

Mayor Steven J. Carrington
Deputy Mayor Carolina Anzilotti
Council Member John Alcantra
Council Member Richard W. Best
Council Member Jim Cooper
Council Member Pamela Melin
Council Member Joshua Tudor

City Manager John Moosey
City Clerk Shelly M. Acteson, CMC
City Attorney Sarah Heath, Esq.

City of Palmer, Alaska
Regular City Council Meeting
October 24, 2023, at 6:00 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.palmerak.org

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
2. Approval of Minutes of Previous Meetings
 - A. October 10, 2023, Regular Meeting
 - B. October 17, 2023, Special Meeting

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Elected Officials in Attendance
2. Board/Commission Members in Attendance
3. A Proclamation Recognizing November 11, 2023, as Veteran's Day
4. City of Palmer 2022 Audit Presentation by Joy Merriner, Managing Partner, BDO USA

F. REPORTS

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

G. AUDIENCE PARTICIPATION

H. PUBLIC HEARINGS

I. ACTION MEMORANDA

1. **Action Memorandum No. 23-062:** Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection of the Connoisseur Lounge, LLC Located at 226 West Evergreen Avenue, Suite 2 Marijuana License #27522

J. COMMITTEE OF THE WHOLE – Presentation of the 2024 Budget (Note – action may be taken by the Council following Committee of the Whole)

1. Presentation and Discussion of Classification Study, City of Palmer Human Resources Manager
2. Resolution No. 24-001: 2024 City of Palmer Employee Pay Plan
3. Resolution No. 24-002: 2024 Fee Schedule
4. Resolution No. 24-003: 2024 Fine Schedule
5. Resolution No. 24-004: Five Year Capital Improvement Program
6. Resolution No. 24-005: City of Palmer 2024 Budget

K. UNFINISHED BUSINESS

L. NEW BUSINESS

M. RECORD OF ITEMS PLACED ON THE TABLE

N. AUDIENCE PARTICIPATION

O. EXECUTIVE SESSION

P. COUNCIL MEMBER COMMENTS

Q. ADJOURNMENT

Tentative Future Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
November 7	Special	6 pm	Tentative – 2024 Budget
November 14	Regular	6 pm	
November 28	Regular	6 pm	
December 12	Regular	6 pm	

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on October 10, 2023, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

B. ROLL CALL

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

Mayor Steve Carrington, Joshua Tudor, Carolina Anzilotti (on Zoom), John Alcantra, Deputy Mayor Pam Melin, and Richard W. Best.

Council Member Thomas Ojala IV was absent and excused. There were no objections from Council.

Staff in attendance:

John Moosey, City Manager
Shelly M. Acteson, CMC, City Clerk
Benji Johnson, Deputy City Clerk
Sarah Heath, City Attorney
Chad Cameron, Fire Chief
John Diument, Airport Superintendent

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. ELECTION CERTIFICATION

1. **Resolution No. 23-030:** A Resolution of the Palmer City Council Accepting the Certificate of Canvass Board Results and Certifying the October 3, 2023, Regular City Election

Main Motion: To Approve Resolution No. 23-030

Moved by:	Best
Seconded by:	Alcantra
Vote:	Unanimous
Action:	Motion Carried

E. ADMINISTRATION OF OATH OF OFFICE FOR ELECTED COUNCIL MEMBERS

City Clerk Acteson administered oath of office to Council Members Best and Cooper.

F. ORGANIZATION OF COUNCIL

1. Election of Deputy Mayor

Mayor Carrington opened the floor for nominations.

Council Member Melin nominated Council Member Anzilotti as Deputy Mayor. The voice vote was unanimous.

2. Election of Alternate Deputy Mayor

Mayor Carrington opened the floor for nominations.

Council Member Alcantra nominated Council Member Tudor as Alternate Deputy Mayor. The voice vote was unanimous.

G. APPROVAL OF AGENDA

Mayor Carrington moved Council Comments to take place before executive session, agenda item Q, Executive Session.

The agenda was approved as amended without objection by unanimous consent.

H. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Lieutenant Promotion Badging- Palmer Fire and Rescue – Christopher Walsh
2. Fire Chief Cameron presented Engineer Walsh with Lieutenant Badge and Helmet

I. REPORTS

1. City Manager's Report
 - Introduced new Airport Superintendent, John Diument.
 - Budget Meetings will begin on October 17, 2023, Special Meeting.
 - 2024 Legislative priorities are coming for the City Council to prioritize and vote on.
 - Current airport runway lights have been phased out and finding replacements is becoming an issue.
2. Mayor's Report
 - Written report in packet.
 - Would like to have Public Works Director Jude Bilafer take over the MPO position representing the City of Palmer.
 - Borough is changing their code to add a representative for the City of Palmer seat on the Planning Commission, will need to provide a list for with which to choose.
 - Budget meetings coming, suggested have question ready and/or provided to the Manager early.
3. City Clerk's Report
 - 2023 Election was concluded.
4. City Attorney's Report
 - Will be providing an update in executive session.

J. AUDIENCE PARTICIPATION

Travis Friesen

- Suggested the City find a way to invest in bitcoin mining computers.

Jackie Goforth

- Commented on books in the library and the book challenge process.

Karen Lewis

- Commented on books in the library.

K. PUBLIC HEARINGS

1. **Resolution No. 24-001:** A Resolution of the Palmer City Council Adopting the City of Palmer Employee Pay Plan (First Public Hearing)

Mayor Carrington opened the public hearing.

Hearing no objection from the Council, Mayor Carrington closed the public hearing.

Main Motion: To Approve Resolution No. 24-001

Moved by:	Best
Seconded by:	Melin
Vote:	N/A
Action:	N/A

2. **Resolution No. 24-002:** A Resolution of the Palmer City Council Adopting the 2024 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2024, and Ending December 31, 2024 (First Public Hearing)

Mayor Carrington opened the public hearing.

Hearing no objection from the Council, Mayor Carrington closed the public hearing.

Main Motion: To Approve Resolution No. 24-002

Moved by:	Melin
Seconded by:	Tudor
Vote:	N/A
Action:	N/A

3. **Resolution No. 24-003:** A Resolution of the Palmer City Council Adopting the 2024 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2024, and Ending December 31, 2024 (First Public Hearing)

Mayor Carrington opened the public hearing.

Hearing no objection from the Council, Mayor Carrington closed the public hearing.

Main Motion: To Approve Resolution No. 24-003

Moved by:	Alcantra
Seconded by:	Tudor
Vote:	N/A
Action:	N/A

4. **Resolution No. 24-004:** A Resolution of the Palmer City Council Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2024, and Ending December 31, 2024 (First Public Hearing)

Mayor Carrington opened the public hearing.

Hearing no objection from the Council, Mayor Carrington closed the public hearing.

Main Motion: To Approve Resolution No. 24-004

Moved by:	Tudor
Seconded by:	Melin
Vote:	N/A
Action:	N/A

5. **Resolution No. 24-005:** A Resolution of the Palmer City Council Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2024, and Ending December 31, 2024, and Appropriating Monies (First Public Hearing)

Mayor Carrington opened the public hearing.

Hearing no objection from the Council, Mayor Carrington closed the public hearing.

Main Motion: To Approve Resolution No. 24-005

Moved by:	Alcantra
Seconded by:	Melin
Vote:	N/A
Action:	N/A

L. ACTION MEMORANDA

1. **Action Memorandum No. 23-061:** Authorize the City Manager to Renew the Banking Services Contract for Additional Year with First National Bank Alaska

Main Motion: To Approve Action Memoranda 23-061

Moved by:	Melin
Seconded by:	Tudor
Vote:	Unanimous
Action:	Motion Carried

M. UNFINISHED BUSINESS

N. NEW BUSINESS

O. RECORD OF ITEMS PLACED ON THE TABLE

None

P. AUDIENCE PARTICIPATION

Travis Friesen

- Encouraged the Council to make Palmer a bitcoin and technology sector for the public.

Jackie Goforth

- Spoke to her concern regarding the library books.

****Clerk's note: Agenda Item R, Council Member Comments, took place before agenda item Q due to Council going into executive session*

Q. EXECUTIVE SESSION – Matters, the Immediate Knowledge of Which Would Clearly Have an Adverse Effect Upon the Finances of the Public Entity – Litigation Update from City Attorney Heath

A motion was made by Melin and second by Cooper to enter executive session at 6:47 p.m.

The Roll Call Vote was unanimous.

The regular meeting was reconvened with no objections at 7:55 p.m.

R. COUNCIL MEMBER COMMENTS – Moved to before Executive Session item Q

Mayor Carrington

- Read the Certificate of Appreciation for outgoing Council Member Ojala IV.

Council Member Melin

- Enjoyed her term as Deputy Mayor, ready to hand over to Council Member Anzilotti.
- Welcomed Council Member Cooper.
- Requested support to direct the City Attorney to draft a summary of analysis on Library policies and status on challenges. Council Member Best offered support.

Council Member Alcantra

- Congratulated Council Members Cooper and Best.
- Congratulated the new Deputy Mayor Anzilotti and "Back up" Deputy Mayor Tudor.
- Will not be at the October 17, 2023, Special Meeting.
- Applauded the City of Palmer in their support of Seniors and Vets and the Palmer Library.
- Thanked Council Member Ojala for his time on the Council.
- Thanked Council Member Melin for her time as Deputy Mayor.
- Thanked Mayor Carrington for his written Reports.

Council Member Best

- Congratulated Council Member Cooper.
- Expressed his appreciation of Council Member Ojala's service on the Council.

Council Member Cooper

- Thanked everyone for allowing this opportunity to come back to City Council.
- Hoping to put aside any differences and work for what is best for the community.

Council Member Tudor

- Congratulations to Council Member Cooper, really looking forward to working with him.
- Thanked Council Member Ojala for his time on the Council and Council Member Melin for her time as Deputy Mayor.
- Congratulated Lieutenant Walsh and the new airport superintendent.

Deputy Mayor Anzilotti

- Congratulated Council Member Cooper.
- Thanked Council Member Ojala for his time on the Council.
- Thanked Council Member Melin for her time as Deputy Mayor.
- Congratulated Lieutenant Walsh promotion.
- Commented on attending the Heart Reach Center Banquet.

S. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 7:55 p.m.

Approved this 24th day of October 2023.

Shelly M. Acteson, CMC, City Clerk

Steve Carrington, Mayor

A. CALL TO ORDER

A special meeting of the Palmer City Council was held on October 17, 2023, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

B. ROLL CALL

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

Mayor Steve Carrington, Deputy Mayor Carolina Anzilotti, Pam Melin, Jim Cooper, Joshua Tudor, and Richard W. Best

Council Member John Alcantra was absent and excused.

Staff in attendance:

John Moosey, City Manager
Shelly M. Acteson, CMC, City Clerk
Benji Johnson, Deputy City Clerk
Sarah Heath, City Attorney
Brad Hanson, Community Development Director
Greg Wickham, Public Works Superintendent
Shane LaCroix, Commander – Palmer Police
Chad Cameron, Fire Chief

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Agenda was approved without objection.

E. NEW BUSINESS

1. **Committee of the Whole:** Presentation of the 2024 Budget (note: action may be taken by the Council following the Committee of the Whole)
 - a. Budget presentation by Fire Department – 6:00 pm
 - b. Budget presentation by Public Works – 6:30 pm
 - c. Budget presentation by Community Development – 7:00 pm
 - d. Budget presentation by Police Department – 7:30 pm
 - e. Budget presentation by Airport – 8:00 pm
 - f. Resolution No. 24-001: 2024 City of Palmer Employee Pay Plan
 - g. Resolution No. 24-002: 2024 Fee Schedule
 - h. Resolution No. 24-003: 2024 Fine Schedule
 - i. Resolution No. 24-004: Five Year Capital Improvement Program
 - j. Resolution No. 24-005: City of Palmer 2024 Budget

Main Motion: To Enter into Committee of the Whole at 6:02 p.m.

Moved by:	Tudor
Seconded by:	Melin
Vote:	Unanimous
Action:	Motion Carried

The council exited the Committee of the Whole at 8:39 p.m.

F. AUDIENCE PARTICIPATION

Eric Anderson

- Spoke to the proposed 2024 budget.

G. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 8:45 p.m.

Approved this 24th day of October, 2023.

Shelly M. Acteson, CMC, City Clerk

Steve Carrington, Mayor



PROCLAMATION

RECOGNIZING VETERANS DAY

WHEREAS, Veterans Day has its origins in the November 11th, 1918, armistice which brought World War I to a conclusion; and

WHEREAS, Alaska is home to approximately 75,000 military veterans who have served our nation honorably and selflessly, both at home and abroad, protecting the liberty of our nation and liberating the oppressed from tyranny and terror; and

WHEREAS, Veterans Day is a time to honor America's veterans for their patriotism, love of country, and willingness to uphold the nation's founding principles of liberty, opportunity, and justice for all; and

WHEREAS, by honoring these proud Soldiers, Sailors, Airmen, Marines and Coast Guardsmen throughout our country's history, we renew our commitment to upholding the democratic ideals they fought to preserve; and

WHEREAS, the citizens of Palmer must never take for granted our privileges and freedom or forget to give thanks and honor to those who risk their lives so that we may enjoy our many blessings.

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and City Council of the City of Palmer, Alaska, November 11, 2023, to be Veterans Day in the City of Palmer. I call upon all citizens and civic organizations to join me in this special observance and recognize the great sacrifice of our veterans and active military members.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the seal of the City of Palmer to be affixed on this 24th day of October, 2023.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk

REPORT TO HONORABLE MAYOR AND
MEMBERS OF THE CITY COUNCIL

CITY OF PALMER

AUDIT WRAP UP: YEAR ENDED DECEMBER 31, 2022



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QUICK ACCESS TO THE
FULL REPORT

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The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance (e.g., Board of Directors and Audit Committee) and, if appropriate, management of the Company, and is not intended and should not be used by anyone other than these specified parties.

Welcome

October 24, 2023

Honorable Mayor and Members of the City Council
City of Palmer, Alaska

Professional standards require us to communicate with you regarding matters related to the audit, that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. On April 29, 2023, we presented an overview of our plan for the audit of the financial statements of City of Palmer (the City) as of and for the year ended December 31, 2022, including a summary of our overall objectives for the audit, and the nature, scope, and timing of the planned audit work.

This communication is intended to elaborate on the significant findings from our audit, including our views on the qualitative aspects of the City's accounting practices and policies, management's judgments and estimates, financial statement disclosures, and other required matters.

We are pleased to be of service to the City and look forward to meeting with you to discuss our audit findings, as well as other matters that may be of interest to you, and to answer any questions you might have.

Respectfully,

BDO USA

BDO USA, P.C. a Virginia professional corporation, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. BDO is the brand name for the BDO network and for each of the BDO Member Firms.



JOY MERRINER
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Executive Summary

Status of Our Audit

- ▶ We have completed our audit of the financial statements as of and for the year ended December 31, 2022. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States. This audit of the financial statements does not relieve management or those charged with governance of their responsibilities.
- The objective of our audit was to obtain reasonable - not absolute - assurance about whether the financial statements are free from material misstatements.
- The scope of the work performed was substantially the same as that described to you in our earlier Audit Planning communications.
- We issued unmodified opinions on the basic financial statements and released our report on September 28, 2023.
- We issued an unmodified opinion on Palmer's Federal and State of Alaska Single Audit report, including the Schedule of Expenditures of Federal Awards (SEFA) and Schedule of State Financial Assistance (SSFA) and released our report on September 28, 2023.
- In planning and performing our audit of the SEFA and SSFA, we considered the City's internal control over compliance with requirements that could have a direct and material effect on its major federal programs to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with GAS and Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and State of Alaska Single Audit, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance.
- Management's cooperation was excellent. We received full access to all information that we requested while performing our audit, and we acknowledge the full cooperation extended to us by all levels of the City's personnel throughout the course of our work.



Results of the Audit

ACCOUNTING PRACTICES, POLICIES, ESTIMATES, AND SIGNIFICANT UNUSUAL TRANSACTIONS

The following summarizes the more significant required communications related to our audit concerning the City’s accounting practices, policies, estimates, and significant unusual transactions:

The City’s significant accounting practices and policies are those included in Note 1 to the financial statements. These accounting practices and policies are appropriate, comply with generally accepted accounting principles and industry practice, were consistently applied, and are adequately described within Note 1 to the financial statements.

- ▶ A summary of recently issued accounting pronouncements is included in Note 13 to the City’s financial statements.
- ▶ In 2022, Palmer adopted *GASB Statement No. 87 - Leases* - Effective for the year-ended December 31, 2022. This statement addresses accounting and financial reporting for certain lease assets and liabilities for leases that previously were classified as operating leases. This Statement establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The City did discovery of all active leases and used materiality policies to determine whether they applied to GASB 87, then accounted for those that qualified accordingly.
- ▶ There were no other changes in significant accounting policies and practices during Fiscal year 2022.

Significant estimates are those that require management’s most difficult, subjective, or complex judgments, often as a result of the need to make estimates about the effects of matters that are inherently uncertain. There are no estimates deemed significant for the year ended December 31, 2022.

The City’s accounting estimates, including a description of management’s processes and significant assumptions used in development of the estimates, are disclosed in Note 1 of the financial statements.

Accounting Estimates

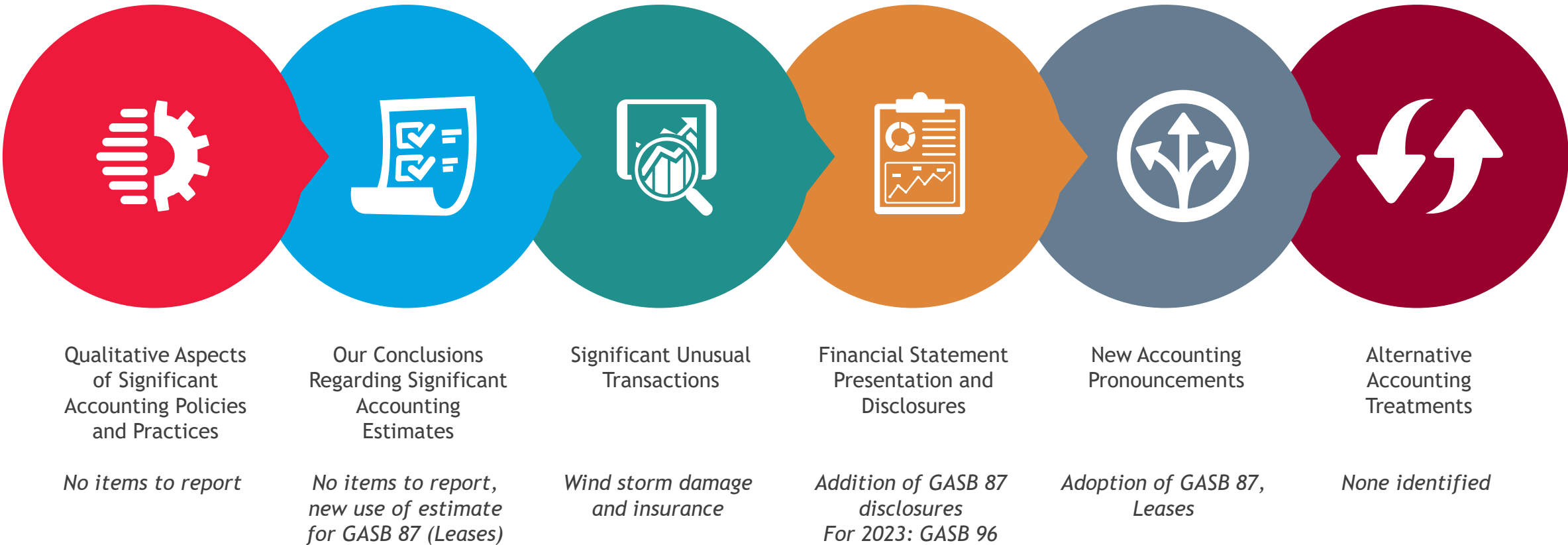
Capital Asset Impairment and Depreciable Lives
Accounts Receivable and Allowances
Pension and Other Postemployment Benefits
Discount Rate - related to leases receivable and payable

- ▶ Management did not make any significant changes to the processes or significant assumptions used to develop the significant accounting estimates in 2022, with the exception of the new estimated discount rates used for implementation of GASB 87.

Results of the Audit

QUALITY OF THE CITY’S FINANCIAL REPORTING

A discussion will be held regarding the quality of the City’s financial reporting, which includes:



Results of the Audit

CORRECTED AND UNCORRECTED MISSTATEMENTS

There were no corrected misstatements, other than those that were clearly trivial, related to accounts and/or disclosures that we brought to the attention of management. We did assist with recording of adjustments related to capital assets, lease assets and liabilities, and PERS Pension/OPEB balances.

There was a single uncorrected misstatement, other than those that were clearly trivial, related to accounts and/or disclosures that we presented to management. This related to a payroll insurance adjustment that was not recorded due to an outside payment regarding the funds for three and a half months during the year. The amount that was not adjusted is in the amount of \$36,046. This would have lowered liabilities and increased expenses.





Internal Control Over Financial Reporting

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City’s internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion(s) on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

We are required to communicate, in writing, to those charged with governance all material weaknesses and significant deficiencies that have been identified in the City’s internal control over financial reporting. The definitions of control deficiency, significant deficiency and material weakness follow:

Category	Definition
Control Deficiency	A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.
Significant Deficiency	A deficiency or combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
Material Weakness	A deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City’s ’s financial statements will not be prevented, or detected and corrected on a timely basis.

Internal Control Over Financial Reporting

In conjunction with our audit, we noted the following:

- ▶ We have communicated to management of the City control deficiencies and provided suggestions for improvement of those deficiencies that were identified as a result of our audit that we did not consider to be material weaknesses or significant deficiencies.

Control Deficiency	Comments
IT user access reviews	User access reviews are periodically reviewed throughout the year and when an employee terms or is hired. City of Palmer does not maintain a log of the reviews. We recommend a log is maintained to document this review is occurring during the year.
Superuser risk	The Finance Director has Superuser access and Finance manager has inappropriate admin access and is able to add/delete users in the Incode/ERP Pro User Application. We recommend the City continue robust detective controls to ensure financial information is properly captured.
Payroll liability review	With the closeout of APUIT, some costs were being paid directly to the insurance provider instead of through the City’s books without an adjustment to the payroll liability. This resulted in an over accrual of the payroll liability at year end. We recommend the City review payroll liability accounts, especially if there are changes in benefit providers.

- ▶ In addition, to the above control deficiencies, a significant deficiency was identified regarding the reporting of the Coronavirus Local Fiscal Recovery Fund Grant. Incorrect information was reported to the Department of Treasury. This is included in the single audit reports.
- ▶ No material weaknesses were identified during the course of the audit.



Additional Required Communications

Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the City's:

Requirement	Discussion Point
Significant changes to planned audit strategy or significant risks initially identified	There were no significant changes to the planned audit strategy or significant risks initially identified and previously communicated to those charged with governance as part of our Audit Planning communications.
Obtain information from those charged with governance relevant to the audit	There were no matters noted relevant to the audit, including, but not limited to: violations or possible violations of laws or regulations; risks of material misstatement, including fraud risks; or tips or complaints regarding the City's financial reporting that we were made aware of as a result of our inquiry of those charged with governance.
If applicable, nature and extent of specialized skills or knowledge needed related to significant risks	There were no specialized skills or knowledge needed, outside of the core engagement team, to perform the planned audit procedures or evaluate audit results related to significant risks.
Consultations with other accountants	We are not aware of any consultations about accounting or auditing matters between management and other independent public accountants. Nor are we aware of opinions obtained by management from other independent public accountants on the application of generally accepted accounting principles.
If applicable, significant matters identified by component auditors	During the component auditor's procedures, there were no significant matters identified that were deemed necessary to bring to group management's attention.
Significant findings and issues arising during the audit in connection with the City's related parties	We have evaluated whether the identified related party relationships and transactions have been appropriately identified, accounted for, and disclosed and whether the effects of the related party relationships and transactions, based on the audit evidence obtained, prevent the financial statements from achieving fair presentation.
Significant findings or issues arising during the audit that were discussed, or were the subject of correspondence, with management	There were no significant findings or issues arising during the audit that were discussed, or were the subject of correspondence, with management

Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the City:

Requirement	Discussion Point
Disagreements with management	There were no disagreements with management about matters, whether or not satisfactorily resolved, that individually or in aggregate could be significant to the City's financial statements or to our auditor's report.
Significant difficulties encountered during the audit	There were no significant difficulties encountered during the audit.
Matters that are difficult or contentious for which the auditor consulted outside the engagement team	There were no difficult or contentious matters that we consulted with others outside the engagement team that we reasonably determined to be relevant to those charged with governance regarding their oversight of the financial reporting process.

Independence

Our engagement letter to you dated April 29, 2023 describes our responsibilities in accordance with professional standards and certain regulatory authorities with regard to independence and the performance of our services. This letter also stipulates the responsibilities of the City with respect to independence as agreed to by the City. Please refer to that letter for further information.





Appendix



John Moosey
City Manager

City of Palmer
231 W. Evergreen Ave.
Palmer, Alaska 99645-6952
(907) 761-1317
E-mail: jmoosey@palmerak.org
www.palmerak.org

September 28, 2023

BDO USA, P.C.
3601 C Street, Suite 600
Anchorage, AK 99503

Ladies and gentlemen:

We are providing this letter in connection with your audit(s) of the financial statements of City of Palmer (the City), which comprise the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of December 31, 2022, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the preparation and fair presentation in the financial statements of financial position, changes in net position, and cash flows in conformity with accounting principles generally accepted in the United States of America.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of the date of this representation letter, as entered on the first page, the following representations made to you during your audit(s):

- (1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 19, 2023, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- (2) We have fulfilled our responsibility, as set out in the terms of the aforementioned audit engagement letter, for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- (3) The financial statements include all properly classified funds and other financial information of the primary government and all component units required to be included in the financial reporting entity by accounting principles generally accepted in the United States of America. All funds required to be presented as major funds are identified and presented as such.

- (4) We have made available to you:
- (a) All financial records, and related data and federal and state awards (including amendments, if any, and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities), including the names of all related parties and all relationships and transactions with related parties, as agreed upon in the terms of the aforementioned audit engagement letter.
 - (b) All additional information that you have requested from us for the purpose of the audit.
 - (c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - (d) Minutes of the meetings of City Council that were held from January 1, 2022 to the date of this letter, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- (5) There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in financial reporting practices.
- (6) There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements or schedule of expenditures of federal awards (SEFA) or schedule of state financial assistance (SSFA). The financial statement adjustments relating to accounts and disclosures identified and discussed with us in the course of the audit (as technical assistance related to nonaudit services, not corrected misstatements) that are included in the attached schedule of corrected misstatements, which we have initialed and dated, have been corrected. We have evaluated the propriety of these adjustments based on a review of both the applicable authoritative literature and the underlying supporting evidence from our files and confirm our responsibility for the decision to correct them.
- (7) The financial statement misstatements relating to accounts and disclosures identified and discussed with us in the course of the audit that are listed immediately below have not been corrected. In our opinion, the effects of not correcting such identified financial statement misstatements are, both individually and in the aggregate, immaterial to the financial statements of the Government taken as a whole.

Uncorrected Misstatements

Item #	Account Name and Adjustment Description	Debit	Credit	Impact on Net Position
PAJE1	Accrued insurance payable	\$ 36,046		
	Insurance expense		\$ 36,046	\$ 36,046
	Insurance payable adjustment			
Current year cumulative uncorrected misstatements				\$ 36,046

Item #	Account Name and Adjustment Description	Debit	Credit	Impact on Net Position
	To account for costs associated with the close-out of APUIT.			

- (8) You have identified and discussed with us in the course of the audit the deficiencies in our internal control over financial reporting listed immediately below

Significant Deficiency
Federal Award Finding 2022-001 Significant Deficiency in Internal Control over Compliance, Noncompliance – Reporting: Report submitted within the year had errors in reporting of contract agreements as subrecipient awards. We recommend controls be implemented to assist with accurate reporting, especially with new programs.

Control Deficiencies Other Than Material Weaknesses or Significant Deficiencies
IT access and reviews – the Finance Director and Finance Manager are set up with administrator-level access in the financial reporting system (Incode). It is recommended the City Council continue monitoring and oversight efforts outside of the software platform as compensating controls.
Payroll liabilities – with the closeout of APUIT, some costs were being paid directly to the insurance provider instead of through the City's books without an adjustment to the payroll liability. We recommend when this occurs, the City reconcile the payroll liability at year end to reflect these payments.

- (9) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud or noncompliance. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud or noncompliance. We have no knowledge of any:
- (a) Fraud or suspected fraud involving management or involving employees who have significant roles in internal control, whether or not perceived to have a material effect on the financial statements.
 - (b) Fraud or suspected fraud involving others where the fraud could have a material effect on the financial statements.
 - (c) Allegations of fraud or suspected fraud affecting the Government received in communications from employees, former employees, regulatory agencies, law firms, predecessor accounting firms, or others.
 - (d) Instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse, whose effects should be considered when preparing the financial statements.
- (10) We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

(11) The following, where applicable and material, have been properly recorded or disclosed in the financial statements:

- (a) The identity of all related parties and all related party relationships and transactions of which we are aware, including revenues, expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
- (b) Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements.
- (c) Guarantees, whether written or oral, under which the Government is contingently liable.
- (d) Significant estimates and material concentrations known to management that are required to be disclosed in accordance with accounting principles generally accepted in the United States of America. In that regard, all accounting estimates that could be material to the financial statements, including key factors and significant assumptions underlying those estimates, have been identified, and we believe the estimates are reasonable in the circumstances. The methods, significant assumptions, and the data used in making the accounting estimates and the related disclosures are appropriate to achieve recognition, measurement, and disclosure that is in accordance with accounting principles generally accepted in the United States of America.
- (e) The effects of all known actual or possible litigation, claims, and other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America, including:
 - Pending or anticipated tax refunds, other potential or pending claims, lawsuits by or against any branch of government or others;
 - Written or oral guarantees, endorsements, or unused letters of credit;
 - Unusual guarantees; or
 - Labor claims or negotiations.

Accounting principles generally accepted in the United States of America require loss contingencies to be accrued if it is probable an asset has been impaired or a liability incurred at the statement of financial position date and the amount of loss can be reasonably estimated. Such contingencies must be disclosed, but may not be accrued, if the loss is reasonably possible (but not probable) or the loss is probable but the amount of loss cannot be reasonably estimated.

- (f) Commitments, such as:

- Major capital asset purchase agreements;
 - More-than-one-year employment arrangements or contracts with suppliers or customers, or one-year-or-longer term leases;
 - Deferred compensation, bonuses, pensions plans, or severance pay; or
 - Pending sale or merger of all or a portion of the business or of an interest therein or acquisition of all or a portion of the business, assets or securities of another entity;
- (g) Joint ventures or other participations, the detailed transactions of which are not carried on our books.
- (12) There are no:
- (a) Violations or possible violations of budget ordinances, laws or regulations and provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects could be material to the financial statements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - (b) Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with accounting principles generally accepted in the United States of America.
 - (c) Side agreements or other arrangements (either written or oral) that have not been disclosed to you.
 - (d) Restrictions of net position that were not properly authorized and approved, or reclassifications of net position that have not been properly reflected in the financial statements.
- (13) Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the statement of financial position date and have been appropriately reduced to their estimated net realizable value.
- (14) The Government has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- (15) We have appropriately disclosed the Government's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position is properly recognized under the policy.
- (16) We have complied with all aspects of contractual agreements, including debt covenants, that would have a material effect on the financial statements in the event of noncompliance.

- (17) No discussions have taken place with your firm's personnel regarding employment with the Government.
- (18) We are responsible for compliance with laws, regulations and provisions of contracts and grant agreements applicable to us and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts.
- (19) Components of net position (net investment in capital assets, restricted and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
- (20) Revenues are appropriately classified in the statement of activities within program revenues, contributions, and general revenues. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- (21) In regards to the financial statement and SF-SAC Data Collection Form drafting services performed by you, and assistance with GASB 34, Pension/OPEB activity, and GASB Lease entries and related footnote disclosure services performed by you, we have: (1) assumed all management responsibilities, (2) designated an individual (within senior management) with suitable skill, knowledge, or experience to oversee the services, (3) evaluated the adequacy and results of the services performed, and (4) accepted responsibility for the results of the services.
- (22) We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United State of America and we believe it is fairly presented. The methods of measurement and presentation of the supplementary information have not changed from the prior period and we have disclosed to you any significant assumptions underlying the measurement and presentation of the supplementary information.
- (23) Required supplementary information is measured and presented in accordance with prescribed guidelines.
- (24) With respect to federal and state award programs:
 - (a) We are responsible for understanding and complying with, and have complied with, the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the State of Alaska Audit Guide and Compliance Supplement for State Single Audits (Alaska Audit Guide) including requirements relating to the preparation of the schedule of expenditures of federal awards (SEFA) and schedule of state financial assistance (SSFA).
 - (b) We have, in accordance with the Uniform Guidance, identified and disclosed to you in the schedule of expenditures of federal awards (SEFA) and schedule of state financial assistance (SSFA), expenditures made during the audit period for all government

programs and related activities provided by federal agencies in the form of federal awards, grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.

- (c) We acknowledge our responsibility for the preparation of the SEFA and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
- (d) We have notified you of federal awards and funding increments that were received for awards received before December 26, 2014, and differentiated those awards from awards received on or after December 26, 2014, and subject to the audit requirements of the Uniform Guidance.
- (e) We will include the auditor's report on the SEFA in any document that contains the SEFA and that indicates you have reported on such information.
- (f) If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
- (g) We are responsible for understanding and complying with, and have complied with in all material respects, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal and state programs and have identified and disclosed to you the requirements of federal and state statutes, regulations, and the terms and conditions considered to have a direct and material effect on each federal and state program.
- (h) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal and state programs that provides reasonable assurance that we are managing our federal awards in compliance with federal and state statutes, regulations, and the terms and conditions that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended. Also, subsequent to the date of the auditor's report as of which compliance was audited, no changes have occurred in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies and material weaknesses in internal control over compliance as reported in the schedule of findings and questioned costs.
- (i) We have made available to you all federal and state award contracts and grant agreements (including amendments, if any) and any other correspondence with federal and state agencies or pass-through entities relating to each major federal and state

program and related activities that have taken place with federal and state agencies or pass-through entities.

- (j) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- (k) We have complied, in all material respects, with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the OMB *Compliance Supplement*, relating to federal or state awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material requirements of federal awards, including the results of other audits or program reviews. **or** confirmed that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards. We also know of no instances of noncompliance occurring subsequent to the end of the period audited.
- (l) We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- (m) Amounts claimed or used for matching were determined in accordance with relevant guidelines in the Uniform Guidance and OMB Circular A-87, *Cost Principles for State, Local, and Tribal Governments*, and OMB's *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, if applicable.
- (n) We have disclosed to you our interpretations of compliance requirements that are subject to varying interpretations, if any.
- (o) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- (p) We have disclosed to you the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.
- (q) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared, and are prepared on a basis consistent with the schedule of expenditures of federal awards.
- (r) The copies of federal program financial reports provided to you are true copies of the reports submitted or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- (s) We have charged costs to federal and state awards in accordance with applicable cost principles.

- (t) We are responsible for, and have accurately completed, the appropriate sections of the Data Collection Form as required by the Uniform Guidance. The final version of the applicable audit reporting package, which includes your signed auditor's reports, that we will submit to the Federal Audit Clearinghouse (FAC) will be identical to the final version of such documents that you provided to us.
 - (u) We have identified and disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, internal or external monitoring, and other studies directly related to the audit objectives of the compliance audit, including findings received and corrective actions taken from the end of the audit period covered by the compliance audit report to the date of the auditor's report.
 - (v) We have provided views on your reported findings, conclusions, and recommendations. We are responsible for taking corrective action on audit findings and we are responsible for preparing and implementing a corrective action plan for each audit finding that meets the requirements of the Uniform Guidance.
 - (w) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- (25) There have been no known or suspected breaches of sensitive information (e.g., personnel files) caused by cyber-attack or other means, or other cybersecurity incidents, where the breach or other incident could have a material effect on the financial statements.
- (26) In connection with any electronic presentation of the financial statements and your audit report thereon on our web site, we acknowledge that:
- We are responsible for the preparation, presentation, and content of the financial statements in the electronic format.
 - If your audit report is presented on our web site, the full financial statements upon which you reported and to which you appended your signed report will be presented.
 - We will clearly indicate in the electronic presentation on our web site the financial information that is subject to your audit report. We will clearly differentiate any information that may also be presented by us on or in connection with our web site that was contained in the published version of the financial statements and other supplementary information, but which is not part of the audited financial statements or other financial information covered by your audit report.
 - We have assessed the security over financial statement information and the audit report presented on our web site and are satisfied that procedures in place are adequate to ensure the integrity of the information provided. We understand the risk of potential misrepresentation inherent in publishing financial information on our web site through internal failure or external manipulation.

- If the electronic financial statements are generally made available to the public on our web site, we will include a notification to the reader that such financial statements are presented for convenience and information purposes only, and while reasonable efforts have been made to ensure the integrity of such information, they should not be relied on. A copy of the printed financial statements will be provided on request.

(27) We have considered climate-related events and conditions when preparing the financial statements and necessary disclosures, and have communicated to you such matters, if any, and their impact on our financial reporting.

To the best of our knowledge and belief, no events, including instances of noncompliance, have occurred subsequent to the statement of financial position date and through the date of this representation letter, as entered on the first page, that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.

Very truly yours,



John Moosey, City Manager



Gina Davis, Finance Director

PALMER, CITY OF

Year End: December 31, 2022

Trial balance

Date: 1/1/2022 To 12/31/2022

Assisted Adjusting Journal Entries

GD

Number	Date	Name	Account No	Reference	Debit	Credit
	AJE #1 12/31/2022	Net Pension Asset-OPEB	02-00-00-1179 02			-100,936.00
	AJE #1 12/31/2022	Deferred Outflow - Pension	02-00-00-1840 02		3,643.00	
	AJE #1 12/31/2022	Deferred Outflow - OPEB	02-00-00-1841 02		13,810.00	
	AJE #1 12/31/2022	Pers Net Pension Obligation	02-00-00-2178 02			-134,629.00
	AJE #1 12/31/2022	Deferred Inflow - Pension	02-00-00-2240 02		176,549.00	
	AJE #1 12/31/2022	Deferred Inflow - OPEB	02-00-00-2241 02		152,669.00	
	AJE #1 12/31/2022	NPO Write Off/PERS on behalf	02-00-00-3691 02		28,382.00	
	AJE #1 12/31/2022	PERS on Behalf - OPEB	02-01-10-6017 02			-45,771.66
	AJE #1 12/31/2022	PERS on Behalf	02-01-10-6018 02			-28,607.95
	AJE #1 12/31/2022	PERS on Behalf - OPEB (Sewer portion)	02-01-50-6017 02			-40,066.34
	AJE #1 12/31/2022	PERS on Behalf	02-01-50-6018 02			-25,042.05
	AJE #1 12/31/2022	Net Pension Asset-OPEB	03-00-00-1179 03			-44,687.00
	AJE #1 12/31/2022	Deferred Outflow Pension	03-00-00-1840 03			-2,327.00
	AJE #1 12/31/2022	Deferred Outflow - OPEB	03-00-00-1841 03		2,046.00	
	AJE #1 12/31/2022	Pers Net Pension Obligation	03-00-00-2178 03		8,407.00	
	AJE #1 12/31/2022	Deferred Inflow Pension	03-00-00-2240 03		47,108.00	
	AJE #1 12/31/2022	Deferred Inflow - OPEB	03-00-00-2241 03		42,367.00	
	AJE #1 12/31/2022	NPO Write Off	03-00-00-3691 03		5,292.00	
	AJE #1 12/31/2022	PERS on Behalf - OPEB	03-01-10-6017 03			-3,510.00
	AJE #1 12/31/2022	PERS on Behalf	03-01-10-6018 03			-54,696.00
	AJE #1 12/31/2022	Net Pension Asset - OPEB	05-00-00-1179 05			-19,324.00
	AJE #1 12/31/2022	Deferred Outflow Pensions	05-00-00-1840 05		658.00	
	AJE #1 12/31/2022	Deferred Outflow - OPEB	05-00-00-1841 05		2,682.00	
	AJE #1 12/31/2022	Pers Net Pension Obligation	05-00-00-2178 05		4,080.00	
	AJE #1 12/31/2022	Deferred Inflow Pensions	05-00-00-2240 05		34,091.00	
	AJE #1 12/31/2022	Deferred Inflow - OPEB	05-00-00-2241 05		29,464.00	
	AJE #1 12/31/2022	NPO Write Off/PERS on behalf	05-00-00-3691 05		5,502.00	
	AJE #1 12/31/2022	PERS On Behalf - OPEB	05-01-10-6017 05			-16,756.00
	AJE #1 12/31/2022	PERS on Behalf	05-01-10-6018 05			-40,397.00
		To record the PERS Pension and OPEB adjustments for CY2022				
				Total	556,750.00	-556,750.00
	AJE #2 12/31/2022	Bldgs-Allow For Depreciation	02-00-00-1621 02			-2,633.33
	AJE #2 12/31/2022	Other-Allow For Depreciation	02-00-00-1631 02			-2,484,798.95
	AJE #2 12/31/2022	Equipment	02-00-00-1640 02		260,055.51	
	AJE #2 12/31/2022	Equip-Allow For Depreciation	02-00-00-1641 02			-110,280.25
	AJE #2 12/31/2022	Meters-Allow For Depreciation	02-00-00-1643 02			-6,885.38
	AJE #2 12/31/2022	Construction in Progress	02-00-00-1675 02		4,164,235.33	
	AJE #2 12/31/2022	Fund Balance	02-00-00-2710 02			-4,406,379.52
	AJE #2 12/31/2022	Contractual Services	02-01-10-6030 02			-12,451.00
	AJE #2 12/31/2022	Repair & Maintenance	02-01-10-6045 02		8,436.63	
	AJE #2 12/31/2022	Repair & Maintenance	02-01-10-6045 02			-5,052.20
	AJE #2 12/31/2022	Depreciation	02-01-20-6076 02		2,604,597.91	
	AJE #2 12/31/2022	Repair & Maintenance	02-01-50-6045 02			-644.75
	AJE #2 12/31/2022	Repair & Maintenance	02-01-50-6045 02			-8,200.00
	AJE #2 12/31/2022	Other-Allow For Depreciation	03-00-00-1631 03			-45,569.56
	AJE #2 12/31/2022	Equip-Allow For Depreciation	03-00-00-1641 03			-1,038,009.78
	AJE #2 12/31/2022	WIP-Master Plan	03-00-00-1675 03		492,009.97	
	AJE #2 12/31/2022	Fund Balance	03-00-00-2710 03			-497,596.73
	AJE #2 12/31/2022	Contractual Services	03-01-10-6030 03		4,575.00	

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AJE #2 12/31/2022	General Admin Exp	03-01-10-6082 03	1,011.76	
AJE #2 12/31/2022	Depreciation	03-01-20-6076 03	1,083,579.34	
AJE #2 12/31/2022	Bldgs-Allow For Depreciation	05-00-00-1621 05		-2,633.33
AJE #2 12/31/2022	Equipment	05-00-00-1640 05	351,927.00	
AJE #2 12/31/2022	Equipment	05-00-00-1640 05		-314,138.00
AJE #2 12/31/2022	Equip-Allow For Depreciation	05-00-00-1641 05	254,146.45	
AJE #2 12/31/2022	Equip-Allow For Depreciation	05-00-00-1641 05		-91,567.95
AJE #2 12/31/2022	Solid Waste Prop/Equip Sales	05-00-00-3662 05	114,811.00	
AJE #2 12/31/2022	Solid Waste Prop/Equip Sales	05-00-00-3662 05		-7,511.00
AJE #2 12/31/2022	Solid Waste Gain/Loss on Sale of Capital Assets	05-00-00-3699 05		-47,308.45
AJE #2 12/31/2022	Equipment	05-01-10-6053 05		-351,927.00
AJE #2 12/31/2022	Depreciation	05-01-20-6076 05	94,201.28	
AJE #2 12/31/2022	Bldgs-Allow For Depreciation	15-00-00-1621 15		-7,975.98
AJE #2 12/31/2022	Improvements Other Than Bldgs	15-00-00-1630 15	23,224.45	
AJE #2 12/31/2022	Improvements Other Than Bldgs	15-00-00-1630 15		-14,425.53
AJE #2 12/31/2022	Other-Allow For Depreciation	15-00-00-1631 15	14,425.53	
AJE #2 12/31/2022	Other-Allow For Depreciation	15-00-00-1631 15		-16,115.22
AJE #2 12/31/2022	Equip-Allow For Depreciation	15-00-00-1641 15		-16,073.73
AJE #2 12/31/2022	Golf Course CIP	15-01-10-6200 15		-23,224.45
AJE #2 12/31/2022	Depreciation	15-01-20-6076 15	40,164.93	

To record the Capital Asset
adjustments for CY2022

Total 9,511,402.09 -9,511,402.09

AJE #3 12/31/2022	Leases Receivable	01-00-00-1155 01	303,123.55	
AJE #3 12/31/2022	Leases Receivable	01-00-00-1155 01		-41,670.02
AJE #3 12/31/2022	Leases Receivable	01-00-00-1155 01	68,765.72	
AJE #3 12/31/2022	Leases Receivable	01-00-00-1155 01		-13,878.88
AJE #3 12/31/2022	Deferred Inflows of Resources- Leases	01-00-00-2255 01		-303,123.55
AJE #3 12/31/2022	Deferred Inflows of Resources- Leases	01-00-00-2255 01	46,634.39	
AJE #3 12/31/2022	Deferred Inflows of Resources- Leases	01-00-00-2255 01		-68,765.72
AJE #3 12/31/2022	Deferred Inflows of Resources- Leases	01-00-00-2255 01	15,281.27	
AJE #3 12/31/2022	Public Safety No# 2, Rental	01-00-00-3624 01	53,036.52	
AJE #3 12/31/2022	Public Safety No# 2, Rental	01-00-00-3624 01		-46,634.39
AJE #3 12/31/2022	Jail Rental	01-00-00-3625 01	16,308.72	
AJE #3 12/31/2022	Jail Rental	01-00-00-3625 01		-15,281.27
AJE #3 12/31/2022	Interest Income- Leases	01-00-00-3630 01		-11,366.50
AJE #3 12/31/2022	Interest Income- Leases	01-00-00-3630 01		-2,429.84

Record the GASB 87 balances and
activity for the general fund leases

Total 503,150.17 -503,150.17

AJE #4 12/31/2022	Accounts Rec-Leases/Tie downs	03-00-00-1151 03	3,199,447.07	
AJE #4 12/31/2022	Accounts Rec-Leases/Tie downs	03-00-00-1151 03		-50,554.82
AJE #4 12/31/2022	Deferred Inflows of Resources- Leases	03-00-00-2255 03		-3,199,447.07
AJE #4 12/31/2022	Deferred Inflows of Resources- Leases	03-00-00-2255 03	96,550.95	
AJE #4 12/31/2022	Land Leases	03-00-00-3431 03	176,880.74	
AJE #4 12/31/2022	Land Leases	03-00-00-3431 03		-96,550.95
AJE #4 12/31/2022	Lease Interest Income	03-00-00-3630 03		-126,325.92

Record the GASB 87 balances and
activity for the airport leases

Total 3,472,878.76 -3,472,878.76

AJE #5 12/31/2022	Other Fin Source- Leases	01-00-00-3676 01		-10,216.97
AJE #5 12/31/2022	Rental & Lease	01-01-15-6036 01		-3,582.48
AJE #5 12/31/2022	Debt Service Principal Leases	01-01-15-6060 01	3,143.01	
AJE #5 12/31/2022	Capital Outlay Leases	01-01-15-6063 01	10,216.97	

AJE #5 12/31/2022 Debt Service Interest Leases

01-01-15-6262 01

439.47

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Lessee lease entries for GASB 87


Total

13,799.45

-13,799.45

14,057,980.47

-14,057,980.47



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Palmer Mayor's Report

Tuesday October 24, 2023, Council Meeting

MVP MPO – Mat-Su Valley Planning for Transportation

The Pre-MPO Policy Board met Tuesday Oct. 17.


- The minutes from the previous meeting Sept. 19, 2023, were approved. We had an energetic discussion about publishing documents and transparency. We ended up adding a publishing requirement by adding "Final Reports will be added to the MVP website" as section 10.3 to the Operating Agreement. I've attached these minutes to this report.
- The packet for the MVP4T (Mat-Su Valley Planning For Transportation) was transmitted to Governor Mike Dunleavy thru Ryan Anderson, P.E. Alaska DOT&PF Commissioner October 9, 2023.
- The Unified Planning Work Program document was updated and approved. It is available for public comment for 30 days at <https://www.mvpmmpo.com/copy-of-unified-planning-work-program>
- The Non-Profit Articles of Incorporation were approved as well as a Letter of Support for PL Allocation. The MVP4T has about \$1 Million from the Borough that it can use for start-up costs, which will be helpful for the next item.
- The Fairbanks MPO FAST Planning has offered to contract with the MVP4T to hire a temporary coordinator while our MPO (MVP4T) sets up policies, procedures, and budgets to operate.

The 116 page packet document that contains these documents are available at:

https://www.mvpmmpo.com/files/ugd/10f92f_a850c4a83293473db0508df96f8d9616.pdf

Palmer Library Update –

Although the progress on the library feels glacial, there has been progress. Another public input meeting has been scheduled for Nov. 15 at the Palmer Depot and a presentation to Council Dec. 12. The Dec. 12 update should include some probable costs for construction versus reconstruction alternatives.



Palmer Mayor's Report

Here's our current schedule:

- 10/13-11/31/23 Concept Design, Commence work on statements of Probable Costs for reconstruction alternatives.
- 11/15/23 Concept Design - Public Input / Depot
- 12/12/23 Concept Designs Presentation to City Council
(including Probable Costs for reconstruction alternatives)
- 1/11/24 Schematic Design package to Estimator
- 1/23/24 Final Schematic Presentation – City Council


The Library Bond issue passed. Many people have asked how much that will cost the residents of the city. Technically the answer is we don't know. One reason is we don't know the design of what we are building, etc. But here's what we do know. We have received \$5 Million from the State of Alaska (Thank you Representative Delena Johnson!). Insurance should be covering the cost of our interim library while the other library is closed. We suspect we may get about \$3 Million (estimated) from Insurance on the building. Once we decide on what design and type of building (including construction/ reconstruction alternatives) we will build we can approach other fund sources for help.

How much will Palmer bond and how much will that cost the city? We don't know at this point. But it's budget time, so one of my "theoretical" questions for staff will be "if we bond, say \$5 Million, how many years does that take to pay off, at what cost to the city." I say theoretical because we don't know how much we may need. As Palmer has done in the last quarter of a century that I have served on council, we will work through covering our bonds without increasing our 3% Sales Tax or 3 mil rate. By the way, did you know that Palmer's 3 mil rate is usually lower than the combination of the borough's road service and fire service rate. *I'm just saying, it's better to live in the city limits of Palmer than near the city limits of Palmer!*

Mat-Su Borough Comprehensive Plan Update –

To quote Borough Manager Mike Brown: "The Borough-wide Comprehensive Plan update is in full swing!"

Borough staff have been working closely with community councils to learn more about the issues and opportunities in regions around the Borough. The External Steering Committee was developed in July of this year, and the first meeting was held in August.



Palmer Mayor's Report

The steering committee comprises members of the Planning Commission and Platting Board, as well as leaders in the community from organizations like the Alaska Farmland Trust, H5 Construction, Elevate Commercial, and the Wasilla Chamber of Commerce.

Right now, they are working public outreach, and the current schedule of meetings is listed below:

<i>Location</i>	<i>Date</i>	<i>Time</i>
Colony High School	11/1/2023	6–8 p.m.
Redington Jr/Sr School	11/2/2023	6–8 p.m.
Teeland Middle School	11/13/2023	6–8 p.m.
Butte Elementary	11/15/2023	6–8 p.m.
Su-Valley Jr/Sr High School	11/16/2023	6–8 p.m.
Glacier View School	11/28/2023	6–8 p.m.
Houston Middle School	11/29/2023	6–8 p.m.

There will also be two virtual meetings offered in December.

Website: <https://compplanupdate.matsugov.us/>


Project Manager Contact:

Kelsey Anderson, 907-861-8525, kelsey.anderson@matsugov.us

Budget Time is here -

Budget Time is here! We introduced the basic budget documents October 10 and then had many budget presentations at the Special Meeting October 17. We will continue budget discussions October 24 including a presentation from HR on the consultant's analysis of our Pay Plan and recommendations. By code, we are supposed to approve the budget by the middle of December. I think we are on track with an additional special budget meeting planned for Nov. 7 and our regular council meetings Nov. 14 and 28. I am confident we won't have to schedule any weekend budget sessions.

As I mentioned earlier, some of my questions will be things like the hypothetical "how many years to pay off a Library bond for say \$4 Million, or \$6 Million, etc. and what does the annual cost look like." It will also be good to brainstorm what other grant opportunities people may know of.



Palmer Mayor's Report

One of the other aspects of the Budget is to look at the 5 year capital plan. This year it has clearly come to our attention that the city has some older buildings. It might be a good time to "*make a list and check it twice*" of what those buildings need. We are working on designs for a library. Our Police Chief has started talking to us about building a new Public Safety building in the future. Are there any others we should be looking at? Do we need to push our capital plan to 7 or 10 years to help us keep track of these?

Meeting Agenda Highlights:

Action Memoranda

There is one action memorandum for commenting on the renewing of the Connoisseur Lounge state license.

Committee of the Whole (Budget)

Once again, we will have a Committee of the Whole to work through more of our budget. This includes the Presentation and Discussion of our Classification Study with our Human Resources Manager.

The Committee of the Whole is a useful tool we use where we can have more open discussion and free-flowing discussions with staff about the budget. It's not as formal as how we do our regular business, but in the end any official changes will happen in the regular motions and voting and amendments etc.

Mayor Steve Carrington

MVP for Transportation Pre-MPO Policy Board Meeting

Representatives:

John Binder – ADOT&PF
Steve Carrington, Mayor – City of Palmer
Glenda Ledford, Mayor – City of Wasilla
Kaylan Wade – Chickaloon Native Village
Bob Charles – Knik Tribe
Edna DeVries, Mayor – MSB
Mike Brown – MSB
Rob Yundt, Assembly Member – MSB
Jennifer Busch – Valley Transit
Vacant – Multi-Mobility Advocate



Hybrid Meeting

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 222 096 770 956

Passcode: 2zqCur

Or call in (audio only)

+1 605-937-6140

Phone Conference ID: 941 504 809#

Location

350 E. Dahlia Ave., Palmer, AK 99645 back half of Assembly Chambers.

Minutes

**Tuesday, September 19th, 2023
2:00-3:30pm**

1. Call to Order

The meeting was called to order with quorum at 2:00 pm.

2. Introduction of Pre-MPO Policy Board Members and other Attendees

Members in Attendance:

Steve Carrington, City of Palmer
Kaylan Wade, Chickaloon Native Village
Mike Brown, MSB
John Binder, DOT&PF
Bob Charles, Knik Tribe
Edna DeVries, MSB Mayor
Glenda Ledford, Wasilla Mayor

Members Absent:

Rob Yundt, MSB Assembly
Jennifer Busch, Valley Transit

Visitors Present:

Elise Blocker, RESPEC
Kim Sollien, MSB
Adam Bradway, DOT&PF
John Moosey, City of Palmer
Maija DiSalvo, MSB
Todd Smolden, Governor's Office
Ben White, DOT&PF
Clint Adler, DOT&PF
Tom Adams, MSB
Jackson Fox, FAST Planning
Aaron Jongenelen, AMATS

3. Approval of the September 19, 2023, Agenda – (Action Item)

MVP for Transportation Pre-MPO Policy Board Meeting

*Motion to approve the September 19, 2023, Agenda (**Binder**), seconded. No edits Passed unanimously.*

4. Approval of the July 18, 2023, Minutes – (Action Item)

*Motion to approve the July 18, 2023, Minutes (**Ledford**), seconded. No edits. Passed unanimously.*

5. Committee/Working Group Reports (Including the Staff Report)

a. Staff Report

Located within the packet is a memo to MVP from Adam Moser with DOT&PF. DOT&PF has funds available. The UPWP will be edited to include the items outlined in the memo.

1. General Funding Update and MVP for Transportation Planning Priorities

A request for funding was submitted to the legislature for MVP formation in the amount of \$1 million, some of which would also assist DOT&PF with their dues. The grant agreement is in negotiations right now. The funding will be used for the non-federal match, MTP, TIP, to hire an interim MPO coordinator, and other planning projects. The timeline within the grant agreement will need to be adjusted from 10 years to 5 years. At this point, the MPO does not have a bank account and MVP is not fully formed so the money cannot be utilized yet.

Donna Gardino: The grant agreement will be amended to a 5-year plan and will be sent out as soon as it is ready.

6. Voices of the Visitors (Non-Action Items)

John Moosey: I would like to thank the MPO Policy Board for allowing the City Council to work through the issues. Thank you for your patience and grace.

7. Old Business

a. Policy Board Makeup (Action Item)

The 7-seat Policy Board Graphic was presented.

Steve Carrington: Please change the title for the Palmer seat from Manager to Mayor.

There were no other changes. The Operating Agreement remained the same.

No changes were made to the Policy Board composition that was approved in September 2022. No additional action was taken.

1. Mission and Tasks

Donna Gardino provided an overview of the Policy Board mission and tasks document located in the packet.

2. September 21st, 2022 Policy Board Meeting action items and memo

MVP for Transportation Pre-MPO Policy Board Meeting

The Policy Board meeting action items and memo are located in the meeting packet.

b. Boundary Map (Action Item)

Kim Sollien provided an overview of the Boundary Map and the process through which it was developed.

Donna Gardino: The Steering Committee recommended approval of the boundary map as presented in August 2023.

*Motion to approve the MVP Boundary Map as presented (**Binder**), seconded. No edits. Passed unanimously.*

c. Operating Agreement (Action Item)

Donna Gardino provided an overview of the Operating Agreement in the packet. The blue text on page three is a new “Whereas” statement which addresses the \$1 million funding allocation from the state. The Steering Committee has recommended approval of this document. The state recommended one change on the signature page which clarifies the Board President as the person to execute this agreement along with the Governor of the State of Alaska. Appendix A will include the boundary map that was just approved. The operating agreement, bylaws, and the resolutions will be sent to DOT&PF and then to the Governor for consideration.

Steve Carrington: In section 10.2, it talks about publications, can all final reports be posted on the MVP website?

Donna Gardino: The MPO has been posting all their final documents on the MVPMPO.com website.

Adam Bradway: Is it in the Public Participation Plan (PPP)?

Donna Gardino: It likely is. This document (Operating Agreement) is the overarching agreement between MVP and the State. We have a PPP, which outlines our public engagement process, and if it doesn’t say it already, we can add text to direct that all final publications be posted on the website.

Bob Charles: I would like to request that draft documents that are subject to the Steering Committee and Policy Board be set up in some sort of clearing house on the website so we can log in and review those documents.

Donna Gardino: Our current PPP that was approved December 15, 2021, states that all meeting materials and approved planning documents can be found on the MVP website.

Mike Brown: Going back to Mayor Carrington’s comment, there is transparency in having it written in the Operating Agreement. In Section 10.1, the text states the MPO *may* publish reports. I think that needs to be changed to *shall*.

Donna Gardino: Is that a motion?

*Motion to edit the first line of Section 10.1 in the Operating Agreement to replace “may” with “shall”, (**Carrington**). Motion withdrawn for further discussion.*

MVP for Transportation Pre-MPO Policy Board Meeting

Kim Sollien: That sentence addresses what DOT will do, not only the MPO. Do we need to further amend it to reflect just the MPO?

Mike Brown: I support that. We can just say, "The MPO".

Adam Bradway: I think this paragraph was supposed to initially be talking about the process for federal funding and reporting. I don't think this was the original intent of what was written.

Steve Carrington: My original comment was to change 10.2.

John Binder: I'd have to go back and look at the federal regulations. Changing this to "*shall*", could mean publishing everything that has to do with everything on every planning element. I think indicating final documents is appropriate.

Mike Brown: It states, "the Technical Committee with final approval of the Policy Board". This infers that the approval or milestone has been reached and is no longer in draft form.

Kaylan Wade: If we are going to change '*may*' to '*shall*', we should add a deadline.

Mike Brown: I agree with that. I am more concerned that it gets added to the website.

Kim Sollien: As a point of clarification, this section refers to our annual report that is submitted to the federal government. It's not our Metropolitan Transportation Plan (MTP) or our PPP, those will added to the website. This is for annual or quarterly reports.

Adam Bradway: This is related to the UPWP. It's related to publishing reports and being reimbursed by the Feds.

Steve Carrington: How about if we went to section 10.3 and at the end of the paragraph added final reports will be posted on the MVP website?

Adam Bradway: Theoretically, a completed planning document would be completely finished and passed by the Policy Board. It would essentially be available to post on the website immediately.

Kim Sollien: Point of order, is there any other discussion to change section 10.1 from "*may*" to "*shall*"?

Adam Moser (chat): Section 10.1 is about federal reimbursements and the best way to address this is to add a separate item that speaks to publishing.

Josh Cross (chat): Why don't we add a section at the end of 10.1 that all publications will be per 10.2 and then add a section in 10.2 to address the "*may*" or "*shall*"?

Motion to add sentence at the end of section 10.3 "Final Reports will be added to the MVP website". (Carrington), seconded. Passed unanimously.

Motion to approve the Operating Agreement as amended (Ledford), seconded. Passed unanimously.

d. Bylaws (Action Item)

MVP for Transportation Pre-MPO Policy Board Meeting

The Bylaws are the last piece needed as part of the packet to be sent to the Governor. There was a modification to naming a specific DOT&PF representative. That change is on the first page. The only other change is the title of the Board President. That person will be nominated later.

Steve Carrington: Article 2, Section 1, says City Manager for Palmer. That needs to be changed to City Mayor.

*Motion to approve the Bylaws as amended (**Binder**), seconded. Passed unanimously.*

e. Membership Dues (Action Item)

Because MVP for Transportation is going to be a non-profit corporation, there needs to be an operating funds reserve. All the money that will pass through the state from the federal government will be reimbursable. The Steering Committee recommended Proposal A for a membership fee and annual dues structure.

Donna Gardino provided an overview of the MVP for Transportation Due Proposal A and how funding will operate.

John Moosey: For budgeting, when do you anticipate requesting the membership fee, in 2023 or 2024?

Donna Gardino: The federal fiscal year begins in October. I would expect it to be in October after designation by the Governor.

John Moosey: So, in the calendar year 2024, thank you.

*Motion to approve the MVP for Transportation Membership Fee and Annual Dues Structure, Proposal A, as presented. (**Charles**). Passed unanimously.*

f. MOU for Operations of the MVP for Transportation Office (Action Item)

Donna Gardino provided a summary overview of the MOU for Operations of the MVP for Transportation Office.

*Motion to approve the Memorandum of Understanding for the Operations of the MVP for Transportation Office, as presented. (**Ledford**). Passed unanimously.*

8. New Business

a. DOT STIP comments out for review <https://publicinput.com/stip/#0> (Action Item)

Adam Bradway: The STIP comment period is closed. This is just an overview of the comments that were submitted on behalf of MVP, correct?

Kim Sollien: The Steering Committee recommended the comments for approval by the Policy Board but the Policy Board did not have a meeting in August. The comments needed to be submitted before the deadline and were submitted by the project team.

Donna Gardino provided an overview of the STIP comments to DOT.

*Motion to confirm the STIP comment letter, as presented. (**Carrington**). Passed unanimously.*

MVP for Transportation Pre-MPO Policy Board Meeting

b. Confirm signatories to Non-Profit Corporation (Action Item)

Resolutions of support received from the City of Wasilla, Knik Tribe, and Chickaloon Native Village Traditional Council designated their signatories for the Board of Directors.

Motion to approve the following as the non-profit corporation Board Signatories of MVP for Transportation: Mayor Glenda Ledford, President Alfred Tellman, and Chief Gary Harrison. (Binder). Passed unanimously.

c. Designation of Corporation President (Action Item)

Motion to nominate Mayor Ledford as Corporation President, (Brown). Seconded. Passed unanimously. Mayor Ledford agrees to serve as Corporation President.

d. Temporary Position for MVP Coordinator – Jackson Fox (Action Item)

Jackson Fox provided an overview of the hiring process and paperwork for FAST Planning to host an interim MVP Coordinator. The FAST Planning Policy Board voted in favor of a partnership with MVP to provide assistance in hiring the MVP Coordinator.

John Moosey: Does this include mentorship and guidance throughout this process?

Jackson Fox: Yes.

John Moosey: Jackson could advertise the position tomorrow. How would that work if dues won't be provided until 2024?

Kim Sollien: Based on my previous experience, we would likely not find someone soon. We are likely a couple of months away from selecting someone.

Donna Gardino: The awarded 1 million dollars of state funds is readily available to reimburse Jackson. The UPWP still needs to be amended, approved, and then go out for public comment and that is expected to be completed around the end of the year. The funds would likely come from the allocation that we discussed earlier.

Kim Sollien: The Borough will also need another agreement with FAST since the Borough has the grant.

Adam Bradway: We would rather not use state funds if we don't have to since they are less restricted than federal funds. We are working this out as we go.

Mike Brown: When are we expecting the Governor to designate the MPO? This seems preemptive to hire staff prior to designation.

Adam Bradway: The federal guidelines require the designation in December so the worst-case scenario would be the end of this year.

Todd Smolden: Unless Commissioner Anderson brings some major concern forward to the Governor, he wants to honor the work that has been done and move this forward as quickly as possible.

Mike Brown: The Borough is willing to provide some of the administrative support such as computers and a space to work out of.

MVP for Transportation Pre-MPO Policy Board Meeting

Kim Sollien: If we are ready now, it gives us more time to advertise the position.

Mike Brown: I would like more time with this. It makes sense to wait until the packet is sent out.

The action was tabled until next month.

9. Other Issues

10. Informational Items

a. PL Funding Allocation

Adam Bradway provided a summary of PL Funding Allocation.

b. Transit Continuity Plan Update

Maija DiSalvo provided an update on the Transit Continuity Plan.

c. Updated Timeline

Kim Sollien provided an overview of the updated timeline.

11. Policy Board Comments

Mayor Carrington: Thank you everyone for your patience.

Mike Brown: If we post the position, do we prefer to use federal funds?

Kim Sollien: We prefer to use the PL funds if we can.

John Binder: The end of next week will be my last with DOT.

12. Adjournment

Motion to adjourn (DeVries), seconded. The meeting adjourned at 3:41 pm.

Next Scheduled Pre-MPO Policy Board Meeting – **October 17th**, to be held via Microsoft TEAMS Meeting

**MVP For Transportation Pre-MPO Steering
Committee Action Items
October 10, 2023**

Motion: To approve the October 10, 2023 Agenda. **Motion by White.** Passed unanimously.

Motion: To approve the August 8, 2023 minutes. **Motion by Winnestaffer.** Passed unanimously.

MVP for Transportation Pre-MPO Policy Board Meeting

Action Items

09.19.2023

Motion: Approve the September 19, 2023 agenda. **(Binder)**. Passed unanimously.

Motion: Approve the July 18, 2023 minutes. **(Ledford)**. Passed unanimously.

Motion: Approve the Metropolitan Planning Area Boundary for Matsu Valley for Transportation, as presented. **(Binder)**. Passed unanimously.

Motion: In Section 10.1, modify the first sentence by changing “may” to “shall”. **(Carrington)**. Motion withdrawn.

Motion: In section 10.3 of the Intergovernmental Operating Agreement, add a sentence: Final Reports will be added to the MVP website. **(Carrington)**. Pass unanimously.

Motion: Approve the Intergovernmental Operating Agreement and Memorandum of Understanding for Transportation Planning in the Metropolitan area of the Mat-Su Metropolitan Planning Organization, as amended. **(Ledford)**. Passed unanimously.

Motion: Approve the Matsu Valley Planning for Transportation Policy Board Bylaws as edited and presented. **(Binder)**. Passed unanimously.

Motion: Approve the MVP for Transportation Membership Fee and Annual Dues Structure, Proposal A, as presented. **(Charles)**. Passed unanimously.

Motion: Approve the Memorandum of Understanding for the Operations of the MVP for Transportation Office, as presented. **(Ledford)**. Passed unanimously.

Motion: Confirm the STIP comment letter, as presented. **(Carrington)**. Passed unanimously.

Motion: Approve the following as the Board Signatories of MVP for Transportation: Mayor Glenda Ledford, Alfred Tellman and Chief Gary Harrison. **(Binder)**. Passed unanimously.

Motion: Approve Mayor Glenda Ledford as MVP for Transportation Board. **(Brown)**. Passed unanimously.

City of Palmer
Action Memorandum No. 23-062

Subject: Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection of the Connoisseur Lounge, LLC Located at 226 West Evergreen Avenue, Suite 2 Marijuana License #27522

Agenda of: October 24, 2023

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

Originator Information:

Originator: John Moosey, City Manager

Department Review:

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

Certification of Funds:

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

This legislation (✓):

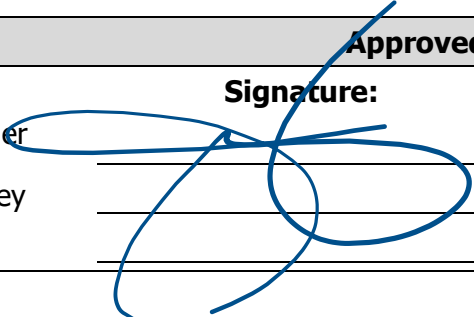
<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input type="checkbox"/>	Creates expenditure in the amount of:	\$ _____
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Has no fiscal impact	

Funds are (✓):

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

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

1. Connoisseur Lounge License Renewal Packet

Summary Statement/Background:

Per State law, a local governing body may protest the approval of an application pursuant to AS 04.11.480 by providing the applicant with a clear and concise written statement of the reason for the protest or may voice a non-objection to a request.

Administration's Recommendation:

Approve Action Memorandum No. 23-062.

City of Palmer • Liquor License Review Form

BUSINESS NAME: The Connoisseur Lounge **OWNER:** Mathew Chambers
LICENSE TYPE: Retail Marijuana Store
LOCATION: 226 W Evergreen Ave Palmer, Alaska 99645

Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current:

☒

Yes

☐

No

If no, explain: _____

Other Comments:



Finance Director

09/26/2023

Date

Route to: Department of Community Development

Department of Community Development

Code (PMC/Bldg/Fire) Compliant:

☒

Yes

☐

No

If no, explain: _____

Other Comments:



Brad Hansen (Sep 26, 2023 14:49 AKDT)

Community Development Director

Date

Route to: Police Department

Police Department

Excessive Calls:

☐

Yes

☒

No

If yes, explain: _____

Other Comments:



Chief of Police

9-26-23

Date

TO COUNCIL FOR AGENDA OF: October 24, 2023



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

September 26, 2023

From: marijuana.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: The Connoisseur Lounge, LLC

DBA: The Connoisseur Lounge

VIA email: mattchambers907@gmail.com

CC: n/a

Local Government 1: Palmer

Local Government 2: Matanuska-Susitna Borough

Via Email: kelieff@palmerak.org; bahanson@palmerak.org; alex.strawn@matsugov.us;

license.reviews@matsugov.us

Community Council: n/a

Via Email

CC: n/a

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store #27522 Combined Renewal Notice

License Number:	#27522
License Type:	Retail Marijuana Store
Licensee:	The Connoisseur Lounge, LLC
Doing Business As:	The Connoisseur Lounge
Physical Address:	226 W. Evergreen Ave Palmer, AK 99645
Designated Licensee:	Mathew Chambers
Phone Number:	907-244-8329
Email Address:	mattchambers907@gmail.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2023/2024 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

AMCO has received a complete renewal application for the above listed license within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To object to the approval of this application pursuant to 3 AAC 306.065, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the objection within 30 days of the date of this notice. We recommend that you contact the local government with jurisdiction over the proposed premises to share objections you may have about the application.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application independently. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email marijuana.licensing@alaska.gov.

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Joan M. Wilson, Director
907-269-0350

Alcohol & Marijuana Control Office

Initiating License Application

6/12/2023 10:51:12 AM

License Number: 27522**License Status:** Active-Operating**License Type:** Retail Marijuana Store**Doing Business As:** The Connoisseur Lounge**Business License Number:** 2116208**Designated Licensee:** Mathew Chambers**Email Address:** mattchambers907@gmail.com**Local Government:** Palmer**Local Government 2:** Matanuska-Susitna Borough**Community Council:****Latitude, Longitude:** 61.599430, -149.117660**Physical Address:** 226 W. Evergreen Ave
Palmer, AK 99645
UNITED STATES**Licensee #1****Type:** Entity**Alaska Entity Number:** 10145944**Alaska Entity Name:** The Connoisseur Lounge, LLC**Phone Number:** 907-244-8329**Email Address:** mattchambers907@gmail.com**Mailing Address:** 10400 E. Bradley Lake Avenue
Palmer, AK 99645
UNITED STATES**Entity Official #1****Type:** Individual**Name:** Trisha Torborg
[REDACTED]
[REDACTED]**Phone Number:** 907-841-7773**Email Address:** trish__9@hotmail.com**Mailing Address:** 10400 E. Bradley Lake Avenue
Palmer, AK 99645
UNITED STATES**Entity Official #2****Type:** Individual**Name:** Sara Jean Berberich
[REDACTED]
[REDACTED]**Phone Number:** 907-841-1005**Email Address:** sbeairsto@live.com**Mailing Address:** PO Box 733
Palmer, AK 99645
UNITED STATES**Entity Official #3****Type:** Individual**Name:** Mathew Chambers
[REDACTED]
[REDACTED]**Phone Number:** 907-244-8329**Email Address:** mattchambers907@gmail.com**Mailing Address:** 10400 E. Bradley Lake Avenue
Palmer, AK 99645
UNITED STATES**Note:** No affiliates entered for this license.



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	The Connoisseur Lounge, LLC	License Number:	27522		
License Type:	Retail Marijuana Store				
Doing Business As:	The Connoisseur Lounge				
Premises Address:	226 W. Evergreen Avenue				
City:	Palmer	State:	Alaska	ZIP:	99645

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Trisha Torborg
Title:	Member

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

DS

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

DS

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

DS

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).



Form MJ-20: 2023-2024 Renewal Application Certifications

Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e){1}, in the business for which the marijuana establishment license has been issued.

DS
[Signature]

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

DS
[Signature]

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

DS
[Signature]

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

DS
[Signature]

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

DS
[Signature]

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

DS
[Signature]

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.



If multiple licenses are held, list all license numbers below:

N/A

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

DS
[Signature]

Trisha Torborg

Printed name of licensee

DocuSigned by:
[Signature]
A88CA87AE1A8460...

Signature of licensee



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

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License Type:	Retail Marijuana Store				
Doing Business As:	The Connoisseur Lounge				
Premises Address:	226 W. Evergreen Avenue				
City:	Palmer	State:	Alaska	ZIP:	99645

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Sara Berberich
Title:	Member

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

DS

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

DS

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☐



Form MJ-20: 2023-2024 Renewal Application Certifications

Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e){1}, in the business for which the marijuana establishment license has been issued.

DS
SUB

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

DS
SUB

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

DS
SUB

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

DS
SUB

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

DS
SUB

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

DS
SUB

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.



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N/A

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

DS
SUB

Sara Berberich

Printed name of licensee

DocuSigned by:
Sara Berberich
AFCD398F01744B0...

Signature of licensee



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

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License Type:	Retail Marijuana Store				
Doing Business As:	The Connoisseur Lounge				
Premises Address:	226 W. Evergreen Avenue				
City:	Palmer	State:	Alaska	ZIP:	99645

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Mathew Chambers
Title:	Manager, Member

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

DS
MC

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

DS
MC

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

DS
MC

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

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☐



Form MJ-20: 2023-2024 Renewal Application Certifications

Section 5 – Certifications

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Initials

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DS
mc

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

DS
mc

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

DS
mc

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

DS
mc

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

DS
mc

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

DS
mc

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If multiple licenses are held, list all license numbers below:

N/A

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

DS
mc

Mathew Chambers

Printed name of licensee

DocuSigned by:

09BA3F3E50554F8...

Signature of licensee












Review for Connoisseur Lounge

Final Audit Report

2023-09-26

Created:	2023-09-26
By:	Kristin Elieff (kelieff@palmerak.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAN4092F5G-bjldR6bo_s4OGXC1NiP8VTr

"Review for Connoisseur Lounge" History

-  Document created by Kristin Elieff (kelieff@palmerak.org)
2023-09-26 - 9:54:57 PM GMT
-  Document emailed to Gina Davis (gdavis@palmerak.org) for signature
2023-09-26 - 9:59:17 PM GMT
-  Email viewed by Gina Davis (gdavis@palmerak.org)
2023-09-26 - 10:24:03 PM GMT
-  Document e-signed by Gina Davis (gdavis@palmerak.org)
Signature Date: 2023-09-26 - 10:28:20 PM GMT - Time Source: server
-  Document emailed to Brad Hanson (bahanson@palmerak.org) for signature
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-  Email viewed by Brad Hanson (bahanson@palmerak.org)
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-  Document e-signed by Brad Hanson (bahanson@palmerak.org)
Signature Date: 2023-09-26 - 10:49:54 PM GMT - Time Source: server
-  Document emailed to Dwayne Shelton (dashedton@palmerpolice.com) for signature
2023-09-26 - 10:49:55 PM GMT
-  Email viewed by Dwayne Shelton (dashedton@palmerpolice.com)
2023-09-26 - 11:19:51 PM GMT
-  Document e-signed by Dwayne Shelton (dashedton@palmerpolice.com)
Signature Date: 2023-09-26 - 11:20:19 PM GMT - Time Source: server
-  Agreement completed.
2023-09-26 - 11:20:19 PM GMT



Adobe Acrobat Sign



CITY OF PALMER - POSITION CLASSIFICATION STUDY SUMMARY

Why the Study was Commissioned

The City of Palmer has all classified positions listed on various levels on the pay plan, however there is no quantitative or qualitative data to support why each position was placed on its specific level. The purpose of the classification study was to provide recommendations for any realignments of jobs within the current pay plan structure.

Assessing Internal Equity

Jobs are identified that are deemed to be substantially similar, to be able to monitor pay equity among employees performing substantially similar work and to make pay decisions that align with internal pay equity keeping in mind equal work requires equal skill, effort, and responsibility, when performed under similar working conditions.

Methodology

Trüpp HR delivered a point-factoring tool for the purpose of assessing jobs based on 19 factors related to established criteria of knowledge, skill, effort, responsibility, and working conditions for consistent alignment into the classification structure based on total points.

Compensation Structure Findings

Since the City of Palmer has an established pay plan, Trüpp conducted a review. The review included the following activities:

- Calculating the step progression differentials in the current pay plan. It was determined that while some minor inconsistencies in the step progression exist, the average step to step progression is approximately 3.4%.
- Calculating the level-to-level differentials for each step. It was determined that inconsistencies do exist in the level differentials, and the differentials progressively decrease as the levels and pay ranges increase. A large pay gap exists between Levels 11 and 12 on average of 24.4%.
- Drafting an enhancement to the current salary structure.
- Making recommendations to move individual jobs to a higher or lower level based primarily on the outcome of the point-factoring, with some discretion applied to allow for progression within a job family or identified factors significant to performing the job.
- Drafting a structure for future consideration/implementation with consistent step to step and level to level differentials.

Compensation Structure Recommendations

It is noteworthy that the projected market median for 2024 for pay increases is 4.0% nationally and for the State of Alaska, based on an annual industry survey of pay increase trends published by World at Work. Nationally, the salary structure movement projected median is 3.0%. At the request of the City of Palmer, due to established salary thresholds within the city, Trüpp has provided a 13-level future-state compensation structure recommendation:

- 13 pay grade levels to effectively accommodate all positions and future job additions.
- 9% differential from the minimum of one pay level to the minimum of the next pay level.
- 3.8% from one step to the next step; 3.1% to first and subsequent longevity steps.
- Salary range spread (min to max of level) of 62%.

Recommendations for implementation of classification changes with a desire to impose minimal disruption to current employees are as follows:

- For positions that are increasing or decreasing in level, the position will be aligned with the new level by assigning the employee to the step that is closest to the employee's current pay rate; no employee will receive a decrease in pay.

- Remove longevity requirement (maintain 15 steps) and implement a 2% lump sum merit for employees at the highest step who would not otherwise be eligible for a merit increase.

Market Salary Research

Applying External Equity

When evaluating how an organization's pay compares to its relevant labor market, we gather and evaluate market salary data from identified market data sources.

When market salary data is collected, jobs are benchmarked to job data based on similar duties, experience, and education requirements. Since job titles are used inconsistently amongst organizations, they are not relied upon for finding reliable benchmark data.

Methodology

The City of Palmer provided a local salary survey sponsored by Alaska Municipal League (AML), Alaska Local Government FY23 Salary Survey, to perform a market review; thirty (30) key jobs were identified and assessed against the market rates provided in the survey. Comparison data from the survey was focused on four (4) identified comparator cities: City of Soldotna, City of Wasilla, Kenai Peninsula Borough, Ketchikan Gateway Borough.

Market Salary Research Findings

The calculated range midpoints lag the market midpoint of the benchmarked jobs by an average of 15%; the range maximum (Step F) lagged the market maximum of the benchmarked jobs by an average of 10%. It is notable that the gap between market and pay plan range most often lessened at the maximum of the range.

Overall, employee current salaries lag the market midpoint of benchmarked jobs by 11% with the Public Works and Police job groups lagging more than other employee groups.

MARKET COMPARISON SUMMARY

CURRENT PAY PLAN STRUCTURE

	NUMBER OF JOBS	RANGE MIDPOINT VS. COMPARATOR MIDPOINT	RANGE MAXIMUM VS. COMPARATOR MAXIMUM	EMPLOYEE PAY VS. COMPARATOR MIDPOINT
	27	85%	90%	89%
Admin	7	90%	94%	90%
Community Dev	2	82%	85%	91%
Fire	1	80%	79%	89%
Library	2	88%	93%	91%
Maintenance	4	87%	91%	98%
Police	7	85%	89%	87%
Public Works	4	79%	84%	85%

PROPOSED PAY PLAN STRUCTURE

	NUMBER OF JOBS	RANGE MIDPOINT VS. COMPARATOR MIDPOINT	RANGE MAXIMUM VS. COMPARATOR MAXIMUM
	27	93%	98%
Admin	7	88%	93%
Community Dev	2	93%	96%
Fire	1	90%	89%
Library	2	93%	98%
Maintenance	4	99%	104%
Police	7	96%	101%
Public Works	4	91%	97%



Introduced by: City Manager Moosey
Date: October 10, 2023
Public Hearing: October 10, 2023
Action:
Vote:
Yes: No:

CITY OF PALMER, ALASKA

Resolution No. 24-001

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

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

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby amends its employee compensation pay plan by adopting the attached "City of Palmer Pay Plan-January 1, 2024" with effective date of the pay plan to be January 1, 2024.

Approved by the Palmer City Council this 28th day of November, 2023.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk

CITY OF PALMER PAY PLAN -- Janaury 1, 2024

Implement: 01/01/2024

Council Approved:

LEVEL	Level Classification by Job Title		Steps									Longevity Steps*					
			1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
1		Hourly Bi-weekly Annual	13.63 1090.40 28,350	14.08 1126.40 29,286	14.53 1162.40 30,222	15.01 1200.80 31,221	15.52 1241.60 32,282	16.03 1282.40 33,342	16.56 1324.80 34,445	17.12 1369.60 35,610	17.71 1416.80 36,837	18.22 1457.60 37,898	18.77 1501.60 39,042	19.33 1546.40 40,206	19.93 1594.40 41,454	20.54 1643.20 42,723	21.17 1693.60 44,034
2	Seasonal Arena Attendant Janitor/ Light Maintenance Library Technician Seasonal Groundskeepers / LT Maintenance	Hourly Bi-weekly Annual	15.22 1217.60 31,658	15.72 1257.60 32,698	16.25 1300.00 33,800	16.79 1343.20 34,923	17.37 1389.60 36,130	17.94 1435.20 37,315	18.56 1484.80 38,605	19.21 1536.80 39,957	19.87 1589.60 41,330	20.48 1638.40 42,598	21.09 1687.20 43,867	21.74 1739.20 45,219	22.40 1792.00 46,592	23.10 1848.00 48,048	23.82 1905.60 49,546
3	Library Specialist Receptionist & Cashier (PT)	Hourly Bi-weekly Annual	16.79 1343.20 34,923	17.37 1389.60 36,130	17.94 1435.20 37,315	18.56 1484.80 38,605	19.21 1536.80 39,957	19.87 1589.60 41,330	20.56 1644.80 42,765	21.28 1702.40 44,262	22.02 1761.60 45,802	22.70 1816.00 47,216	23.40 1872.00 48,672	24.13 1930.40 50,190	24.88 1990.40 51,750	25.67 2053.60 53,394	26.48 2118.40 55,078
4	Admin Assistant: Library Election Worker	Hourly Bi-weekly Annual	18.33 1466.40 38,126	18.96 1516.80 39,437	19.62 1569.60 40,810	20.30 1624.00 42,224	21.01 1680.80 43,701	21.74 1739.20 45,219	22.51 1800.80 46,821	23.31 1864.80 48,485	24.13 1930.38 50,190	24.88 1990.40 51,750	25.66 2052.80 53,373	26.48 2118.40 55,078	27.32 2185.60 56,826	28.18 2254.40 58,614	29.08 2326.40 60,486
5	Admin Asst - Public Safety, Public Works, Community Development, Mayor Council Clerk City Manager, Receptionist & Cashier Community Development Specialist Maintenance Worker, Seasonal Arena Specialist Seasonal Arena Operations Assistant Groundskeeper Foreman, Library Assistant	Hourly Bi-weekly Annual	19.94 1595.20 41,475	20.64 1651.20 42,931	21.36 1708.80 44,429	22.11 1768.80 45,989	22.90 1832.00 47,632	23.71 1896.80 49,317	24.54 1963.20 51,043	25.43 2034.40 52,894	26.34 2107.20 54,787	27.18 2174.40 56,534	28.04 2243.20 58,323	28.93 2314.40 60,174	29.85 2388.00 62,088	30.81 2464.80 64,085	31.80 2544.00 66,144
6	Accounting Technician I, Dispatcher I Evidence & Records Custodian Lib Srvs Coordinator, W/WW Operator I Solid Waste Collector, Mechanic I	Hourly Bi-weekly Annual	21.54 1723.20 44,803	22.29 1783.20 46,363	23.07 1845.60 47,986	23.90 1912.00 49,712	24.75 1980.00 51,480	25.63 2050.40 53,310	26.55 2124.00 55,224	27.51 2200.80 57,221	28.50 2280.00 59,280	29.42 2353.60 61,194	30.35 2428.00 63,128	31.32 2505.60 65,146	32.33 2586.40 67,246	33.37 2669.60 69,410	34.45 2756.00 71,656
7	Building Inspector, Dispatcher II Equipment Operator, Mechanic Police Officer I, Support Services Specialist Utility Meter Reader & Laborer W/WW Operator II	Hourly Bi-weekly Annual	23.11 1848.80 48,069	23.94 1915.20 49,795	24.79 1983.20 51,563	25.67 2053.60 53,394	26.60 2128.00 55,328	27.57 2205.60 57,346	28.55 2284.00 59,384	29.59 2367.20 61,547	30.67 2453.60 63,794	31.66 2532.80 65,853	32.68 2614.40 67,974	33.73 2698.40 70,158	34.82 2785.60 72,426	35.96 2876.80 74,797	37.12 2969.60 77,210
8	Accounting Technician II Deputy City Clerk	Hourly Bi-weekly Annual	24.69 1975.20 51,355	25.56 2044.80 53,165	26.49 2119.20 55,099	27.44 2195.20 57,075	28.44 2275.20 59,155	29.48 2358.40 61,318	30.55 2444.00 63,544	31.66 2532.80 65,853	32.83 2626.40 68,286	33.89 2711.20 70,491	34.98 2798.40 72,758	36.11 2888.80 75,109	37.28 2982.40 77,542	38.49 3079.20 80,059	39.75 3180.00 82,680
9	Dispatch Supervisor, Fire Prevention Officer Fire Training Coordinator Parks & Facility Manager Police Officer II, Utilities Foreman	Hourly Bi-weekly Annual	26.28 2102.40 54,662	27.23 2178.40 56,638	28.20 2256.00 58,656	29.23 2338.40 60,798	30.30 2424.00 63,024	31.43 2514.40 65,374	32.58 2606.40 67,766	33.78 2702.40 70,262	35.03 2802.40 72,862	36.16 2892.80 75,213	37.34 2987.20 77,667	38.56 3084.80 80,205	39.81 3184.80 82,805	41.12 3289.60 85,530	42.47 3397.60 88,338
10	Library Director Police Detective Sergeant Police Sergeant	Hourly Bi-weekly Annual	27.84 2227.20 57,907	28.86 2308.80 60,029	29.91 2392.80 62,213	31.00 2480.00 64,480	32.15 2572.00 66,872	33.32 2665.60 69,306	34.56 2764.80 71,885	35.83 2866.40 74,526	37.17 2973.60 77,314	38.38 3070.40 79,830	39.64 3171.20 82,451	40.93 3274.40 85,134	42.28 3382.40 87,942	43.67 3493.60 90,834	45.11 3608.80 93,829
11	Airport Superintendent Commander, Finance Manager Human Resource Manager Maintenance Superintendent	Hourly Bi-weekly Annual	29.43 2354.40 61,214	30.81 2464.80 64,085	31.61 2528.80 65,749	32.76 2620.80 68,141	33.98 2718.40 70,678	35.24 2819.20 73,299	36.54 2923.20 76,003	37.90 3032.00 78,832	39.32 3145.60 81,786	40.60 3248.00 84,448	41.93 3354.40 87,214	43.31 3464.80 90,085	44.73 3578.40 93,038	46.21 3696.80 96,117	47.73 3818.40 99,278
12	Directors: Community Development Finance, Public Works Fire Chief, Police Chief	Hourly Bi-weekly Annual	36.48 2918.40 75,878	37.84 3027.20 78,707	39.25 3140.00 81,640	40.72 3257.60 84,698	42.24 3379.20 87,859	43.83 3506.40 91,166	45.47 3637.60 94,578	47.19 3775.20 98,155	48.97 3917.60 101,858	50.59 4047.20 105,227	52.28 4182.40 108,742	54.01 4320.80 112,341	55.83 4466.40 116,126	57.69 4615.20 119,995	59.62 4769.60 124,010

*Pay Increments for Longevity

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

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

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

CITY OF PALMER PAY PLAN -- January 1, 2024

Implement: 01/08/2024

Updated Pay Plan from Classification Study

Council Approved:

LEVEL	Level Classification by Job Title		Steps														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1		Hourly	14.75	15.31	15.89	16.50	17.12	17.77	18.45	19.15	19.88	20.49	21.13	21.78	22.46	23.16	23.87
		Bi-weekly	1180.00	1224.80	1271.20	1320.00	1369.60	1421.60	1476.00	1532.00	1590.40	1639.20	1690.40	1742.40	1796.80	1852.80	1909.60
		Annual	30,680	31,845	33,051	34,320	35,610	36,962	38,376	39,832	41,350	42,619	43,950	45,302	46,717	48,173	49,650
2	Seasonal Arena Attendant Janitor/ Light Maintenance Seasonal Groundskeepers	Hourly	16.08	16.69	17.32	17.98	18.66	19.37	20.11	20.87	21.67	22.34	23.03	23.75	24.48	25.24	26.02
		Bi-weekly	1286.40	1335.20	1385.60	1438.40	1492.80	1549.60	1608.80	1669.60	1733.60	1787.20	1842.40	1900.00	1958.40	2019.20	2081.60
		Annual	33,446	34,715	36,026	37,398	38,813	40,290	41,829	43,410	45,074	46,467	47,902	49,400	50,918	52,499	54,122
3	Seasonal Arena Specialist	Hourly	17.52	18.19	18.88	19.60	20.34	21.12	21.92	22.75	23.62	24.34	25.10	25.88	26.68	27.51	28.36
		Bi-weekly	1401.60	1455.20	1510.40	1568.00	1627.20	1689.60	1753.60	1820.00	1889.60	1947.20	2008.00	2070.40	2134.40	2200.80	2268.80
		Annual	36,442	37,835	39,270	40,768	42,307	43,930	45,594	47,320	49,130	50,627	52,208	53,830	55,494	57,221	58,989
4	Admin Assistant: Library, City Manager Public Safety, Public Works Cashier/Receptionist, Accounting Tech I Community Development Specialist Library Technicians, Library Specialist Groundskeeper Foreman Support Services Specialist	Hourly	19.10	19.83	20.58	21.36	22.17	23.02	23.89	24.80	25.74	26.54	27.36	28.21	29.09	29.99	30.92
		Bi-weekly	1528.00	1586.40	1646.40	1708.80	1773.60	1841.60	1911.20	1984.00	2059.19	2123.20	2188.80	2256.80	2327.20	2399.20	2473.60
		Annual	39,728	41,246	42,806	44,429	46,114	47,882	49,691	51,584	53,539	55,203	56,909	58,677	60,507	62,379	64,314
5	Accounting Tech II Dispatcher I Arena & Facility Operations Assistance Solid Waste Collector	Hourly	20.82	21.61	22.43	23.29	24.17	25.09	26.04	27.03	28.06	28.93	29.83	30.75	31.70	32.69	33.70
		Bi-weekly	1665.60	1728.80	1794.40	1863.20	1933.60	2007.20	2083.20	2162.40	2244.80	2314.40	2386.40	2460.00	2536.00	2615.20	2696.00
		Annual	43,306	44,949	46,654	48,443	50,274	52,187	54,163	56,222	58,365	60,174	62,046	63,960	65,936	67,995	70,096
6	Library Assistant, Dispatcher II Utility Meter Reader & Laborer Deputy City Clerk	Hourly	22.69	23.56	24.45	25.38	26.35	27.35	28.39	29.46	30.58	31.53	32.51	33.52	34.56	35.63	36.73
		Bi-weekly	1815.20	1884.80	1956.00	2030.40	2108.00	2188.00	2271.20	2356.80	2446.40	2522.40	2600.80	2681.60	2764.80	2850.40	2938.40
		Annual	47,195	49,005	50,856	52,790	54,808	56,888	59,051	61,277	63,606	65,582	67,621	69,722	71,885	74,110	76,398
7	Evidence & Records Custodian Equipment Operator, Parks & Facility Mgr Library Services Coordinator Fire Prevention Officer, Mechanic I W/WW Operator I, Maintenance Worker	Hourly	24.74	25.68	26.65	27.67	28.72	29.81	30.94	32.12	33.34	34.37	35.44	36.53	37.67	38.83	40.04
		Bi-weekly	1979.20	2054.40	2132.00	2213.60	2297.60	2384.80	2475.20	2569.60	2667.20	2749.60	2835.20	2922.40	3013.60	3106.40	3203.20
		Annual	51,459	53,414	55,432	57,554	59,738	62,005	64,355	66,810	69,347	71,490	73,715	75,982	78,354	80,766	83,283
8	Building Inspector, Library Director Mechanic, Disptach Supervisor Fire Training Coordinator, Firefighter Police Officer I, W/WW Operator II	Hourly	26.96	27.99	29.05	30.16	31.30	32.49	33.73	35.01	36.34	37.46	38.63	39.82	41.06	42.33	43.64
		Bi-weekly	2156.80	2239.20	2324.00	2412.80	2504.00	2599.20	2698.40	2800.80	2907.20	2996.80	3090.40	3185.60	3284.80	3386.40	3491.20
		Annual	56,077	58,219	60,424	62,733	65,104	67,579	70,158	72,821	75,587	77,917	80,350	82,826	85,405	88,046	90,771
9	Airport Superintendent, Controller Utillies Foreman	Hourly	29.39	30.51	31.67	32.87	34.12	35.42	36.76	38.16	39.61	40.84	42.10	43.41	44.75	46.14	47.57
		Bi-weekly	2351.20	2440.80	2533.60	2629.60	2729.60	2833.60	2940.80	3052.80	3168.80	3267.20	3368.00	3472.80	3580.00	3691.20	3805.60
		Annual	61,131	63,461	65,874	68,370	70,970	73,674	76,461	79,373	82,389	84,947	87,568	90,293	93,080	95,971	98,946
10	Maintenance Superintendent Police Officer II Fire Officer	Hourly	32.04	33.25	34.52	35.83	37.19	38.60	40.07	41.59	43.17	44.51	45.89	47.31	48.78	50.29	51.85
		Bi-weekly	2563.20	2660.00	2761.60	2866.40	2975.20	3088.00	3205.60	3327.20	3453.60	3560.80	3671.20	3784.80	3902.40	4023.20	4148.00
		Annual	66,643	69,160	71,802	74,526	77,355	80,288	83,346	86,507	89,794	92,581	95,451	98,405	101,462	104,603	107,848
11	Human Resourse Manager Police Detective Sergeant Police Sergeant	Hourly	34.92	36.25	37.62	39.05	40.54	42.08	43.68	45.34	47.06	48.52	50.02	51.57	53.17	54.82	56.52
		Bi-weekly	2793.60	2900.00	3009.60	3124.00	3243.20	3366.40	3494.40	3627.20	3764.80	3881.60	4001.60	4125.60	4253.60	4385.60	4521.60
		Annual	72,634	75,400	78,250	81,224	84,323	87,526	90,854	94,307	97,885	100,922	104,042	107,266	110,594	114,026	117,562
12	Commander	Hourly	38.06	39.51	41.01	42.57	44.18	45.86	47.61	49.42	51.29	52.88	54.52	56.21	57.96	59.75	61.60
		Bi-weekly	3044.80	3160.80	3280.80	3405.60	3534.40	3668.80	3808.80	3953.60	4103.20	4230.40	4361.60	4496.80	4636.80	4780.00	4928.00
		Annual	79,165	82,181	85,301	88,546	91,894	95,389	99,029	102,794	106,683	109,990	113,402	116,917	120,557	124,280	128,128
13	Directors: Community Development Finance, Public Works Fire Chief, Police Chief	Hourly	41.49	43.06	44.70	46.40	48.16	49.99	51.89	53.86	55.91	57.64	59.43	61.27	63.17	65.13	67.15
		Bi-weekly	3319.20	3444.80	3576.00	3712.00	3852.80	3999.20	4151.20	4308.80	4472.80	4611.20	4754.40	4901.60	5053.60	5210.40	5372.00
		Annual	86,299	89,565	92,976	96,512	100,173	103,979	107,931	112,029	116,293	119,891	123,614	127,442	131,394	135,470	139,672

Once an employee reaches step 15 for a full calendar year, employee will be eligible for a year end 2% lump sum merit if the employee receives an overall rating of "satisfactory" or higher on his or her performance evaluation and worked continously as a regular fulltime or part-time employee.

Introduced by: City Manager Moosey
Date: October 10, 2023
Public Hearing: October 10, 2023
Action:
Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 24-002

A Resolution of the Palmer City Council Adopting the 2024 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2024, and Ending December 31, 2024,

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

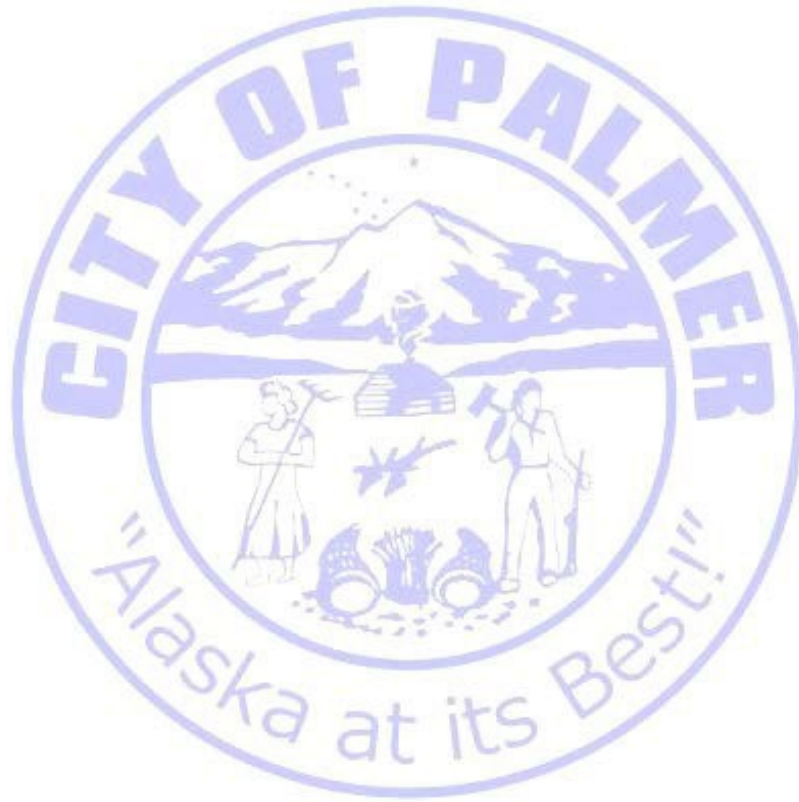
WHEREAS, the Fee Schedule establishes the fees for 2024 and becomes a part of the current, adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby, through the budget process, adopts the attached fee schedule for a period of one (1) year, that being from January 1, 2024, through December 31, 2024.

Approved by the Palmer City Council this 28th day of November, 2023.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk



City of Palmer

2024 Fee Schedule

(Adopted by Resolution No. 24-002)

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Airport Fees	
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Transient (per day)	\$ 5
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Monthly Apron C (6-33, 39-45) 33'x44' Monthly	\$ 32
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Quarterly Apron C (6-33, 39-45) 33'x44' Quarterly	\$ 90
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Annual Apron C (6-33, 39-45) 33'x44' Annual	\$ 334
Aircraft Tie Down Space Apron B (1-39)	\$ 32
Aircraft Tie Down Space Apron B (1-39)	\$ 91
Aircraft Tie Down Space Apron B (1-39)	\$ 334
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'x61' Monthly	\$ 53
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'x61' Quarterly	\$ 154
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'x61' Annual	\$ 586
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Transient (per day)	\$ 53
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Quarterly	\$ 292
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Annual	\$ 1,118
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Transient (per day)	\$ 90
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Quarterly	\$ 530
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Annual	\$ 2,070
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Transient (per day)	\$ 106
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Quarterly	\$ 636
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Annual	\$ 2,494
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient (per day)	\$ 27
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Monthly	\$ 117
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Quarterly	\$ 336
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Annual	\$ 1,294
Aircraft Impoundment Fee	\$ 400
Storage fee for impounded aircraft (per month)	\$ 200
Airport Lease Application Fee	\$ 500
Fuel Flowage Fee (per gallon delivered)	\$.05
*All Tie Down Spaces add 3% sales tax (sales tax included in transient rate) Transient rate is for stay greater than 4 hours per day on airport grounds. Rates are not pro-rated.	

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

Appeals	
Appeal to hearing officer regarding a decision of the Planning and Zoning Commission:	
Nonrefundable application filing fee	\$ 3,000
Deposit for preparation of the appeal record	\$ 500

Application Filing Fees (Filing fees are nonrefundable)	
Mobile home park	\$ 500
Large Retail Establishment	\$ 500
Conditional Use Permit	\$ 500
Variance Request	\$ 500
Planned Unit Development (PUD)	\$ 500
Zone Change/Palmer Municipal Code Text Amendment	\$ 500
Accessory Dwelling Unit	\$ 100
Short Term Rental and Annual Renewal	\$ 75

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

Building Inspector Inspection Services and Fees	
Plan Review Fee (4-plex or more residential units and all other non-residential projects) 65% of building permit fee	65%
Inspections outside normal business hours (per hour)*	\$ 125
Re-inspection fees assessed under provisions of Section 305.8 of the 97 UAC (per hour)*	\$ 100
Inspection for which no fee is specifically indicated (per hour)*	\$ 100
For use of outside consultants for plan check and inspections, – actual costs**	\$

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

** Actual costs include administrative and overhead costs.

Business Licenses	
Business License:	
Annual license	\$ 25
Biennial license	\$ 50
State Fair License (duration of Fair – not transferable to annual license)	\$ 25
Special Event License (duration of the special event up to three days (not transferable to annual license)	\$ 10
Door to Door Solicitors License (non-refundable annual fee)	\$ 50
Business License – failure to apply before business opens:	\$ 25
Business License – late filing fee:	
Through February 1	\$ 25
Additional fee on March 1 (not to exceed \$50)	\$ 25
State Fair vendors failure to apply for a business license by the first day of the Fair.	\$ 25
State Fair vendors additional fee on September 7	\$ 25
Special Event License	\$ 10
Business License – failure to display business license:	\$ 25
Door to Door Solicitors License Reprint – full application process	\$ 50
Copy of Business License list	\$ 25

Community Center (Railroad Depot) Rental		
Rental Period ----- 8 am to Midnight	Rental Rate	Security Deposit
Daily: Monday through Thursday	\$270 per day	\$ 150
Daily weekend: Friday through Sunday	\$325 per day	\$ 150
Recurring Use * (for Category 1, 2 & 3 Only**)	Rental Rate	Security Deposit
<u>Minimum rental of 15 calendar days per year:</u>		
Monday through Thursday	\$205 per day	\$ 150
Friday through Sunday	\$235 per day	\$ 150

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

**Recurring Use does not apply to Category 4 & Category 5 as defined in the City of Palmer Community Center (Depot) Rental Policy

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

Community Center (Railroad Depot) Rental Miscellaneous Fees	
Security Deposit	\$ 150
Re-hanging of ceiling noise baffles (per hour basis)	\$ 55
Lost key fee	\$ 150
Cleaning (if more than two hours is required – per hour basis)	\$ 75

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

Election Fees	
Recount ballot application (per precinct)	\$ 200

Equipment Rental

Equipment rental and dry equipment rates when City must repair damages to City property. Labor costs are in addition to these rates.

Compactor	\$ 35
Compressor	\$ 60
Generator	\$ 80
Push Mower	\$ 25
Backhoe & Attachment	\$ 125
Bucket Truck	\$ 125
Cement Mixer	\$ 45
Chainsaw	\$ 30
Cut Off Saw	\$ 25
Drain Cleaner	\$ 50
Dredge	\$ 300
Dump/Flat Bed	\$ 65
Dump Trucks (8 yard)	\$ 165
Garbage Truck	\$ 200
Graders	\$ 250
Hot Patcher	\$ 75
Jumping Jack	\$ 35
Front End Loader	\$ 125
Riding Mower	\$ 55
Paver	\$ 65
Pickup Truck	\$ 95
Plow/Sand Truck (large)	\$ 165
Pressure Washer	\$ 25
Road Striper Power Liner	\$ 45
Rototiller	\$ 35
Snow Blower	\$ 325
Spreader	\$ 25
Steam Truck	\$ 125
Street Sweeper	\$ 130
Trac Star Fusion Machine (per hour, 4 hour min) monthly price = \$19,000, monthly fee can be pro-rated	\$ 200
Trailer	\$ 55
Trash Pump	\$ 50
Vactor	\$ 125
Water/Sewer/Maintenance Utility Trucks	\$ 95
Weed Blower	\$ 25
Weed Whacker	\$ 25

False Alarms	
False Burglar Alarm Fees (Within a 12 month period):	
First false alarm	\$ 0
Second false alarm	\$ 0
Third false alarm	\$ 75
Fourth false alarm	\$ 100
Fifth false alarm	\$ 125
Sixth false alarm	\$ 150
Seventh false alarm	\$ 175
Eighth false alarm	\$ 200
Ninth false alarm	\$ 225
Tenth false alarm	\$ 250
Each false alarm in excess of ten	\$ 300
False Fire Alarm Fees (Within a 12 month period):	
First false alarm	\$ 0
Second false alarm	\$ 300
Third false alarm	\$ 350
Fourth false alarm	\$ 400
Each false alarm in excess of four	\$ 400

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

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

Fire Training Center Rental Fees	
Classroom, each (per day, includes A/V and restrooms)	\$ 150
Copy machine (per copy)	\$.25
CPR Mannequins, each (per day)	\$ 20
First-aid Training Kit (per day)	\$ 10
Airway Training Kit (per day)	\$ 20
Firefighting Small Classroom Props (per day)	\$ 10
Fire Behavior Carmody Kit (per day)	\$ 20
Hydrant Cutaway Large Prop (per day)	\$ 20
Pump Cutaway Large Prop (per day)	\$ 20
Training ground (per day, includes hydrant usage and field)	\$ 100

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

Miscellaneous	
Notary fee (per act)	\$ 10
NFS Check Fee	\$ 30
Administrative fees on credit card charges of \$5,000 or higher (in person or phone transactions only)	3%

MTA Events Center	
Events Center Rental (ice covered) per day	\$ 2,500
Events Center Rental (dry floor) per hour, minimum 3 hours – up to 8 hours	\$ 100
Events Center Rental (dry floor) per day	\$ 1,000
Prime Ice Hour	\$ 250
Non-Prime Ice Hour	\$ 205
Paid Gate (Ice) Event Per Hour	\$ 275
Curling per hour	\$ 215
Curling Stone Rental Monthly	\$ 100
Public Skate Youth (4 & under) Helmet Mandatory	\$ Free
Public Skate	\$ 5
Public Skate Senior Ages 60+	\$ 4
Public Skate Family Pass (up to 4 people, each additional is \$4)	\$ 15
Public Skate Senior 10 punch card (60+)	\$ 35
Public Skate 10 punch card	\$ 45
Freestyle all ages	\$ 5
Freestyle 5 punch card	\$ 25
Skate Rental	\$ 3
Skate Rental 10 punch card	\$ 25
Skate Sharpen	\$ 7
Skate Sharpen 10 punch card	\$ 60
Shinny Hockey (by age group, full gear required)	\$ 7
Shinny Hockey 10 punch card (by age group, full gear required)	\$ 60
Stick Time (Helmets & gloves required)	\$ 5
Stick Time 10 punch card (Helmets & gloves required)	\$ 45
Broomball (Helmets & gloves required)	\$ 5
Birthday Party (up to 15 skaters, \$5 per additional skater)	\$ 100
Gym (daily)	\$ 5
Gym (monthly)	\$ 25

MTA Events Center Advertising Rates	
Dasher Boards 30" X 96" – 1 Year Contract	\$ 1,200
Dasher Boards 30" X 96" – 3 Year Contract	\$ 3,000
Hanging Banners 4' X 8" – 1 Year Contract	\$ 1,300
Hanging Banners 4' X 8" – 3 Year Contract	\$ 3,000

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

Palmer Public Library Fees	
Overdue items (per day, maximum \$5 per item)	\$.25
Library community room rental (per hour with two hour minimum)	\$ 25
Library community room rental (nonprofit – annually, entitles renter one use per month)	\$ 100
Copying fee (per page) Black & White	\$.25
Copying fee (per page) Color	\$.50
Replacement library cards	\$ 3
Temporary card (4 months)	\$ 10
Damaged Books	
TBD = To Be Determined	
Chewed edge corner (per corner)	\$ 2
Defaced pages (per page or replacement cost)	\$ 2
Torn pages in book that cannot be repaired (replacement cost plus administrative fee)	\$ TBD
Torn pages in book that can be repaired (per page)	\$ 2
Repeated dog eared pages (per book)	\$ 2
Chewed spine (top or bottom)	\$ 2
Rebinding (replacement cost of item plus administrative fee)	\$ TBD
Water/fluid damage (replacement cost plus administrative fee)	\$ TBD
Mildew (replacement cost plus administrative fee)	\$ TBD
Missing barcodes and spine labels on any library item (per item)	\$ 1
Missing or damaged any library item jacket	\$ 4
Lost or Damaged book Bag (replacement cost)	\$ TBD
Items returned to wrong book drop	\$ 1
Administrative reprocessing fee for lost or damaged books, DVD, audios, E-Readers	\$ 5
Damaged Videos/DVDs/CDs:	
Damaged video, DVD, or CD (actual cost of repair plus administrative fee)	\$ TBD
Taping over a library video (replacement cost plus administrative fee)	\$ TBD
Broken or lost case	\$ 5
Equipment:	
E-Readers, Tables, Laptops, Playaways, Audioplayers (replacement cost plus administrative fee)	\$ TBD
Kits Damaged or missing parts (Replacement cost plus administrative fee)	\$ TBD
Equipment loaned out (per day) plus \$100 refundable deposit	\$ 5
Damages to equipment (actual repair cost plus administrative fee)	\$ TBD

Permits	
Itinerant Vendor permit	\$ 50
Fence permits	\$ 26
Shed Permit (up to 320 square feet)	\$ 26
Non-electrical sign permit (base fee plus \$1.50 per sq. ft of sign area)	\$ 25
Electrical sign permit (base fee plus \$3 per sq. ft of sign area)	\$ 50
Loud equipment permit (valid for eight hours)	\$ 25
Noise permit	\$ 25
Water/Sewer Permits:	
Connection fee – water (new construction)	\$ 400
Connection fee – sewer (new construction)	\$ 400
Disconnect/abandonment fee – water (back to main)	\$ 500
Disconnect/abandonment fee – sewer (back to main)	\$ 500
Encroachment Permit (before construction)	\$ 150
Encroachment Permit (after construction)	\$ 250

Public Information Requests	
Copies (per page)	\$.25
Copies of drawings, plans, books, etc. – actual cost	\$
Audio recording (per meeting)	\$ 15
Fire Report Copy	\$ 20
Charge for staff time above five hours for research/copying costs – actual personnel cost	\$
Collision Report (Per report, exceeds 10 pages, additional fee of \$0.35 per page)	\$ 10
Officer Report (Per report, exceeds 10 pages, additional fee of \$0.35 per page)	\$ 10
Dispatch Log (Per log, exceeds 10 pages, additional fee of \$0.35 per page)	\$ 5
CD/DVD (Per CD/DVD)	\$ 20
Public Safety Audio Recording - \$20.00 per individual incident plus \$0.54 a minute for review and \$5.40 a minute for redaction	
Public Safety Video Recording - \$50.00 per individual incident plus \$0.54 a minute for review and \$5.40 a minute for redaction	

Sales Tax	
Sales Tax Rate (\$1,000 cap per item/service)	3%
Sales Tax – late filing fee	\$ 25
Sales Tax – delinquency tax interest rate – per year	15%
Sales Tax – late payment penalty	
a penalty of 5% of the tax for each month late or fraction thereof after the due date, until total penalty of 20% has been accrued.	\$
Sales Tax – collection upon sale – failure to collect	\$ 150
Sales Tax – lien for tax, interest, and administration costs for penalties violation	\$ 150
Sales Tax – PMC 3.16.260 – violation	\$ 150
Online Sales Tax Credit Card Convenience Fee	3%

Contractor Certification of Exemption (for sales tax/per calendar year)	\$ 250
Owner/Builder Exemption (for sales tax/per calendar year)	\$ 30

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

Utilities	
Deposit – water and sewer (new active customers)	\$ 100
Utility late fees (percentage of balance owed)	10%
Service call fee	\$ 50
Connection/Disconnect fee	\$ 25
Door tag fee for non-payment of prior months' utility bill	\$ 20
Transfer Tenant Utilities to Landlord for non-payment	\$ 15
Miscellaneous Repair Work hourly labor rate, contact the Department of Public Works for material costs	\$ 50
After Hours/Holiday/Weekend Inspection Fee (hourly)	\$ 125
Online Utility Payments Convenience Fee (transaction limit - \$5,000)	\$ 2.25
Monthly Water Rates:	
0 to 5,000 gallons (plus meter charge plus sales tax)	\$ 21.60 20.95
Over 5,000 gallons (plus meter charge and \$0.432 \$0.419 per 100 gallons plus sales tax)	\$ 21.60 20.95
Monthly Wastewater Rates:	
0 to 5,000 gallons (plus sales tax)	\$ 47.10 45.75
Over 5,000 gallons (plus \$0.942 \$0.915 per 100 gallons plus sales tax)	\$ 47.10 45.75
Dump Station Fee (per month)	\$ 180
Monthly Meter Charges:	
5/8" meter (plus sales tax)	\$ 16.65 16.15
3/4" meter (plus sales tax)	\$ 24.00 23.30
1" meter (plus sales tax)	\$ 42.45 41.20
1 1/2" meter (plus sales tax)	\$ 95.90 93.10
2" meter (plus sales tax)	\$169.90 \$ 164.95
3" meter (plus sales tax)	\$381.40 \$ 370.30
4" meter (plus sales tax)	\$679.60 \$ 659.80
6" meter (plus sales tax)	\$1,529.15 \$ 1,484.60
8" meter (plus sales tax)	\$2,718.30 \$ 2,639.15
Hydrant Meter Connection (3" Bulk) (per month plus \$.01 per gallon) (plus sales tax)	\$325.00 315.00
Monthly Unmetered Wastewater Service Rates:	
Unmetered wastewater service flat rate, 4 inch service line (plus sales tax)	\$ 54.10 52.50
Unmetered wastewater service flat rate, 6 inch service line (plus sales tax)	\$ 78.95 76.65
Service Fee for Utilities Outside City Limits:	
Monthly Service Fee for Outside City Limits	3%

Summer Sewer Rates:**Residential Rates:**

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

Commercial Rates:

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

Treatment Rates:	
0 - 5000 gallons (plus sales tax)	\$ 56.80
Over 5001 gallons (plus \$1.10 per 100 gallons) (plus sales tax)	\$ 56.80
Solid Waste Collection:	
Weekly refuse collection service (per month plus sales tax) 96 gallon can	\$ 29
Weekly refuse collection service (per month plus sales tax) 64 gallon can	\$ 23
Each additional container/bag 30 lb or less (per item)	\$ 5
64 and 96 gallon Residential Container Replacement cost	\$ 100
Oversize/special Item Collection/Disposal Fee	\$ 30
Freon Removal Fee	\$ 25
On-Call Dumpster (Residential Only) Monthly Fee	\$ 50
On-Call Commercial Dumpster (other Dumpster Service Required) – Monthly Fee	\$ 50
Disconnected Utility Container Removal Fee	\$ 10
Container Loss Recovery Fee	\$ 35
Container Delivery/Removal fee	\$ 25
Unscheduled Service Fee (different collection vehicle required)	\$ 50
Three Cubic Yard Container - Residential - each dump (plus sales tax)	\$ 31.50
Four Cubic Yard Container - Residential - each dump (plus sales tax)	\$ 40
Eight Cubic Yard Container - Residential - each dump (plus sales tax)	\$ 78
Three Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ 126
Three Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ 252
Three Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$ 378
Four Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ 160
Four Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ 320
Four Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$ 480
Eight Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ 312
Eight Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ 624
Eight Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$ 936
Locking Dumpster (three or four yard includes delivery and pickup)	\$ 175

Introduced by: City Manager Moosey
Date: October 10, 2023
Public Hearing: October 10, 2023
Action:
Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 24-003

A Resolution of the Palmer City Council Adopting the 2024 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2024, and Ending December 31, 2024

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

WHEREAS, the Fine Schedule establishes the fines for 2024 and becomes a part of the current, adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby, through the budget process, adopts the attached fine schedule for a period of one (1) year, that being from January 1, 2024, through December 31, 2024.

Approved by the Palmer City Council this 28th day of November, 2023.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk



City of Palmer

2024 Fine Schedule

(Adopted by Resolution No. 24-003)

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

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

(A)(1) of this section, shall be assessed the maximum surcharge allowable to Alaska Statutes 12.55.039 and 29.25.074; and

3. A misdemeanor or a violation of this code if a sentence of incarceration may not be imposed for the misdemeanor or ordinance violation shall be assessed the maximum surcharge allowable pursuant to Alaska Statutes 12.55.039 and 29.25.074 if the fine or bail forfeiture amount for the offense is \$30.00 or more.

B. The surcharge shall be deposited into the general fund of the state in accordance with AS 29.25.072.

Palmer Municipal Code (PMC) Chapter 1.10 City Seal

Chapter 1.10 City Seal			
Section Title:	Section Citation:	Fine:	Fine Citation:
Use of Seal without Permission Prohibited	1.10.020	\$ 300	1.10.020 B

Palmer Municipal Code (PMC) Title 5 Business Licenses

Chapter 5.04 Business Licenses; Chapter 5.13 Door-to-Door Solicitors			
Section Title:	Section Citation:	Fine:	Fine Citation:
License Failure-Unlawful Acts	5.04.110	Applicable to all of PMC Chapter 5.13:	5.04.110
License Fee and Failure to Apply	5.13.040		5.13.040
Carrying of License Required	5.13.100		5.13.100
Prohibitions	5.13.110		5.13.110
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 6 Animals

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

Chapter 6.12 Licensing			
Section Title:	Section Citation:	Fine:	Fine Citation:
Registration – Dogs and cats	6.12.005	Applicable to all of PMC Chapter 6.12:	6.28.010
Application	6.12.010		6.28.010
Immunization	6.12.012		6.28.010
License Transfer	6.12.018	First offense: \$ 25	6.28.010
Fees	6.12.020	Second offense: \$ 50	6.28.010
Tag and Collar	6.12.030	Third offense: \$ 75	6.28.010
Chapter 6.14 Domestic Animal Bite and Attack Incidents			
Section Title:	Section Citation:	Fine:	Fine Citation:
Owner Compliance	6.14.060	First offense: \$ 100	6.28.010
		Second offense: \$ 200	
		Third offense: \$ 300	
Chapter 6.24 Hindering officers prohibited			
Section Title:	Section Citation:	Fine:	Fine Citation:
Hindering Officer Prohibited	6.24.010	First offense: \$ 75	6.28.010
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 8 Health & Safety			
Chapter 8.09 Prohibiting the Distribution of Single-Use Disposable Plastic Shopping Bags			
Section Title:	Section Citation:	Fine:	Fine Citation:
Single-Use Disposable Plastic Shopping Bags Prohibited	8.09.030	First Offense: Warning Second Offense: \$ 100 Third Offense: \$ 300	8.09.050
Chapter 8.10 Prohibiting Smoking in Places of Employment and Public Places			
Section Title:	Section Citation:	Fine:	Fine Citation:
Smoking Prohibited	8.10.020	Applicable to all of PMC Chapter 8.10:	8.10.070
Reasonable Distance	8.10.030		8.10.070
Areas Where Smoking Not Prohibited	8.10.040		8.10.070
Sign Posting and Other Requirements	8.10.050	First offense: \$ 100 Plus required surcharges	8.10.070
No Retaliation nor Waiver of Rights	8.10.060	Second offense: \$ 150 Plus required surcharges, for a second violation with 24 month period	8.10.070
Violations and Penalties	8.10.070	Third offense: \$ 300 Plus required surcharges, for a third or additional violation within a 24 month period Civil penalties may not exceed \$300 per violation	8.10.070

Enforcement	8.10.080		8.10.070
Other Applicable Laws	8.10.090		8.10.070
Chapter 8.11 Marijuana Use and Prohibitions			
Section Title:	Section Citation:	Fine:	Fine Citation:
Consuming in a public place	8.11.030	\$ 100	8.11.030
Marijuana oil, flammable extraction	8.11.050	\$ 100	8.11.050
Chapter 8.12 Fluoridation			
Section Title:	Section Citation:	Fine:	Fine Citation:
Public Water System	8.12.010	\$ 300	1.08.011
Chapter 8.16 Sewage Disposal			
Section Title:	Section Citation:	Fine:	Fine Citation:
Waste Disposal Systems Required	8.16.010	\$ 300	1.08.011
Chapter 8.20 Garbage Collection and Disposal			
Section Title:	Section Citation:	Fine:	Fine Citation:
Garbage Disposal System Use Required	8.20.010	Applicable to all of PMC Chapter 8.20:	8.20.130
Adequate Receptacles Required, Time Limit	8.20.050		8.20.130
Depositing Restrictions	8.20.060	First offense: \$ 150	8.20.130
Unauthorized Dumpster and Container Usage	8.20.070	Second offense: \$ 300 Third offense: \$ 600	8.20.130
Clean Premises Required	8.20.080		8.20.130
Unauthorized Dumping Prohibited	8.20.090		8.20.130
Occupant Duties – Containers	8.20.100		8.20.130
Vehicles	8.20.110		8.20.130
Refuse Accumulation Prohibited	8.20.120		8.20.130
Chapter 8.36 Nuisances			
Section Title:	Section Citation:	Fine:	Fine Citation:
Designated – Prohibited	8.36.010	Applicable to all of PMC Chapter 8.36:	8.36.130
Specific Acts Designated	8.36.020		8.36.130
Acts Requiring Permit	8.36.025	First offense: \$ 250	8.36.130
Snow and Ice Removal	8.36.050	Second offense: \$ 450	8.36.130
Dumping Debris/Blocking Ditch	8.36.060		8.36.130
Pump Locations	8.36.080		8.36.130

Chapter 8.37 Junk Vehicles			
Section Title:	Section Citation:	Fine:	Fine Citation:
Junk Vehicles Unlawful	8.37.020	First offense: \$ 75	8.37.090
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 8.38 Nuisance – Junk, Litter and Unsightly Premises			
Section Title:	Section Citation:	Fine:	Fine Citation:
Final Notice to Abate Violation	8.38.060	Actual Recovery Cost to the City	1.08.011 or 1.08.013
Remedies	8.38.075	Actual Recover Cost to the City	1.08.011 or 1.08.013
Chapter 8.42 Fireworks			
Section Title:	Section Citation:	Fine:	Fine Citation:
Sales Prohibited	8.42.020	Applicable to all of PMC Chapter 8.42:	8.42.070
Authorized Uses	8.42.040		8.42.070
Permit Required	8.42.050		8.42.070
Permissible Uses	8.42.060	First offense: \$ 75	8.40.040
		Second offense: \$ 150	
		Third offense: \$ 300	

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

Prohibited When – Definitions	9.12.010	First offense:	\$ 75	9.12.020
		Second offense:	\$ 150	
		Third offense:	\$ 300	
Chapter 9.20 Alcoholic Beverages				
Section Title:	Section Citation:	Fine:		Fine Citation:
Licensed Premises Closing Hours	9.20.010	Applicable to all of PMC Chapter 9.20:		9.20.050
Prohibited Acts Designated	9.20.020			9.20.050
Personal Liability	9.20.030			9.20.050
Election Day Sales Permitted	9.20.040	First offense:	\$ 75	9.20.050
		Second offense:	\$ 150	
		Third offense:	\$ 300	
Chapter 9.22 Gambling				
Section Title:	Section Citation:	Fine:		Fine Citation:
Prohibited When	9.22.010	First offense:	\$ 75	9.22.020
		Second offense:	\$ 150	
		Third offense:	\$ 300	
Chapter 9.24 Indecent Exposure				
Section Title:	Section Citation:	Fine:		Fine Citation:
Prohibited When	9.22.010	First offense:	\$ 75	9.22.020
		Second offense:	\$ 150	
		Third offense:	\$ 300	
Chapter 9.28 Obscenity				
Section Title:	Section Citation:	Fine:		Fine Citation:
Obscene Language Prohibited	9.28.010	Applicable to all of PMC Chapter 9.28:		9.28.050
Selling Obscene Materials Prohibited	9.28.020			9.28.050
Obscene Exhibitions Prohibited	9.28.030			9.28.050
Obscene Public Writing and Drawing Prohibited	9.28.040	First offense:	\$ 75	9.28.050
		Second offense:	\$ 150	
		Third offense:	\$ 300	
Chapter 9.30 Prostitution				
Section Title:	Section Citation:	Fine:		Fine Citation:
Prohibited – Procuring Prohibited	9.30.020	Applicable to all of PMC Chapter 9.30:		9.30.090
House of Ill Fame	9.30.030			9.30.090
Aiding in Prostitution Prohibited	9.30.040			9.30.090
Receiving Money from Prostitute Prohibited	9.30.50	First offense:	\$ 75	9.30.090
		Second offense:	\$ 150	
Remaining in House of Prostitution Prohibited	9.30.060	Third offense:	\$ 300	9.30.090
Loitering for Prostitution Purposes Prohibited	9.30.070			9.30.090
Reputation Testimony Permitted	9.30.080			9.30.090

Chapter 9.38 Disturbing Public Assemblies			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited Acts Designated	9.38.010	First offense: \$ 75	9.38.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.39 Excessive Police Responses			
Section Title:	Section Citation:	Fine:	Fine Citation:
Excessive Police Responses	9.39.010	First offense: \$ 75	9.39.040
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.40 Trespass – Posting of Property			
Section Title:	Section Citation:	Fine:	Fine Citation:
Trespass – Posting of Property	9.40.010	First offense: \$ 75	9.40.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.48 Petit Larceny			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.48.010	First offense: \$ 75	9.48.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.50 Injury to Property			
Section Title:	Section Citation:	Fine:	Fine Citation:
Defacing Property– Injuring Animals	9.50.010	Applicable to all of PMC Chapter 9.50:	9.50.040
Injuring Plants or Fences	9.50.020		9.50.040
Injuring Monuments and Markers	9.50.030		9.50.40
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.56 Interference with Utilities			
Section Title:	Section Citation:	Fine:	Fine Citation:
Pollution of Drinking Water	9.56.010	Applicable to all of PMC Chapter 9.56:	9.56.030
Damage to Water or Utility System	9.56.020		9.56.030
		First offense:	\$800
		Second offense:	\$900
		Third offense:	\$1,000
Unauthorized Use of Fire Hydrant	9.56.020	All Offenses:	\$1,000

Chapter 9.58 Sale of Poison			
Section Title:	Section Citation:	Fine:	Fine Citation:
Selling Poison Without Label	9.58.10	First offense: \$ 75	9.58.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.60 Sale of Unwholesome Food			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.60.010	First offense: \$ 75	9.60.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.67 Curfew Hour for Minors			
Section Title:	Section Citation:	Fine:	Fine Citation:
Curfew Violations	9.67.020	Applicable to all of PMC Chapter 9.56:	9.67.050
Exceptions	9.67.030		9.67.050
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.74 Discharge of Firearms			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When – Exceptions	9.74.010	First offense: \$ 75	9.74.020
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 10 Vehicles & Traffic *			
Chapter 10.04 Traffic Code			
Section Title:	Section Citation:	Fine:	Fine Citation:
Parking Prohibitions During Snow Accumulation and/or Drifting Snow Conditions	10.04.050	Applicable to all of PMC Chapter 10.04	10.04.050
Towing	10.04.055		10.04.055
No-Parking Areas – Identification	10.04.060 (B)	First offense: \$ 150	10.04.060
Parking Prohibited for Longer than 24 Hours	10.04.080	Second offense: \$ 300	10.04.080
		Third offense: \$ 500	
Prohibiting Parking that Obstructs Traffic	10.04.090		10.04.090

Prohibiting Parking in Construction Zones	10.04.100		10.04.100
Chapter 10.08 Regulation of Off-Highway Vehicles			
Section Title:	Section Citation:	Fine:	Fine Citation:
Operation Requirements	10.08.020	Applicable to all of PMC Chapter 10.08:	10.08.100
Equipment	10.08.030		10.08.100
Speed and Time Restrictions	10.08.040		10.08.100
Driver's License Required	10.08.050	First offense: \$ 75	10.08.100
Towing	10.08.060	Second offense: \$ 150	10.08.100
Parent, Guardian or Other Person Responsible	10.08.070	Third offense: \$ 300	10.08.100

*

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

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

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

Palmer Municipal Code (PMC) Title 15 Buildings and Construction			
Chapters 15.00 through 15.70			
		First offense: \$ 75	15.60.020

All chapters within Title 15 are subject to the following fines:		Second offense: \$ 150	10.08.100
		Third offense: \$ 300	10.08.100

Introduced by: City Manager Moosey
Date: October 10, 2023
Public Hearing: October 10, 2023
Action:
Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 24-004

A Resolution of the Palmer City Council Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2024, and Ending December 31, 2024

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

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby, through the budget process, adopts the attached five-year capital improvement program for a period of one (1) year, being from January 1, 2024, through December 31, 2024.

Approved by the Palmer City Council this 28th day of November, 2023.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2023 total	2023 Remaining	2024 Addition	2024 Total	2025 Addition	2026 Addition	2027 Addition	2028 Addition
		Prior Years Ongoing										
N	MTA Equipment Arena	COP	Annually		\$ 211,494	\$ 25,613	\$ 90,000	\$ 115,613	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
N	Water Reservoir Repair	COP-W/S	2017	\$ 183,265	\$ 44,034	\$ 44,034	\$ -	\$ 44,034				
N	ADA Sidewalk Match	COP/Grant	2017	\$ 250,000	\$ 70,029	\$ 70,029	\$ -	\$ 70,029				
N	Paving Upgrades/ Street Maintenance	COP	As needed	\$ 500,000	\$ 623,778	\$ 609,233	\$ -	\$ 609,233				
N	Public Video	COP	2018	\$ 75,000	\$ 30,423	\$ 30,423	\$ -	\$ 30,423				
N	W/S Lift station and well pumps	COP-W/S	Annually	\$ 155,000	\$ 155,000	\$ 140,000	\$ 90,000	\$ 230,000	\$ 80,000	\$ 70,000	\$ 70,000	
N	Water/Sewer Truck	COP-W/S	2023	\$ 55,000	\$ 10,655	\$ 10,655	\$ -	\$ 10,655		\$ 75,000		\$ 75,000
N	Police Vehicle Annual Replacement	COP	Annually	\$ 65,000	\$ 214,249	\$ -	\$ 231,000	\$ 231,000	\$ 231,000	\$ 231,000	\$ 255,000	\$ 255,000
N	Park Improvements	COP	As needed		\$ 99,104	\$ 99,104	\$ -	\$ 99,104				
N	Public Building Maintenance	COP	As needed	\$ 500,000	\$ 88,965	\$ 49,960	\$ -	\$ 49,960				
N	Airport Safety - Avigation Easement Phase I	COP	2019	\$ 450,000	\$ 16,600	\$ 2,260	\$ -	\$ 2,260				
N	Golf Course-Golf Carts	COP	Annually	\$ 140,000	\$ 140,000	\$ 140,000	\$ -	\$ 140,000	\$ -	\$ 100,000	\$ -	\$ 75,000
N	Golf Course Infrastructure	COP	Annually	\$ 20,000	\$ 15,000	\$ -	\$ 50,000	\$ 50,000	\$ 40,000	\$ -	\$ 135,000	\$ -
N	Depot updates-piping	COP	2019	\$ 15,000	\$ 3,262	\$ 3,262	\$ -	\$ 3,262	Prior Year Funded (Carry over) \$11,131,774 2024 Recommended additional funding \$1,681,475			
N	Traffic Safety Planning	COP	2020	\$ 135,000	\$ 105,891	\$ 105,891	\$ -	\$ 105,891				
N	Airport Safety - Avigation Easement Phase II	FAA/COP	2021	\$ 395,482	\$ 310,996	\$ 265,105	\$ -	\$ 265,105				
N	Taxiway November Design Project	FAA/COP	2021	\$ 446,093	\$ 296,320	\$ 32,326	\$ -	\$ 32,326				
N	Fire Support Vehicle	COP	2023	\$ 80,000	\$ 80,000	\$ 43,173	\$ -	\$ 43,173				
N	Fire Command Vehicle & Equipment	COP	2023	\$ 80,000	\$ 80,000	\$ 43,173	\$ -	\$ 43,173				
N	PW Vehicles	COP	2023	\$ 74,000	\$ 74,000	\$ 74,000	\$ -	\$ 74,000			\$ 85,000	
N	Library Sidewalk	COP	2023	\$ 190,000	\$ 190,000	\$ 190,000	\$ -	\$ 190,000				
N	Annual Road Paving	COP	2022	\$ 400,000	\$ 400,000	\$ 93,316	\$ 600,000	\$ 693,316	\$ 600,000	\$ 600,000	\$ 200,000	\$ 200,000
N	Construct Taxiway November, Phase 1	FAA	2023	\$ 6,846,666	\$ 6,846,666	\$ 5,672,475	\$ -	\$ 5,672,475				
N	Apron E Construction	FAA/COP	2023	\$ 2,383,041	\$ 2,383,041	\$ 1,934,542	\$ -	\$ 1,934,542				
N	Engine Bolt Heaters on Apron E	COP	2023	\$ 88,000	\$ 88,000	\$ 88,000	\$ -	\$ 88,000				
			2023									
N	City Hall Carpet Replacement & Interior Paint	COP	2023	\$ 115,000	\$ 115,000	\$ 115,000	\$ -	\$ 115,000				
N	City Hall Phone System Update/Replacement	COP	2023	\$ 35,000	\$ 66,573	\$ -	\$ -	\$ -				
N	MTA Flooring Replacement - Locker Rooms	COP	2023	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000				
N	Parks & Facility Storage Shed/Maintenance	COP	2023	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 150,000				
N	Depot Building Back Deck Replacement	COP	2023	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -				

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2023 total	2023 Remaining	2024 Addition	2024 Total	2025 Addition	2026 Addition	2027 Addition	2028 Addition
N	Library Parking Lot	COP	2023	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 25,000				\$ 100,000
N	Police Evidence Room (Carpet & Flooring)	COP	2023	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -				
N	Fire Engine	COP	2023	\$ 950,000	\$ 950,000	\$ 950,000	\$ -	\$ 950,000				
N	Install Drainage Parking Lot Training Ctr/Com Dev	COP	2023	\$ 80,000	\$ 80,000	\$ 75,200	\$ 40,000	\$ 115,200				
N	Purchase Fire Hose	COP	2023	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -				
N	City Wide Curb painting	COP	2023	On Going	\$ 46,000	\$ -	\$ 48,000	\$ 48,000	\$ -	\$ 51,000	\$ 51,000	\$ -
N	Water Correlator	W/S	2023	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 50,000				
			2024									
N	Replace Brush Truck	COP	2024	\$ 200,000			\$ 200,000	\$ 200,000				
N	Fire Support vehicle 3-4 (Pick-up)	COP	2024	\$ 80,000			\$ 80,000	\$ 80,000				
N	Fix Drains at Station 3-1	COP	2024	\$ 150,000			\$ 150,000	\$ 150,000				
N	Com Dev Vehicles	COP	2024				\$ 30,000	\$ 30,000		\$ 50,000		\$ 65,000
N	Storm Drain Design	COP	2024	\$ 500,000			\$ 500,000	\$ 500,000				
N	Construct PW Sand Storage Building	COP	2024	\$ 91,000			\$ 91,000	\$ 91,000				
N	Paint Public Safety Buildings Inside & Out	COP	2024	\$ 50,000			\$ 50,000	\$ 50,000				
N	Carpet Replacement PD	COP	2024	\$ 40,000			\$ 40,000	\$ 40,000				
N	PD Feaseability Study	COP	2024	\$ 50,000			\$ 50,000	\$ 50,000				
N	Police Station	COP	2024	\$ 50,000			\$ 50,000	\$ 50,000				
N	City Hall Copier	COP	2024	\$ 20,000			\$ 20,000	\$ 20,000				
N	Water System Upgrades	W/S	2024	\$ 24,000			\$ 25,000	\$ 25,000	\$ 160,000			
			2025									
N	Public Safety Bldg Updates	COP/Grant	2025	\$ 185,000						\$ 185,000	\$ 260,000	
N	Purchase New Patrol Rifles	COP	2025						\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
N	Remodel Station 3-1	COP/Grant	2025	\$ 1,000,000					\$ 1,000,000			
N	Pave Vehicle Area Fire Training Ctr/Com Dev	COP	2025	\$ 120,000					\$ 120,000			
N	Replace Support 3-1	COP	2025	\$ 100,000					\$ 100,000			
N	Purchase Air Packs	COP	2025	\$ 80,000					\$ 80,000			
N	PW Boiler Truck	COP	2025	\$ 190,000					\$ 190,000			
N	Railroad ROW Improvements	COP	2025	\$ 500,000					\$ 200,000	\$ 200,000	\$ 100,000	\$ -
N	Community Development Bldging Landing & Stairs	COP	2025	\$ 30,000					\$ 30,000			
N	Depot Updates- Windows	COP	2024	\$ 60,000					\$ 60,000			
N	Parks Improvements Bleachers, Pavilion for Curtis Arcala	COP/Grants	2025	On Going					\$ 50,000	\$ 100,000	\$ 60,000	\$ 60,000

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2023 total	2023 Remaining	2024 Addition	2024 Total	2025 Addition	2026 Addition	2027 Addition	2028 Addition
N	Acquire Avigation Easement, Construct Mitigation & Relocate RW16 Threshold	FAA/COP	2025	\$ 2,218,900						\$ 2,218,900		
			2026									
N	Update Fire classroom building	COP	2026	\$ 150,000						\$ 150,000		
N	Training Center EOC Addition									\$ 1,000,000		
N	Replace Rescue 3-1	COP	2026	\$ 500,000							\$ 500,000	
N	Airport Sand Storage/AARF Truck	COP	2026	\$ 750,000						\$ 750,000		
			2027									
N	City Hall Exterior Painting	COP	2027	\$ 100,000							\$ 100,000	
N	PW Bucket Truck	COP	2027	\$ 230,000						\$ 300,000		
N	Purchase Turnouts	COP	2028	\$ 120,000								\$ 120,000
N	Aviation Campground	FAA/COP	Undetermined	\$ 1,001,100								
N	Acquire Buffer Lands	FAA/COP	Undetermined	\$ 3,033,500								
N	Emergency Generator City Hall	Grant	Undetermined	\$ 400,000								
N	Generator for Fire St36 (training center)	COP	Undetermined	\$ 50,000								
N	Roof over Fire conexes	COP	Undetermined	\$ 55,000								
N	Design Museum phase 2	COP	Undetermined	\$ 250,000								
Y	Historic Palmer Water Tower Purchase		Undetermined	\$ 100,000								
Y	Park Project Walk to the Fair		Undetermined	\$ 300,000								
Totals	Totals			\$ 28,134,729	\$ 14,260,080	\$ 11,131,774	\$ 2,400,000	\$ 13,531,774	\$ 3,023,500	\$ 6,163,400	\$ 1,898,500	\$ 1,032,500

2024 Funding Breakdown		\$ 2,400,000	additional
General Fund	\$ 2,285,000	\$603,525 from annual contribution	\$1,681,475 from General Fund unassigned balance
Airport Fund	\$ -	Enterprise Fund	
Solid Waste Fund	\$ -	Enterprise Fund	
W/S	\$ 115,000	Enterprise Fund	

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2023 total	2023 Remaining	2024 Addition	2024 Total	2025 Addition	2026 Addition	2027 Addition	2028 Addition
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2025 Funding Breakdown		\$ 3,073,500	additional
General Fund	\$ 2,913,420	\$640,000 from annual contribution	\$2,273,420 from General Fund unassigned balance
W/S	\$ 160,080	from enterprise funds	
Airport Fund	\$ -	Enterprise Fund	

2026 Funding Breakdown		\$ 6,163,400	additional
General Fund	\$ 3,049,500	\$500,000 from annual contribution	\$2,549,500 from General Fund unassigned balance
W/S	\$ 145,000	from enterprise funds	
Airport Fund	\$ 2,968,900	Enterprise Fund	

2027 Funding Breakdown		\$ 1,898,500	additional
General Fund	\$ 1,828,500	\$450,000 from annual contribution	\$1,378,500 from General Fund unassigned balance
W/S	\$ 70,000	from enterprise funds	
Airport Fund	\$ -	Enterprise Fund	

2028 Funding Breakdown		\$ 1,032,500	additional
General Fund	\$ 957,500	\$400,000 from annual contribution	\$557,500 from General Fund unassigned balance
W/S	\$ 75,000	from enterprise funds	
Airport Fund	\$ -	Enterprise Fund	

Introduced by: City Manager Moosey
Date: October 10, 2023
Public Hearing: October 10, 2023
Action:
Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 24-005

A Resolution of the Palmer City Council Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2024, and Ending December 31, 2024, and Appropriating Monies

WHEREAS, as required in Chapter VI of the City of Palmer Municipal Charter, a public hearing regarding the City of Palmer Fiscal Year 2024 Budget was held on Tuesday, October 10, 2023, Tuesday, October 17, 2023, and continued on Tuesday, November 28, 2023; and

WHEREAS, the Palmer City Council has reviewed the budget presented by the City Manager for the 2024 fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council:

Section 1. That the budget presented to the Council by the City Manager for the fiscal year 2024 has been reviewed by the City Council.

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

	Revenues
General Fund (01)	\$ 15,253,189
Enterprise Funds	
Water/Sewer (02)	\$ 3,953,000
Airport (03)	\$ 512,987
Solid Waste (05)	\$ 867,000
Golf Course (15)	\$ 673,500
Capital	
General CIP Projects (08)	\$ -
General CIP Equipment (09)	\$ -
Road Fund (10)	\$ -
Water & Sewer Projects (24)	\$ 115,000
Airport CIP Projects (30)	\$ -
Special Revenue Funds	
Police Grants (52)	\$ 264,256
Narcotics Grant (53)	\$ 141,303
Total Revenues	\$ 21,780,235

	Expenditures
General Fund (01)	\$ 14,895,681
Enterprise Funds	
Water/Sewer (02)	\$ 3,101,710
Airport (03)	\$ 506,078
Solid Waste (05)	\$ 846,634
Golf Course (15)	\$ 645,491
Capital Improvements	
General CIP Projects (08)	\$ -
General CIP Equipment (09)	\$ -
Road Fund (10)	\$ -
Water & Sewer Projects (24)	\$ 115,000
Airport CIP Projects (30)	\$ -
Special Revenue Funds	
Police Grants (52)	\$ 264,256
Narcotics Grant (53)	\$ 141,303
Total Expenditures/Expenses	\$ 20,516,153

Section 3. That the rate of the tax levy for the City of Palmer, Alaska for the fiscal year 2024 shall be fixed at 3.00 mills upon each dollar of assessed taxable real and personal property. The revenue from this tax levy is to be used for city purposes.

Section 4. That the 2024 budget is hereby approved for all funds in the amounts and for the purposes as stated above. The supporting line item budget detail as presented by the administration and reviewed by council is incorporated as part of this budget resolution.

Section 5. That the City of Palmer Fiscal Year 2024 operating budget is adopted for a period of one (1) year, that being from January 1, 2024, through December 31, 2024.

Approved by the Palmer City Council this 28th day of November, 2023.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk