION

Eugene Carl Haberman:

- Spoke to concerns regarding public process and meetings with the Mat-Su Borough.

H. PUBLIC HEARINGS

Item 1 – Resolution No. 16-014: Authorizing, Ratifying and Confirming the Issuance and Sale of a Utility Revenue Bond by the City in the Principal Amount of not to Exceed \$1,285,714 and the Borrowing of Said Amount for Purposes of Financing Water Main Replacement (Sherrod Area Steel Water Main Replacement Phase 3); Establishing Ratifying and Confirming the Terms of the Utility Revenue Bond; and Related Matters (IM 16-021) (Public Hearing 2 of 2)

Mayor Johnson opened the public hearing.

Eugene Carl Haberman:

- Spoke to confusion about Resolution 16-014 and the use of an election from 2007 as supporting documentation to authorize the resolution; and
- Commented on being the only member of the public in attendance at the meeting.

Mayor Johnson closed the public hearing.

Deputy Mayor Hanson requested a staff report. City Manager Wallace explained that Resolution 16-014 was a final step required by the Alaska Department of Environmental Conservation to close out the project. The action to incur debt for the project was already approved by the voters in 2007.

Main Motion: To approve Resolution No. 16-014

Moved by:	Best
Seconded by:	Combs
Action:	Motion carried by unanimous voice vote.
In favor:	Best, Carrington, Combs, DeVries, Hanson, Johnson, LaFrance
Opposed:	None

Item 2 – Ordinance No. 16-011: Local Vendor Preference for Purposes of Bid or Proposal Evaluation (IM 16-019) (Public Hearing 2 of 2)

Mayor Johnson opened the public hearing.

Eugene Carl Haberman:

- Spoke to a desire for a history of the earlier legislation concerning the local vendor preference issue; and
- Spoke to a need for more information to be provided by Board of Economic Development in support of the resolution they forwarded to the Council.

Mayor Johnson closed the public hearing, and discussion by the Council ensued.

Main Motion: To adopt Ordinance No. 16-011

Moved by:	Carrington
Seconded by:	Combs
Action:	Motion carried by unanimous voice vote.
In favor:	None
Opposed:	Best, Carrington, Combs, DeVries, Hanson, Johnson, LaFrance

Item 3 – Ordinance No. 16-013: Amending Palmer Municipal Code Chapter 2.20 Planning and Zoning Commission; Chapter 2.22 Parks, Recreation, and Cultural Resources Advisory Board; Chapter 2.25 Airport Advisory Commission; and Chapter 2.30 Board of Economic Development Authorizing the Mayor to Remove Board and Commission Members (IM 16-023) Mayor Johnson opened the public hearing.

Eugene Carl Haberman:

- Expressed concern regarding the lack of input from the boards and commissions concerning the legislation; and
- Addressed the lack of a definition for an excused absence.

Dave Fuller:

- Spoke against the ordinance; and
- Felt the current system properly implemented would work.

Andrea Fuller:

- Spoke against the ordinance;
- Addressed the difficulty of getting things done when members of boards and commissions do not attend meetings; and
- Expressed a need for better advertising for board or commission member vacancies.

Mayor Johnson closed the public hearing.

Main Motion: To adopt Ordinance No. 16-013

Moved by:	Hanson
Seconded by:	LaFrance
Action:	Motion failed by a 2-5 voice vote.
In favor:	Johnson, LaFrance
Opposed:	Best, Carrington, Combs, DeVries

I. ACTION MEMORANDA

Item 1 – Action Memorandum 16-034: Authorize City Manager to Negotiate and Execute an Assumption of Proprietary Lease from David R. Allen to Joshua Nance for Palmer Hangars Owners Association Unit No. 4 Lot 11 Block 3 at the Palmer Municipal Airport

Main Motion: To authorize Action Memorandum 16-034

Moved by:	Carrington
Seconded by:	DeVries
Action:	Motion carried by unanimous voice vote.
In favor:	Best, Carrington, Combs, DeVries, Hanson, Johnson, LaFrance
Opposed:	None

Item 2 – Action Memorandum 16-035: Authorize the City Manager to Negotiate and Execute a One Year Contract with the Matanuska-Susitna Borough to Provide Fire Emergency Response to the Greater Palmer Fire Service Area (GPFSA)

Main Motion: To authorize Action Memorandum 16-035

Moved by:	Combs
Seconded by:	DeVries
Action:	Motion carried by unanimous voice vote.
In favor:	Best, Carrington, Combs, DeVries, Hanson, Johnson, LaFrance
Opposed:	None

Item 3 – Action Memorandum 16-036: Authorize the City Manager to Negotiate and Execute a One Year Contract for Rescue Services with the Matanuska-Susitna Borough

Main Motion: To authorize Action Memorandum 16-036

Moved by:	DeVries
Seconded by:	Carrington
Action:	Motion carried by unanimous voice vote.
In favor:	Best, Carrington, Combs, DeVries, Hanson, Johnson, LaFrance
Opposed:	None

J. UNFINISHED BUSINESS

K. NEW BUSINESS

L. RECORD OF ITEMS PLACED ON THE TABLE: None

M. AUDIENCE PARTICIPATION

Eugene Carl Haberman:

- Requested the implementation of a voting board;
- Addressed the need for the meeting chair to ask if any member of the council is opposed to closing the public hearing prior to closing it; and
- Pointed out the difficulty experienced by the public when trying to attend Borough Assembly and City Council meetings due to conflicting dates.

Andrea Fuller:

- Expressed appreciation to the council members for all they do for the City.

N. COUNCIL MEMBER COMMENTS

Council Member Combs:

- Expressed appreciation to active community members for their meeting attendance;
- Spoke to the upcoming Colony Days;
- Shared that Palmer Pride would take place on July 22 along with the 65th Birthday celebration for the City;
- Shared about attendance at the Chamber of Commerce luncheon; and
- Commented on attendance at Cash Mob last week.

Council Member DeVries:

- Requested support to have the Clerk, Manager, and City Attorney bring forth proposals regarding boards and commissions to identify excused vs. unexcused absences, how they are paid, and other regulations that may be needed. Council Member Combs offered support.
- Requested support to have the Clerk research the cost to have a voting board installed. Council Member Best offered support.
- Requested the Clerk provide an update on first six months of City Clerk and City Council budgets at the mid-year budget review.

Deputy Mayor Hanson:

- Requested the removal process of board and commission members be addressed as well. Council Member DeVries offered support; and
- Shared about attendance at his son's college graduation.

Council Member Carrington:

- Appreciated the good communication with the Board of Economic Development; and
- Suggested a standard be established for starting the clock during public comment. Council Member Combs offered support.

Council Member LaFrance:

- Spoke to missing the June 14 meeting.

Council Member Best:

- Spoke to attendance at the high school graduation for both of his daughters; and
- Commented on a graffiti clean-up project which was undertaken by several community members at the Amusement Park.

O. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 9:07 pm.

Approved this fourteenth day of June, 2016.

Norma I. Alley, MMC, City Clerk

DeLena Johnson, Mayor

public hearings



**City of Palmer
Information Memorandum No. 16-022
Ordinance No. 16-012**

Subject: Ordinance No. 16-012: An Ordinance of the Palmer City Council Amending Palmer Municipal Code Section 4.15.020 (I)(5) (Eligibility List)

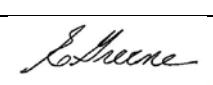
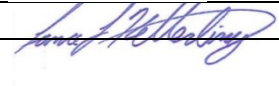
Agenda of: May 24, 2016 - Introduction

Council Action: June 14 – Public Hearing



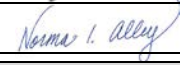
Originator Information:

Originator: Police Chief
Date: April 19, 2016 **Requested agenda date:** May 24, 2016

Department Information:

Route to:	Department Director:	Signature:	Date:
<u>X</u>	Community Development		
<u>X</u>	Finance		<u>4/20/16</u>
<u>X</u>	Police Department		
<u>X</u>	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 (√):


Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Negative impact in the amount of: \$ _____

Funds are (√):

Budgeted Line item(s): _____
 Not budgeted Affected line item(s): _____

General fund assigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- Ordinance No. 16-012

Summary Statement: Ordinance No. 16-012 is presented to the Palmer City Council at the request of the Police Chief

As currently written, Palmer Municipal Code section 4.15.020 (I)(5) allows hiring eligibility lists to be maintained for a six-month period. The training period for new police officers, including the police academy and field training, is usually longer than six months. Additionally, the probationary period for both dispatchers and officers is frequently extended past six months. Allowing hiring lists to be maintained for a 24-month period will increase their usefulness and reduce recruitment, personnel, and hiring costs.

Administration Recommendation: Adopt Ordinance No. 16-012

Introduced by: City Manager
Date: May 24, 2016
Public Hearing: June 14, 2016
Vote:

Yes: _____ No: _____

CITY OF PALMER, ALASKA

Ordinance No. 16-012

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Section 4.15.020 (I)(5) (Eligibility List)

THE CITY OF PALMER, ALASKA ORDAINS:

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

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

Section 3. Section 4.15.020 (I)(5) is hereby amended to read as follows (new language is underlined and deleted language is stricken out):

4.15.020 (I)(5)

The period during which an eligibility list remains in effect shall be determined in writing by the department director upon the establishment of such list, but the period shall not exceed 24 months ~~six months~~ from the close of the application period for the position. If the department director chooses and receives city manager approval to commence the recruitment and selection procedure to fill a job position for which an eligibility list exists, then the eligibility list ceases to be effective.

Section 4. Effective Date. Ordinance No. 16-012 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this _____ day of _____, 2016.

DeLena Johnson, Mayor

Norma I. Alley, MMC, City Clerk

action memoranda



**City of Palmer
Action Memorandum No. 16-039**

Subject: Authorize the City Manager to Purchase Firefighting Equipment from Alaska Safety - Wasilla in the Amount of \$26,552.00 Using the Governmental and Proprietary Purchases Municipal Code Section 3.21.230.

Agenda of: June 14, 2016

Council Action: _____


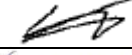
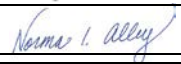
Originator Information:

Originator: John McNutt, Fire Chief
Date: 6 May 2016 **Requested agenda date:** June 14, 2016

Department Information :

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<input checked="" type="checkbox"/>	Finance		5/23/16
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
_____	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: \$ 26,552.00

This legislation ():


- Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Creates a negative impact in the amount of: \$ 26,552.00

Funds are ():

- Budgeted Line item(s): 09-10-01-6253
 Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- Alaska Safety – Wasilla Quote #2306

Summary Statement: Approval of this action memorandum will authorize the purchase of equipment to be used on the aerial or platform firefighting apparatus that is presently under construction. The City will purchase the firefighting apparatus and this equipment using State of Alaska grant funds appropriated to the City under State Grant No. 14-DC-124.

The equipment that will be purchased includes a multigas detector and accessories, a Flir K2 thermal camera kit and a Flir K65 thermal camera kit and accessories. Palmer Fire & Rescue uses the Flir brand of thermal imaging camera to assist with search and rescue of victim's in burning structures as well as to locate fire that may be hidden behind walls or in spaces that cannot be easily viewed. The gas monitoring equipment is used to check for harmful gasses that can be poisonous, explosive or flammable.

Palmer Fire & Rescue is standardizing on the Flir brand of thermal imaging camera and the MSA Altair 5 gas monitor. By standardizing on these brands we can streamline training of equipment operation as well as maintenance and repairs. We have already purchased gas monitor calibration equipment that is specific to the MSA brand of monitor that we currently have in-service in the Department. We have FLIR thermal imaging cameras in-service on apparatus and carry spare batteries for replacement. By continuing to purchase the same brand we can use other accessories designed for the Flir thermal imaging cameras.

In this case, it is in the City's best interest to limit the source of gas detectors and thermal cameras to the supplier of Flir and Altair equipment to maintain a consistent inventory of equipment, to facilitate training and to avoid unnecessary duplication of equipment manufacturers.

As provided in PMC Section 3.21.230 A. 3., approval of this action memorandum will allow the sole source purchase of the listed equipment for the new aerial or platform firefighting apparatus that is sold through Alaska Safety – Wasilla.

Administration Recommendation: Authorize Action Memorandum 16-039.

Alaska Safety - Wasilla

Alaska Safety Inc.
 617 S. Knik Goosebay Rd. Suite E
 Wasilla, AK 99654
 Phone: (907) 373-5661 Fax: (907) 864-0789

Quotation# 002306

Account ID 00001845	Contact Chief McNutt	
Customer PO None	Telephone (907) 745-3854	Facsimilie (907) 745-5443

Bill To:

Palmer Fire & Rescue
 Accounts Payable
 645 East Cope Industrial Way
 Palmer, AK 99645

Ship To:

Palmer Fire & Rescue
 645 East Cope Industrial Way
 Palmer, AK 99645

Special Order Drop Ship

Quantity	Item#	Description	Price	Total
2 EACH	MSALT5ALKF100C01	AltAir 5X Gas w/OFCH and HCN(Methane) Multigas Detector H2S CO LEL O2 HCN Monochrome monitor With built in pump. Motion Alert indicating Man down. Rechargeable battery provides 12 hours of use. IP65 rating for Dust and water ingress. 6 foot drop resistance. 3-year comprehensive warranty With MSA XCellr Sensor Technology.4-year expected sensor life on LEL, O2, CO, H2S, HCN and standard 3-year instrument warranty.	\$1,749.00	\$3,498.00
2 EACH	MS10087913	Charger Cord for AltAir5 AltAir4	\$42.00	\$84.00
2 EACH	MS10099397	AltAir5 DC Vehicle Charger	\$195.00	\$390.00
6 EACH	JFS737010101	Flir K2 Thermal Camera Kit Thermal imaging camera, , battery (2x), battery charger, USB cable, strap lanyard, neck strap, , documentation on CD-ROM	\$1,275.00	\$7,650.00
6 EACH	JFST199532	Flir Car/USB Charging System	\$55.00	\$330.00
2 EACH	JFS722020303	Flir K65 Thermal Camera Kit, NFPA Infrared camera, battery (2 ea.), battery charger, hard transport case, power supply, Printed documentation, USB cable and user documentation CD-ROM	\$6,500.00	\$13,000.00
2 EACH	JFST198322	Flir Truck Charger, K45, K55 & K65	\$800.00	\$1,600.00

Comments
 This quotation is good for 30 days from the date listed above. Thank you for the opportunity!

Sub Total	\$26,552.00
EXMT 0% Tax	\$0.00
Freight	\$0.00
Grand Total	\$26,552.00
Deposit	\$0.00
Balance	\$26,552.00

Approved By: _____ **Date** _____

**City of Palmer
Action Memorandum No. 16-040**

Subject: Authorize the City Manager to Purchase Firefighting Equipment from L.N. Curtis & Sons Inc. in the Amount of \$17,362.00 Using the Governmental and Proprietary Purchases Municipal Code Section 3.21.230.

Agenda of: June 14, 2016

Council Action: _____


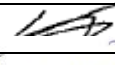
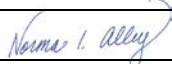
Originator Information:

Originator: John McNutt, Fire Chief
Date: 16 May 2016 **Requested agenda date:** June 14, 2016

Department Information \checkmark :

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
\checkmark	Finance		5/23/16
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
_____	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: \$ 17,362.00

This legislation (\checkmark):


- Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Creates a negative impact in the amount of: \$ 17,362.00

Funds are (\checkmark):

- Budgeted Line item(s): 09-10-01-6253
 Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- L.N. Curtis & Sons quote #33088

Summary statement:

Approval of this action memorandum will authorize the purchase of fire hose nozzles and accessories to be used on the aerial or platform firefighting apparatus that is presently under construction. The City will purchase the firefighting apparatus and this equipment using State of Alaska grant funds appropriated to the City under State Grant No. 14-DC-124.

The equipment to be purchased is detailed on the attached L.N. Curtis & Sons quotation.

Palmer Fire & Rescue has standardized onto Task Force Tips firefighting nozzles within the Department. This allows for a uniform function of fire suppression activities and has allowed us to maintain a smaller level of repair parts for one brand of firefighting nozzle instead of multiple different brands.

In this case, it is in the City's best interest to limit the source of fire hose nozzles to the supplier of L.N. Curtis nozzles to maintain a consistent inventory of equipment, to facilitate training and to avoid unnecessary duplication of equipment manufacturers.

As provided in PMC Section 3.21.230 A. 3., approval of this action memorandum will allow the sole source purchase of the listed equipment for the new aerial or platform firefighting apparatus through L.N. Curtis & Sons.

The authorization will allow the purchase of necessary equipment for the new platform firefighting apparatus that is sold through L.N. Curtis & Sons Inc.

Administration recommendation: Authorize Action Memorandum 16-040.

Ph: 206-622-2875
 TF: 800-426-6633
 Fax: 206-622-2723
 nwsales@lncurtis.com
 DUNS#: 00-922-4163



Northwest Division
 629 So. Industrial Way
 Seattle, WA 98108
 www.LNCURTIS.com
 Quotation No. 33088

Quotation

CUSTOMER:
 PALMER CITY FIRE
 DEPARTMENT
 645 E COPE INDUSTRIAL
 WAY
 PALMER AK 99645

SHIP TO:
 CITY OF PALMER FIRE DEPT.
 ATTN: BRUCE AXTELL
 645 E COPE INDUSTRIAL WAY
 PALMER AK 99645

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
33088	05/16/2016	07/02/2016

SALESPERSON	CUSTOMER SERVICE REP
John Cefalu jcefalu@lncurtis.com 206-621-3296	Michael Duncan mduncan@lncurtis.com 206-596-7904

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
EQUIPMENT QUOTE		C30722	Net 30	FR

F.O.B.	SHIP VIA	REQ. DELIVERY DATE
SP	Prepaid	

SPECIAL INSTRUCTIONS
 Freight estimated at \$75 dollars

NOTES & DISCLAIMERS

THANK YOU FOR THIS OPPORTUNITY TO QUOTE. WE ARE PLEASED TO OFFER REQUESTED ITEMS AS FOLLOWS. IF YOU HAVE ANY QUESTIONS, NEED ADDITIONAL INFORMATION, OR WOULD LIKE TO PLACE AN ORDER, PLEASE CONTACT YOUR SALESPERSON OR CUSTOMER SERVICE REP AS NOTED ABOVE.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	12	EA	HMVPGI TFT	1.5NH 70-200GPM MIDMATIC NOZZLE TIP WITH SHUTOFF	\$862.50	\$10,350.00
2	12	EA	HM792HMKIT TFT	METAL FOLDING PISTOLGRIP KIT FOR HMVPGI	\$145.00	\$1,740.00
3	24	EA	HM925BLUKIT TFT	BLUE HANDLE COVER KIT;	\$8.00	\$192.00
4	24	EA	HM925REDKIT TFT	RED HANDLE COVER KIT;	\$8.00	\$192.00
5	24	EA	HM925TANKIT TFT	TAN HANDLE COVER KIT	\$8.00	\$192.00
6	24	EA	HM925YELKIT TFT	YEL HANDLE COVER KIT;	\$8.00	\$192.00
7	3	EA	HD2BLITZ TFT	2.5NH NOZ/PLAYPIPE COMB;	\$1,085.00	\$3,255.00
8	1	EA	HD2VPGI TFT	2.5NH DUAL FORCE HNDLNE NOZZLE WITH PG	\$1,029.00	\$1,029.00
9	1	EA	HM792KIT TFT	FOLDING PISTOL GRIPKIT	\$145.00	\$145.00

* TO BE INSTALLED ON NOZZLE ABOVE WITH GREEN GRIP *

Ph: 206-622-2875
TF: 800-426-6633
Fax: 206-622-2723
nwsales@lncurtis.com
DUNS#: 00-922-4163



Northwest Division
629 So. Industrial Way
Seattle, WA 98108
www.LNCURTIS.com
Quotation No. 33088

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
----	-----	------	-------------	-------------	------------	-------------

SMALL BUSINESS
CAGE CODE: 5E720
DUNS NUMBER: 009224163
SIC CODE: 5099
FEDERAL TAX ID: 94-1214350

THIS PRICING REMAINS FIRM UNTIL 07/02/2016. CONTACT US FOR UPDATED PRICING AFTER THIS DATE.

Subtotal	\$17,287.00
Tax Total	\$0.00
Transportation*	\$75.00
*(to be added when order ships)	
Total	\$17,362.00

**City of Palmer
Action Memorandum No. 16-046**

Subject: Authorize the City Manager to Negotiate and Execute Amendment No. 9 to the Professional Service Agreement with HDL Engineering Consultants for Construction Phase Services for Phase 4 of the Sherrod Area Water and Street Improvement Project in a Not-to-Exceed Amount of \$192,390.

Agenda of: June 14, 2016

Council Action: _____




Originator Information:

Originator: Tom Healy, Public Works Director
Date: May 26, 2016 **Requested agenda date:** June 14, 2016

Department Information √:

Route to:	Department Director:	Signature:	Date:
	Community Development		
X	Finance		5/26/16
	Fire Department		
	Police Department		
X	Public Works		5/26/16

Approved for presentation by:

	Signature:	Remarks:
City Manager		
City Attorney		
City Clerk		

Certification of Funds:

Total amount of funds listed in this legislation: \$ 192,390

This legislation (√):


- Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Creates a negative impact in the amount of: \$ 192,390

Funds are (√):

- Budgeted Line item(s): 24-20-08-6225 (ADEC Grant No. 67118)
24-02-08-6225 (City Match – ADEC Loan 671251)
 Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- HDL Engineering Consultants' May 23, 2016, letter fee proposal

Summary Statement: HDL Engineering Consultants have prepared the design and specifications for the Sherrod Area Water and Street Improvements, Phase 4 project. This project will replace old cast iron water mains in the Beaver Avenue and N. Chugach and N. Bailey Sts. Area. The bid opening for the project construction is planned for June 20, 2016, with the bid award at the June 28, 2016, Council meeting. It is necessary to amend the City's agreement with HDL to provide for construction phase services prior to awarding the construction contract.

This Action Memorandum authorizes Amendment No. 10 to the Professional Services Agreement between the City and HDL Engineers to provide construction phase services for a water main replacement project in the area described above. In reference to HDL's attached May 23, 2016, letter, HDL will perform these services on a time and materials basis for a not-to-exceed amount of \$192,390.

In reference to PMC 3.21.230, Governmental and Proprietary Procurements, HDL's experience in preparing the engineering and design plans for the multi-year water main replacement project, as well as their experience in construction administration, give HDL experience and knowledge of this project which reasonably limits the source of these design and engineering phase services to HDL.

Administration Recommendation: Authorize Action Memorandum 16-046.

May 23, 2016

Tom Healy, Director of Public Works
City of Palmer
231 W. Evergreen Avenue
Palmer, Alaska 99645

Re: Amendment for Construction Phase Services
Sherrod Area Water and Street Improvements, Phase 4

Dear Mr. Healy:

As requested, HDL Engineering Consultants (HDL) hereby requests an amendment to add construction-phase services for Phase 4 of the Sherrod Area Water and Street Improvements project to our current contract with the City of Palmer (City).

BACKGROUND

Amendment 8 to our contract included survey, permitting, public involvement, and design services for water system and drainage improvements on Beaver Avenue, Chugach Street and Bailey Avenue. Work on services related to this amendment began in late-March 2016. HDL submitted a 65% design package the first week of May 2016 with a 95% design submittal on-track for delivery on May 24 and bid-ready plans on June 1. Based on this schedule, bids will open on June 23 for a council award on June 28. Construction is expected to begin in early-July 2016.

PROJECT DESCRIPTION

The Sherrod Phase 4 project includes the construction of up to 2,600 linear feet (depending on award of the additive alternate) of Class 52 ductile iron pipe water main and associated fittings, valves, hydrants, and services to replace the existing water system. The project also includes approximately 2,600 linear feet of minor street improvements, including gravel surfacing and replacement of AC pavement, curb and gutter, sidewalks, and drainage improvements. The project base bid includes work on Beaver Avenue and Chugach Street with an additive alternate for work on Bailey Street between Beaver and Caribou Avenues.

CONSTRUCTION PHASE SERVICES

Task 8 – Construction Phase Services (Phase 4)

Similar to previous phases, we understand that the scope of work for Phase 4 construction is generally to provide construction administration (CA) and full-time inspection services during the anticipated 20-week construction period (July 5, 2016 to October 21, 2016 plus four weeks in spring 2017). HDL will work closely with the Public Works staff and will be the Contractor's primary point of contact for verbal and written communication. Our scope of work will include construction monitoring, coordination, administration, inspection, material testing, and record drawings.

CIVIL
ENGINEERING
GEOTECHNICAL
ENGINEERING
TRANSPORTATION
ENGINEERING
ENVIRONMENTAL
SERVICES
PLANNING
SURVEYING
& MAPPING
CONSTRUCTION
ADMINISTRATION
MATERIAL
TESTING
RIGHT-OF-WAY
SERVICES

HDL will coordinate and monitor the day-to-day activities of the project on behalf of the City. Chris Bowman, PE will be the Project Manager/Engineer and David Lundin, PE will be the Principal-in-Charge. Chris will be the primary point of contact and will keep the City informed of progress, field directives, and any changes as they arise and will prepare weekly written status reports. He will also coordinate with ADEC and keep them informed of the progress. David will provide quality control and oversight of HDL activities.

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

During construction, HDL will review administrative submittals and schedules and will review and respond to Design Clarification/Verification Requests (DCVRs). We will conduct formal weekly construction meetings. We will review the Contractor's pay requests, verify pay item quantities, and provide recommendations for payment.

Construction Inspection & Quality Assurance Testing. HDL will provide full-time construction inspection to observe, test, and document the construction on behalf of the City. Documentation will include photographs and daily reports detailing the equipment, labor, inspections, testing, and activities occurring while our Inspector is on-site. Copies of daily reports will be provided to the City on a weekly basis. The actual hours on-site per day will be dependent on the Contractor's schedule, the type of work being performed and the level of inspection required. We anticipate our Inspector will work up to 60 hours per week. HDL will conduct formal substantial and final completion inspections jointly with the City and prepare a substantial completion inspection report and list of deficient items.

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

- ✓ Approximately 25 field density tests on fill materials
- ✓ Approximately 5 laboratory moisture-density tests (Proctors) including soil gradations
- ✓ Approximately 5 laboratory grain size analysis
- ✓ Approximately 2 sets of concrete field tests and cylinder breaks
- ✓ Approximately 1 asphalt content and gradation test
- ✓ Approximately 2 asphalt cores with density and thickness tests

Closeout Documents. HDL will review the Contractor's construction markups and will prepare electronic record drawings. We will submit half-size record drawings on bond paper and will provide full- and half-size record drawings in Adobe PDF format on CD for your records. HDL will submit record drawings to ADEC and apply for Approval to Operate the new water pipelines on behalf of the City including signing the ADEC required statement that construction was completed under the direction of an engineer. For the construction contract closeout, we will request a release of liens and claims statement from the Contractor and will distribute a project completion and acceptance certificate for execution.

Basic Assumptions. The following basic assumptions were used to prepare this estimate:

1. HDL will be the primary point of contact for verbal and written communications.
2. HDL will provide one full-time project Inspector for 16 weeks during the construction period. We anticipate the Inspector will work an average of 60 hours per week. Inspection will not be required on Sundays, holidays, or double shifts.
3. We anticipate the project Inspector will work overtime for an average of up to 20 hours per week to match the Contractor's schedule.
4. Our work excludes claims negotiations or protracted disputes with the Contractor, repeated retesting due to inadequate contractor performance, or if the Contractor's work extends beyond the performance period.

Fee Estimate. HDL proposes to provide the aforementioned services on a time and expenses basis, not-to-exceed **\$192,390** as shown on the attached fee estimate worksheet.

We appreciate the opportunity to provide this proposal and to continue working with you. If you have any questions, please contact me at 746-5230.

Sincerely,

HDL Engineering Consultants, LLC



David Lundin, P.E.

Principal / Civil & Environmental Engineer

Attach: Fee Estimate Worksheet (2 pages)

CITY OF PALMER - FEE WORKSHEET
Construction Phase Services for
Sherrad Area Water and Street Improvements, Phase 4

TASK	ACTIVITY	QTY	RATE	HDL LABOR & DIRECT EXPENSES		REIMBURSABLE EXPENSES	SUB-CONTRACTS	SUBTOTAL	TOTAL
				EXPENSES	EXPENSES				
8.0	Construction Phase Services.....								\$192,390
8.1	Submittal/Shop Drawing Review								
	Principal Civil Engineer	8 hrs	@ \$170	\$1,360				\$7,040	
	Project Manager/Engineer	16 hrs	@ \$130	\$2,080					
	Engineering Assistant	40 hrs	@ \$90	\$3,600					
8.2	Construction Administration - Office (20 weeks)							\$60,880	
	Principal Civil Engineer (4 hrs/wk)	80 hrs	@ \$170	\$13,600					
	Project Manager/Engineer (16 hrs/wk)	320 hrs	@ \$130	\$41,600					
	Clerical (2 hr/wk)	40 hrs	@ \$70	\$2,800					
	Vehicle (1/2 day rate)	72 days	@ \$40	\$2,880					
8.3	Inspection Services (16 weeks)							\$104,180	
	Inspector (40 hrs/wk straight time)	640 hrs	@ \$90	\$57,600					
	Inspector (20 hrs/wk overtime)	320 hrs	@ \$120	\$38,400					
	Vehicle (1 day rate)	96 days	@ \$80	\$7,680					
	Miscellaneous Reimbursables	1 Lump Sum	@ \$500	\$500					

**City of Palmer
Action Memorandum No. 16-043**

Subject: Authorize the City Manager to Negotiate and Execute a Purchase Agreement with Western Peterbilt, Inc. for a Solid Waste Collection Vehicle in the Amount of \$330,500 Using the Governmental and Proprietary Procurement Process.

Agenda of: June 14, 2016

Council Action: _____

Originator Information:

Originator: Tom Healy, Public Works Director
Date: May 26, 2016 **Requested agenda date:** June 14, 2016

Department Information √:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance	<u><i>E. Greene</i></u>	<u>5/26/16</u>
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
<u>X</u>	Public Works	<u><i>T. Healy</i></u>	<u>5/26/16</u>

Approved for presentation by:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ 330,500

This legislation (√):
 Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Creates a negative impact in the amount of: \$ 330,500

Funds are (√):
 Budgeted Line item(s): 05-01-10-6053
 Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: *E. Greene*

Attachment(s):

- Western Peterbilt, Inc. letter dated 5/16/16
- Municipality of Anchorage purchase order dated 5/4/15

Summary Statement: The City's 2016 budget contains \$420,000 to purchase a new solid waste collection vehicle and attachments, as well as refuse containers. The Municipality of Anchorage publicly bid for the procurement of two solid waste collection vehicles in 2015, with the result that Western Peterbilt, Inc. was awarded the contract.

City code section 3.21.230, Governmental and proprietary procurements, subsection A. 2., allows the City to obtain equipment if the terms of a previously bid governmental procurement can be extended. In this case, Western Peterbilt's contract with Anchorage allows the City to purchase the vehicle under Anchorage's bid and award process for a total amount of \$330,000. The purchase includes a Peterbilt chassis and cab, a Wittke body and a Curotto Can collection basket. It is in the City's interest to approve this purchase and method of purchase to gain the benefit of a publicly bid vehicle.

Administration Recommendation: Authorize Action Memorandum 16-043.



"The best service. mile after mile"

2756 Commercial Drive, Anchorage, Alaska
OFFICE: 907-276-2020 FAX: 907-276-2164 CELL: 907-244-0742

Letter of Clarification

TO: *Tom Healy and All Concerned – City of Palmer*
FROM: *Kelly Hanson*
AT: *Western Peterbilt LLC of Alaska*
ON: *Monday, May 16, 2016*
SUBJECT: *Bid and PO Summary and Attachment – Municipality of Anchorage*

In the interest of offering the best service, pricing and ease of purchase to the City of Palmer – Western Peterbilt LLC and Yukon Equipment is providing the opportunity to leverage the pricing and completed bid process achieved by the Municipality of Anchorage.

The bid process (ITB 2015B002) was completed by the MOA February 13, 2015. This bid was open to all bidders providing a front-load refuse collection system. There were two bids received for this process, and of that, one was determined to be non-responsive.

Western Peterbilt LLC was the responsive primary bidder with a Peterbilt 320 chassis and the Wittke Starlight body – built by LaBrie and offered by Yukon Equipment. From this process – purchase order number MOABU-0020150726 was issued in response to this bid for a quantity of (2) frontload units. The PO was subsequently modified to reflect a horsepower increase to 385HP @ 1450 FT-LBS for a total price of \$316,078.00 per unit.

A second PO (MOABU-0020151328) was issued for a third unit by the Municipality – this is the purchase order and unit that we have cloned for the City of Palmer. From this unit, there were additions and subtractions made to arrive at the final quoted price.

Major subtractions from that unit were the Fire Suppression System and Auto Lubrication system that the MOA requires, as well as some related fabrication costs. Major additions made for the City of Palmer were a Curotto Can RH automated pickup can, spare wheels and tires for front and rear and a second attendee for the final inspection of the unit.

The final quoted price for this unit – complete and delivered to the City of Palmer is \$330,500.00. This amount is secured for 30-45 days to allow the City of Palmer to execute their review and issue a purchase order. Delivery for the unit is approx. 240 days after the receipt of order.

Please review all of the information supplied, and let me know what questions you may have.

Best Regards,

Kelly O. Hanson
Sales Manager – Alaska
Western Peterbilt / Western Peterbilt / Western Truck Center

Purchase Order

CHANGE ORDER - REPRINT

Municipality of Anchorage

Purchasing Department
 PO Box 196650
 632 W. 6th Avenue, Suite 520
 Anchorage AK 99519-6650
 Phone: (907) 343-4590
 Fax: (907) 343-4595

Vendor: 0000000676
 Western Peterbilt Inc
 2756 Commercial Dr
 Anchorage AK 99501
 USA
 Fax: 907-276-2164

Purchase Order	Date	Revision	Page
MOABU- 0020150726	05/04/2015	1-05/18/2015	1
Payment Terms	Freight Terms	Ship Via	
NET 30	Destination, FRT Allowed	See Detail	
Buyer: Obney, William H		Currency Code: USD	

Ship To: Solid Waste Services Department
 Administration
 1111 East 56th Avenue
 Anchorage AK 99518
 USA

Bill To: Accounts Payable Division
 PO Box 196650
 632 West 6th Avenue
 Suite 510
 Anchorage AK 99519
 USA

Tax Exempt? Y Tax Exempt ID: N/A

Line-Schd Item	Description	Req ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	TWO (2) REFUSE FRONT LOADING GARBAGE TRUCKS	0000028083	1.00	LOT	595,670.00	595,670.00	01/31/2016
						<u>Schedule Total</u>	<u>595,670.00</u>
				Ship Via:	BEST MEANS		
1 - 2	TWO (2) REFUSE FRONT LOADING GARBAGE TRUCKS	0000028083	1.00	LOT	30,000.00	30,000.00	01/31/2016
						<u>Schedule Total</u>	<u>30,000.00</u>
purchase of 2 frontload straight fork garage trucks per the attached specs.							
				Ship Via:	VENDOPTION		
<u>Item Total</u>						<u>625,670.00</u>	

Western Peterbilt ITB 2015B002 Dated 2-12-2015 Assembly Memorandum number AM 157-2015

Total amount of this Purchase Order shall not exceed \$625,670.00. The municipality expects, but does not guarantee, to expend the value amount listed on this order.

***** Pricing Determined through Competitive Quotes *****

All terms, conditions, plans, specifications (and Addenda) set forth in Invitation to Bid ITB2015B002 and resulting Bid Proposal are here by incorporated in and made part of this purchase

Total PO Amount 625,670.00

Amended to 4 316,078.00 ea. FOX HP increases

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

[Handwritten Signature]

4/18/15

**City of Palmer
Action Memorandum No. 16-045**

Subject: Authorize the City Manager to Dispose of Surplus Solid Waste Equipment Valued at More than \$10,000

Agenda of: June 14, 2016

Council Action: _____

Originator Information:

Originator: Tom Healy
Date: 5/26/16 **Requested agenda date:** 6/14/2016

Department Information:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance	<u><i>E. McNamee</i></u>	<u>5/26/16</u>
_____	Public Safety	_____	_____
<u>X</u>	Public Works	<u><i>T. Healy</i></u>	<u>May 26, 2016</u>

Approved for presentation by:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ Subject to bid; not known at this time.

This legislation (√):

- Has no fiscal impact Creates a positive impact in the amount of: \$ Greater than \$10,000
 Negative impact in the amount of: \$ _____

Funds are (√):

- Budgeted Line item(s): _____
 Not budgeted Affected line item(s): 05-00-00-3690 Misc Revenue

General fund assigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: *E. McNamee*

Attachment(s):

- None

Summary Statement: City code section 3.20.060 C. requires the city manager to obtain City Council approval to dispose of City personal property valued at more than \$10,000 prior to disposal of those items.

Public Works would like to dispose of the solid waste collection equipment listed below. Public Works has not been able to get a value appraisal of this equipment, but it is likely the value of the two surplus collection vehicles exceed \$10,000 each, and the Curotto Can collection baskets, if sold with the trucks, will contribute to that value. The front forks for truck #8605, if sold with the truck, will also contribute to that value.

By approving this action memorandum, the City Council authorizes the city manager to dispose of the following City personal property:

2001 Peterbilt Collection Truck	VIN 1NPZLTOX41D713211
2004 Peterbilt Collection Truck	VIN 1NPZLTOX84D715290
Curotto Can II	S/N 5758
Curotto Can	serial number not visible
Wittke Waste Products front loading basket	S/N WCC49921
Front Forks for 2004 Peterbilt truck	No S/N

The 2004 collection truck will not be sold until the City has received the new collection truck that, if approved by City Council, will be purchased in June and received this fall.

Administration Recommendation: Authorize Action Memorandum 16-045.

**City of Palmer
Action Memorandum No. 16-038**

Subject: Authorize the City Manager to Negotiate and Execute a Contract with Ferguson Enterprises, Inc. for the Material Procurement for Sherrod Area Water and Street Improvements, Phase 4, in the Amount of \$71,229.60.

Agenda of: June 14, 2016

Council Action: _____

Originator Information:

Originator: Tom Healy, Public Works Director
Date: June 1, 2016 **Requested agenda date:** June 14, 2016

Department Information:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>x</u>	Finance	<u><i>E. Sheene</i></u>	<u>6/2/16</u>
_____	Public Safety	_____	_____
<u>x</u>	Public Works	<u><i>W. Healy</i></u>	<u>6/1/16</u>

Approved for presentation by:

	Signature:	Remarks:
City Manager	<u><i>W. Healy</i></u>	<u>Acting City Manager</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: \$ 71,229.60

This legislation (√):

Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Negative impact in the amount of: \$ 71,229.60

Funds are (√):

Budgeted Line item(s): 24-20-08-6225 (ADEC Grant No. 67118)
 Not budgeted Affected line item(s): 24-02-08-6225 (City Match – ADEC Loan 671251)

General fund assigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: *E. Sheene*

Attachment(s):

- Invitation to Bid
- Bid Summary

Summary Statement: The City issued a request for bids for pipe, valve and fire hydrant materials for the Sherrod Area Water and Street Improvements Phase 4 project. Bids are due at 2:00 p.m. June 1, 2016.

The City will provide the materials to the contractor who is awarded the Sherrod Area Water and Streets Improvement Phase 4 project. That project construction bid will be before the City Council for award at the June 28, 2016, Council meeting. This project will also use materials left over from Palmer's previous water main replacement projects.

The City received only one bid for the material procurement. Ferguson Enterprises, Inc. submitted a bid of \$71,229.60.

Approval of this action memorandum will authorize the city manager to negotiate and enter into a contract with Ferguson Enterprises, Inc. to provide project materials in the amount of \$71,229.60.

Administration Recommendation: Approve Action Memorandum No. 16-038.

CITY OF PALMER

Invitation To Bid

**Material Procurement for
Sherrod Area Water Improvements
Phase 4**

Description of Work: Supply and delivery of all materials listed in Section XI: Bid Proposal, for Sherrod Area Water Improvements, Phase 4 in accordance with the material specifications provided.

Sealed bids, in single copy, for furnishing all labor, equipment and materials and performing all work for the above project are hereby invited. Bids will be opened publicly and read aloud at Palmer City Hall, 231 W. Evergreen Avenue, Palmer, Alaska.

Bid Opening: Wednesday, June 1, 2016 at 2:00 pm local time

This is a bonded, public works project. Contractors are required to be licensed by the City and State. The successful bidder will be required to provide a performance bond and a labor and material payment bond each in the amount equal to 100% of the contract price. This project is subject to American Iron and Steel requirements.

Contract Documents will be available starting Wednesday, May 11, 2016 in electronic format only. Documents may be downloaded at www.cityofpalmer.org. There is no fee for contract documents.

For additional info, contact the Palmer Public Works office at (907) 745-3400.

The City reserves the right to reject any or all bids and to waive irregularities or informalities in any of the bids when in its best interest.

Nathan Wallace
City Manager

**CITY OF PALMER
MATERIAL PROCUREMENT FOR
SHERROD AREA WATER IMPROVEMENTS**

BASE BID - Sherrod Phase 4 Water Materials

Item No.	Work Description	Estimated Quantity	Unit Price	Total Bid Price
A-1	Furnish 8" CL 52 DIP Water Main including gaskets Per Linear Foot	1818		
A-2	Furnish 8" Gate Valve Per Each	12		
A-3	Furnish 6" Gate Valve Per Each	4		
A-4	Furnish Fire Hydrant Assembly, (Single Pumper) Per Each	6		

Total Bid \$

June 2, 2016

Tom Healy, Public Works Director
 City of Palmer
 231 West Evergreen Ave.
 Palmer, Alaska 99645

RE: Recommendation of Award
 Material Procurement for
 Sherrod Area Water and Street Improvements, Phase 4

Dear Mr. Healy:

We have reviewed the bids submitted for the above-referenced project and found no bid irregularities:

The bids are summarized below:

Rank	Company	Base Bid
1	Ferguson Enterprises	\$ 71,229.60
	Engineer's Estimate	\$ 78,600.00

Based on the above summary, we recommend award of the contract, to Ferguson Enterprises of Anchorage, Alaska.

Please call if you need anything further.

Sincerely,

HATTENBURG DILLEY & LINNELL


 Chris Bowman, P.E.
 Project Engineer

Attach: Bid Tabulation

CIVIL
ENGINEERING

GEOTECHNICAL
ENGINEERING

TRANSPORTATION
ENGINEERING

ENVIRONMENTAL
SERVICES

PLANNING

SURVEYING
& MAPPING

CONSTRUCTION
ADMINISTRATION

MATERIAL
TESTING

RIGHT-OF-WAY
SERVICES

**MATERIAL PROCUREMENT FOR SHERROD AREA WATER IMPROVEMENTS, PHASE 4
Bid Tab**

Schedule A - BASE BID - Sherrod Phase 4 Water Materials

Bid Item No.	Item Description	Bid Quantity	Unit	Engineer's Estimate		Ferguson Enterprises	
				Unit Price	Bid Value	Unit Price	Bid Value
A-1	Furnish 8" CL 52 DIP Water Main	1944	LF	\$ 25.00	48,600.00	\$ 20.15	39,171.60
A-2	Furnish 8" Gate Valve	12	Each	\$ 800.00	9,600.00	\$ 974.00	11,688.00
A-3	Furnish 6" Gate Valve	4	Each	\$ 600.00	2,400.00	\$ 615.00	2,460.00
A-4	Furnish Fire Hydrant Assembly, (Single Pumper)	6	Each	\$ 3,000.00	18,000.00	\$ 2,985.00	17,910.00
Calculated Base Bid Total				\$	78,600.00	\$	71,229.60
As-submitted Base Bid Total				\$	78,600.00	\$	71,229.60
Difference Base Bid				\$	-	\$	-
Acknowledged Addenda				-		Yes	
Bid Proposal signed				-		Yes	
American Iron and Steel Compliance				-		Yes	
Material Product Data				-		Yes	

**City of Palmer
Action Memorandum No. 16-044**

Subject: Approve a Council Community Grant in the amount of \$2,500 to the Valor Corporation to support Tiny Homes for Vets.

Agenda of: June 14, 2016

Council Action: _____

Originator Information:

Originator: City Manager
Date: May 19th, 2016 **Requested agenda date:** June 14th, 2016

Department Information √:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance	<i>E. Meene</i>	5/19/16
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
_____	Public Works	_____	_____

Approved for presentation by:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ 2,500.00

This legislation (√):

- Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Creates a negative impact in the amount of: \$ 2,500.00

Funds are (√):

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

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: *E. Meene*

Project Name: Tiny Homes for Vets

Reviewer Name: Nathan Wallace

Date: 5/19/2016

Qualification Pre-Check

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

- Event must be accessible to all members of the community. (only open to Veterans)
- Event must take place within Palmer city limits or within one mile of city limits. (If placed on Granite Property)
- Event has received funding from the City in the past. List the years funding was received: _____
- If event was supported by a City grant in the past, the post event report from the previous event is complete.

	Application Elements	Expectations	Points Earned	
Accessibility & Strategic Priorities	10 pts	7 pts.	3-0 pts	
	The application clearly states the economic benefits and the reader/evaluator easily understands the benefits to the community and residents of the City.	The application states the benefits, however it is not clear and/or the reviewer/evaluator must assume or use reason to determine the benefits to the community and residents of the City.	The application does not clearly demonstrate the benefits and/or the reader/evaluator cannot determine through reasoning the benefits to the community or residents of the City.	3
	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.	7
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.	3
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 benefit as a result of this grant.	3
Reporting	The application clearly states how and when the City will receive a post event report on this project.	The application attempts to address how a post event report will be given to the City; however it is unclear and the reviewer/evaluator must assume or use reason to determine how and when the report will be presented.	The application does not attempt to address how a post event report will be given to the City or the reviewer/evaluator cannot determine how the report will be presented.	3
			Total:	29/60



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.

RECEIVED

MAY 18 2016

City of Palmer



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: Tiny Homes for Vets
 Date(s) of program, service, project or event: May 28th 2016

Applicant Information

Name: Brittney Jurasek
 Address: PO BOX 876466
 City: Wasilla State: AK Zip: 99687
 Phone: 9079828416 Email: BJurasek@valorcorp.org

Organization Information

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

Funding Request

Amount of Request: \$ 2500
 Matching funds provided by applicant: \$ 1500

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.

We are looking to raise funds to purchase flat deck trailers for us to construct tiny homes upon and donate or rent them to veterans based on their current situation while we wait to hopefully obtain 14 acres from the City of Palmer. This will allow us to serve Veteran in the interim, which is very important.

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).

On April 21st Chance at Big Bubbas Trailers agreed to sell us a trailer at his cost, \$4,000.

Three days later we held a board meeting and decided to use our some of our previous funds from our first fundraiser and put \$1500 towards a downpayment for the trailer. We then decided to shift the current fundraiser we were planning on May 28th anyhow to be specifically for this tiny home venture. Since then we have accumulated insulation, doors, toilets, flooring and wall fixtures donations for these tiny homes. We would like place these tiny homes in Palmer, on the 14 acres we're trying to obtain. Valor will construct, clean up and assume full responsibility for this project.

Eligibility

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

Our program and project both meet the eligibility guild lines by being able to benefit the community and residents of Palmer. Palmer will be gaining men and women with unmatched values, morals and hard working veterans into the community and workforce. With Palmer welcoming our project, we can only hope the flood gates will open in terms of other veterans wanting to work, play, and live in this great city. This could be a great volunteer opportunity for schools, clubs, and residents. This could also be a great way to teach students and veterans real world building applications.

Matching Funding Source

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

We are the matching fund source. Valor Corp will be using \$1000 and the officers will be providing the other \$500. We are reaching out to several other entities in hopes of actually being able to obtain three trailers instead of one. We hope to be hearing back from them shortly.

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.

The project will enhance the economic development and generally benefit the City of Palmer both by helping veterans and providing their basic need. Enabling them to live safely within Palmer also allows them to work, clean, and serve Palmer in many magnitudes. Several of these Veterans struggle to keep jobs because they do not have a home, or atleast one they can afford. We hope to be able to help atleast 3 veterans with this venture, and several more by providing hands on training while we build the homes. We will evaluate the community benefit by the veteran success and volunteering during the busy tourist season. Many seasonal jobs can be filled with veterans in close proximity.

Detailed Budget

Revenue:

Source:	Cash	In-Kind	Total
Valor Corp.	\$ 1000	\$	\$ 1000
Valor Corp. Officers	\$ 500	\$	\$ 500
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
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:

Betty Jewell

Date:

5/4/2016

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: _____

**City of Palmer
Action Memorandum No. 16-042**

Subject: Approve a Council Community Grant in the amount of \$3,000 to the Palmer Museum of History and Art to support Midsummer Garden and Art Faire.


Agenda of: June 14, 2016

Council Action: _____


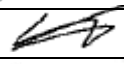
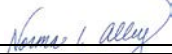
Originator Information:

Originator: City Manager
Date: May 19th, 2016 **Requested agenda date:** June 14th, 2016

Department Information √:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance		5/19/16
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
_____	Public Works	_____	_____

Approved for presentation by:

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

Certification of Funds:

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

This legislation (√):


- Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Creates a negative impact in the amount of: \$ 3,000.00

Funds are (√):

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

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Project Name: Palmer Midsummer Garden and Art Faire

Reviewer Name: Nathan Wallace

Date: 5/19/2016

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: 2013-\$750 and 2014-\$1500
- If event was supported by a City grant in the past, the post event report from the previous event is complete.

	Application Elements		Expectations	Points Earned
Accessibility & Strategic Priorities	10 pts		7 pts.	3-0 pts
	The application clearly states the economic benefits and the reader/evaluator easily understands the benefits to the community and residents of the City.	The application states the benefits, however it is not clear and/or the reviewer/evaluator must assume or use reason to determine the benefits to the community and residents of the City.	The application does not clearly demonstrate the benefits and/or the reader/evaluator cannot determine through reasoning the benefits to the community or residents of the City.	7
	The application clearly addresses how the project meets one or more of the City's Economic Development Strategic Priorities.	The application attempts to address how the project meets one or more of the City's Economic Development Strategic Priorities; however, the reviewer/evaluator must assume or use reason to determine how the project is addressing a strategic priority(s).	The application does not clearly demonstrate how the project is addressing a strategic priority and/or the reader/evaluator cannot determine through reasoning how the project is addressing a strategic priority.	7
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.	10
Reporting	The application clearly states how and when the City will receive a post event report on this project.	The application attempts to address how a post event report will be given to the City; however it is unclear and the reviewer/evaluator must assume or use reason to determine how and when the report will be presented.	The application does not attempt to address how a post event report will be given to the City or the reviewer/evaluator cannot determine how the report will be presented.	3
Total:				47/60



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: Palmer Midsummer Garden and Art Faire
 Date(s) of program, service, project or event: July 9, 2016

Applicant Information

Name: Selena Ortega-Chiolero, PMHA Executive Director
 Address: 723 S. Valley Way
 City: Palmer State: Alaska Zip: 99645
 Phone: 907-746-7668 Email: director@palmermuseum.org

Organization Information

Name of organization/group: Palmer Museum of History and Art
 Type of organization: Non-profit Volunteer community group Other

Funding Request

Amount of Request: \$ 3,000
 Matching funds provided by applicant: \$ 14,452

RECEIVED

MAY 04 2016

City of Palmer

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.
The 8th annual Palmer Midsummer Garden and Art Faire is a community-wide event that occurs on the Second Saturday of July from 10:00AM to 8:00PM in downtown Palmer.
Being an agricultural community, the event uses the garden as a central feature to connect with our lives and each other. With the inclusion of art displays and instructional gardening, cooking and art classes, live music and cultural performances, food and a variety of local vendors, the Faire serves as an opportunity to grow a new crop of gardeners, be a platform for current artists, art organizations and local non-profits to promote themselves, and showcase the city of Palmer as a destination location.

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).

Beginning in December through July, the event is coordinated by the Palmer Museum with a planning committee consisting of members from local nurseries, businesses, art, garden and state organizations. Primary activity occurs on the green space adjacent to the Mat-Su Borough Building. There will be live musical and artistic performances and vendors selling their locally made products. Free instructional cooking, gardening, and art classes will be taught throughout the day at the Palmer Library and in the Palmer Showcase Garden. In addition, the event will include the first annual Palmer Wine Walk the evening before which will highlight the Palmer Art Walk participating businesses.

Eligibility

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

Compared to other summer events in the state, the Faire offers a unique opportunity to experience the best of Alaska while maintaining a Palmer-centric approach. The event is the result of a Valley-wide support network comprised of members from over 14 local non-profits, 10 agricultural groups, 20 downtown business, state and local government entities. All event performances, classes and exhibits are offered to the public for FREE and encompass a wide variety of genres, cultures and topics which makes it fully accessible to all audiences. The Faire is centrally located on the Borough greenspace and extends outward encompassing all of downtown Palmer making it truly, a city event.

Matching Funding Source

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

Match funding will be provided by a combination of local business sponsorships at various levels (\$100 - \$3,000) including downtown merchants and professionals, vendor fees, foundation sponsorships (Mat-Su Health Foundation), local and state organizations (Alaska State Council on the Arts, Palmer Lions, AARP Alaska), local cooperatives (MEA, MTA). In addition to monetary contributions, the event also receives in-kind support from various other local entities (Hatcher Pass Radio, PEDDA, PAC, Palmer City Alehouse).

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.

Attendance and event evaluation will be determined through several methods including:

a physical count taken at the Palmer Museum, a virtual check-in through social media (Facebook) and evaluation forms that are completed after each of our class sessions. The expected number of participants is projected to be between 2,000 - 2,500. The City of Palmer will directly benefit from the event as it will stimulate economic growth, increase awareness about the goods and services offered in Palmer (making it a destination location), support small local businesses to include local artisans and members of the agricultural community and will further collaborative efforts between community partners.

Detailed Budget

Revenue:

Source:	Cash	In-Kind	Total
Vendor Fees	\$ 4,250	\$	\$ 4,250
Local Foundations	\$ 4,000	\$ 1,950	\$ 5,950
Palmer Businesses	\$ 4,202	\$ 8,452	\$ 12,654
AKSCA	\$ 2,000	\$	\$ 2,000
	\$	\$	\$
Totals	\$ 14,452	\$ 10,402	\$ 24,854

Expenditures:

Item/Service:	Cash	In-Kind	Total
Marketing/Advertising	\$ 6,402	\$ 2,652	\$ 9,054
Musicians & Rentals	\$ 7,900	\$ 5,950	\$ 13,850
Printing	\$ 1,850	\$	\$ 1,850
Supplies & Labor	\$ 400	\$ 1,800	\$ 2,200
Insurance	\$ 900	\$	\$ 900
Totals	\$ 17,452	\$ 10,402	\$ 27,854

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: Selma Ortega-Chiefano
Date: 5/3/10

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: _____



May 3, 20116

Dear City of Palmer,

The PMGAF is a one day event that occurs the second Saturday of July from 10:00AM to 8:00PM in downtown Palmer. It is comprised of five components: FREE cooking, gardening and art classes (focusing on addressing issues about eating local, sustaining healthy habits and promoting the arts), the Rhubarb Rumble (a cooking contest promoting the use of local ingredients and creating a demand for local produce as a commercial product, primarily rhubarb), live local musical and cultural performances (comprised of both amateurs and professionals), vendors (local art, crafts, nurseries, food and non-profit information tables), and the Palmer Art Walk (local art exhibits, demonstrations, and art activities involving ten local businesses in the downtown area). The event is coordinated by the Palmer Museum with a planning committee consisting of members from local nurseries, businesses, art, garden and state organizations. Its target audience is all-inclusive: members of the community, visiting tourists, all ages, men, women and children. In 2015, the PMGAF had an approximate attendance of 1,600 people with even the Alaska State Governor in attendance.

Majority of the activity occurs on the green space adjacent to the Mat-Su Borough Building. At that location, there are live musical performances and vendors selling their wares throughout the day. Free instructional cooking, gardening and art classes are also taught throughout the day at the Palmer Public Library and in the Palmer Museum's Showcase Garden. From 2:00 – 4:00PM, the Rhubarb Rumble takes place on the Borough Green with a tasting station offering free samples of our entries to the public who then determine the winner by voting for their favorite recipe. From 2:00 – 6:00PM, the Palmer Art Walk takes place at seven local businesses throughout town where they feature either an artist exhibit, demonstration or art-making opportunity. To increase awareness about the ethnic communities that reside in our state, there will be live cultural performances by Mariachi Agave Azul and Ballet Folklorico Xochitlquetzal Tiquin from Anchorage, and Yup'ik singer, Byron Nicholai of I Sing You Dance fame on YouTube. This year, we are growing the event by including a 5K run/walk coordinated by Active Soles and Palmer Wine Walk fundraiser encompassing the Palmer Art Walk to be held Friday afternoon the day before the Faire and a competition entitled the Topihairy Challenge that will be a garden-inspired hair stylist competition during the day of the Faire amongst our local salons that will also feature a special hair-challenged workshop for those victims of hair loss and/or cancer-treatment patients.

To assist the public with optimizing their time at the event, event booklets including a detailed map, list of sponsors, participants and schedule with locations, are provided at various locations prior and during the day of the event. This year's PMGAF is, so far, being supported by several local entities including: Make-A-Scene, the Frontiersman, Hatcher Pass Radio, Palmer Chamber of Commerce, Mat-Su Health Foundation, Palmer Lions Club, AARP, The Garden Gate, Palmer City Alehouse, Dalrymple Law PC, MTA, AK Wild Child Designs, Woolwood

Studio & Gardens, Phillips 26 Glaciers, Country Legends 100.9, Alaska Public Media, City of Palmer, UAF Extension Services, Grow Palmer, Farm Bureau, FFA, Valley Recycling Center, Valley Fine Arts Association, Valley Arts Alliance, Palmer Arts Council, and the Alaska Museum of Transportation and Industry.

In order to make the PMGAF a success we rely on local sponsorships to assist with the costs of hiring performers, affording event supplies and advertising. We would like to invite the City of Palmer to join us by sponsoring the event at a \$3,000 level. In return, the City of Palmer will receive sponsorship notation on all of our print advertising including our event banners on the day of the event. We would also encourage you to have an information table on the Borough Green on the day of the event if you are able

If you should have any further questions regarding the PMGAF, please feel free to contact me by phone at (907)746-7668 or by e-mail at director@palmermuseum.org. You can also find up to date information about the PMGAF on the event web-site at www.palmergardenandart.org. Thank you for your consideration.

Sincerely,



Selena Ortega-Chiolero
Executive Director, PMHA