

Regular City Council Meeting
City of Palmer, Alaska
Palmer City Council Chambers
231 W Evergreen Avenue Palmer, Alaska 99645
www.palmerak.org

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.

- A. CALL TO ORDER:
- B. ROLL CALL:
- C. PLEDGE OF ALLEGIANCE:
- D. APPROVAL OF AGENDA:
 - 1. Approval of Consent Agenda
 - 2. Minutes of Previous Meetings
 - a. October 24, 2023 Regular Meeting Minutes
Minutes from the October 24, 2023 Regular City Council Meeting
- E. COMMUNICATIONS AND APPEARANCE REQUESTS:
 - 1. Elected Officials
 - 2. Board/Commission Members
 - 3. General
 - a. Proclamation Recognizing Fischer Adams' Win At The Division I State Cross Country Championships
 - b. Mary Jo Parks, Palmer Museum of History & Art
2023 Palmer Museum of History & Art Report
 - c. George Collum, Palmer Golf Course
2023 Palmer Golf Course End of Season Report
- F. REPORTS:
 - 1. City Manager's Report
 - 2. Mayor's Report
 - a. November 14, 2023 Mayor's Report
Report Submitted by Mayor Carrington

3. City Clerk's Report
4. City Attorney's Report
- G. AUDIENCE PARTICIPATION:
- H. PUBLIC HEARINGS:
 1. Resolution No. 23-030: Reallocate Funding from Apron Project to Purchase New Light Fixtures
Authorizing the City Manager to Reallocate the Remainder of Funding for Installing Head Bolt Heaters to Purchasing LED Light Fixtures for the Airport.
- I. ACTION MEMORANDA:
 1. Action Memorandum No. 23-063: Council Community Grant
Approving a Council Community Grant to Palmer High School in the Staff Recommended Amount of \$1,500 for the Armed Forces Stars & Stripes Showdown. \$1,500 to be Paid From the City Council Community Grant Fund.
 2. Action Memorandum No. 23-064: Dumpster Purchase
Authorizing the City Manager to Enter into a Contract with BSI, Bob's Services, LLC for the Purchase of Six (6) Dumpsters in the Amount of \$35,652.00
 3. Action Memorandum No. 23-065: Graham Industrial Coatings LLC
Authorizing the City Manager to Negotiate a Contract with Graham Industrial Coatings, LLC in the amount of \$35,956.00, for Preparation and Installation of a Lining System in Both Channels of the UV building at the Wastewater Treatment Plant.
 4. Action Memorandum No. 23-066: Utility Connection - 1430 S. Irwin Rd.
Authorizing Utility Connection for a Single Family Home Located at 1430 S. Irwin Rd., Palmer, AK
 5. Action Memorandum No. 23-068: Insurance Coverage for the period of Jan 1 - Dec 31, 2024
Authorizing the City Manager to Enter Into a 1-year Agreement to Purchase Healthcare Insurance Coverage with Premera Through the City's Health Insurance Broker, USI for Insurance Coverage for the Period of Jan 1 - Dec 31, 2024.
- J. UNFINISHED BUSINESS:
 1. Resolution No. 24-001: 2024 City of Palmer Employee Pay Plan
2024 City of Palmer Employee Pay Plan
 2. Resolution No. 24-002: 2024 Fee Schedule
2024 Fee Schedule
 3. Resolution No. 24-003: 2024 Fine Schedule
2024 Fine Schedule
 4. Resolution No. 24-004: Five Year CIP
Five Year CIP
 5. Resolution No. 24-005: 2024 Proposed Budget
2024 Proposed Budget
- K. NEW BUSINESS:
- L. RECORD OF ITEMS PLACED ON THE TABLE:
- M. AUDIENCE PARTICIPATION:
- N. EXECUTIVE SESSION:

O. COUNCIL MEMBER COMMENTS:

P. ADJOURNMENT



Palmer City Council Meeting

D. 2. a.

Meeting Date: 11/14/2023

Submitted For: Shelly Acteson, City Clerk

Department: City Clerk's Office

Legislation Number: Meeting Minutes

Subject

Minutes from the October 24, 2023 Regular City Council Meeting

Summary Statement/Background

This is an accurate way to keep personnel informed about the decisions made and who is responsible. If any questions arise after a meeting or in the future, the minutes can be used to refer back to and understand exactly what happened during a meeting.

Administration's Recommendation:

Administration recommends the Palmer City Council approve the minutes from the previous meeting.

Attachments

October 24, 2023 Regular Meeting Minutes

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on October 24, 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, and Council Members, John Alcantra, Richard W. Best, Jim Cooper, and Joshua Tudor.

Council Member Pam Melin 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
Chad Cameron, Fire Chief
Gina Davis, Finance Director
Kimberly Green, Human Resources Director
Brad Hanson, Community Development Director
Jude Bilafer, Public Works Director

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Main Motion: To Approve the Agenda as presented

Moved by:	Alcantra
Seconded by:	Anzilotti
Vote:	Unanimous Consent
Action:	Motion Carried

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Elected Officials in Attendance - **None**
2. Board/Commission Members in Attendance - **None**
3. A Proclamation Recognizing November 11, 2023, as Veteran's Day
Mayor Carrington read Proclamation Recognizing Veteran's Day
4. City of Palmer 2022 Audit Presentation by Joy Merriner, Managing Partner, BDO USA
Joy Merriner presented the City of Palmer 2022 Audit Presentation

F. REPORTS

1. City Manager's Report

- Commented on the 2022 Audit Presentation
- Lauded Finance Director and Department on what an excellent job they do.
- Public Works are ready for snow.
- Friday is Trick or Treat Street.
- The Mat-Su Borough is putting together a Comprehensive Plan, they will be holding 7 public hearings.

2. Mayor's Report

- Written report in the packet
- Palmer Library update on November 15, 2023, from 4:00 p.m. to 6:00 p.m. at the Palmer Depot.
- Also spoke to the MSB Comprehensive Plan and that it is budget time.

3. City Clerk's Report

- No formal report was given.

4. City Attorney's Report

- Primarily administrative work, including reviewing contracts.
- Working on the Library policy review that was requested by Council.

G. AUDIENCE PARTICIPATION

Travis Friesen:

- Would like to see more recycling bins around Palmer.

Pat Chesbro:

- Representative of the Palmer Community Foundation.
- The Community's celebration was last Wednesday night, various grants were awarded.

Jacki Goforth:

- Expressed concerns regarding certain books in the Palmer Library.

Mike Chmielewski:

- Expressed concerns regarding the local homelessness issue.

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

Main Motion: To Approve Action Memoranda 23-062

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

1. **COMMITTEE OF THE WHOLE** – Presentation of the 2024 Budget (Note – action may be taken by the Council following Committee of the Whole)
2. Presentation and Discussion of Classification Study, City of Palmer Human Resources Manager
3. Resolution No. 24-001: 2024 City of Palmer Employee Pay Plan

4. Resolution No. 24-002: 2024 Fee Schedule
5. Resolution No. 24-003: 2024 Fine Schedule
6. Resolution No. 24-004: Five Year Capital Improvement Program
7. Resolution No. 24-005: City of Palmer 2024 Budget

Main Motion: To Enter into Committee of the Whole at 6:45 p.m.

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

The Council exited the Committee of the Whole at 8:01 p.m.

K. UNFINISHED BUSINESS

L. NEW BUSINESS

M. RECORD OF ITEMS PLACED ON THE TABLE

Two Documents from the Finance Director regarding the budget.

N. AUDIENCE PARTICIPATION

Wes Artz:

- Expressed concerns regarding the taxes collected from the Alaska State Fair vendor booths.

Heidi Deadmond:

- Administrative Assistant at the Palmer Public Library.
- Gave report on what was going on at the Palmer Public Library.

Travis Friesen:

- Looking at the budget, believes the City can fund recycling bins and education.

O. EXECUTIVE SESSION

P. COUNCIL MEMBER COMMENTS

Mayor Carrington:

- Reminded Council to contact the City Manager with staff questions regarding the budget.

Council Member Tudor:

- Thanked the public for watching the budget process.
- Thanked the City Staff for all of their hard work on the Budget.
- Thanked the Mayor and Council Member Cooper for bringing attention to Veteran's Day.

Council Member Alcantra:

- Thanked staff for their work on the budget.
- Expressed thanks for the update regarding the library.
- Reminded Public Comment participants to state their full name and thanked them for coming.

Council Member Cooper:

- Thanked Mayor for the Veteran's Day Proclamation

- Gave a brief statement regarding the Palmer Community Foundation grant program.

Council Member Best:

- Was disheartened by Vic Fisher's recent passing.

Deputy Mayor Anzilotti:

- Thanked the staff for all their hard work.
- Thanked the Mayor for the Veteran's Day Proclamation.

Q. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 8:15 p.m.

Approved this 14th day of November 2023.

Shelly M. Acteson, CMC, City Clerk

Steve Carrington, Mayor



Communications and Appearance Requests E. 3. a.

Palmer City Council Meeting
Meeting Date: 11/14/2023
Submitted For: John Moosey, City Manager
Department: Administration

Proclamation Purpose

Attachments

Fischer AdamsDay



PROCLAMATION

A PROCLAMATION RECOGNIZING FISCHER ADAMS' WIN AT THE DIVISION I STATE CROSS COUNTRY CHAMPIONSHIPS

WHEREAS, the Division I State Cross Country Championships gathered dedicated athletes to compete at the highest level; and

WHEREAS, Palmer High's Fischer Adams, a senior, not only delivered a commendable performance but also secured the championship title by finishing the 5-kilometer race in 16 minutes and 69 one-hundredths of a second; and

WHEREAS, Fischer Adams distinguished himself, finishing 42 seconds ahead of the next competitor, showcasing his commitment and training; and

WHEREAS, despite facing challenges from South Anchorage High runners early in the race, Fischer maintained focus and determination, ensuring a win on his final home course race; and

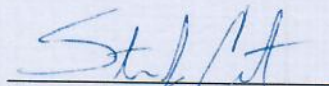
WHEREAS, by improving his previous record by 20 seconds, Fischer's achievement underscores both his dedication to the sport and consistent growth;

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and the City Council of the City of Palmer, November 17, 2023, as

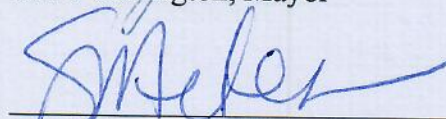
FISCHER ADAMS DAY

We extend our congratulations to Fischer Adams for his notable win and championship title. His hard work and perseverance serve as an inspiration to our community.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the seal of the city of Palmer to be affixed on this 14th day of November 2023.



Steve Carrington, Mayor



Shelly Acteson, CMC, City Clerk



E. 3. b.

Palmer City Council Meeting

Meeting Date: 11/14/2023

Submitted For: Shelly Acteson, City Clerk

Department: City Clerk's Office

Agenda Category: Communications and Appearance
Requests

Legislation Number: N/A

Subject

2023 Palmer Museum of History & Art Report

Summary Statement/Background

Administration's Recommendation:

Attachments

Palmer Museum Report



The Palmer Museum of History and Art has been busy managing the Palmer City Collections and Artifacts, overseeing the Visitor Information Center and sharing the stories of the Greater Palmer Area. We are so excited about the work we do and the impact we have had on the community.

Mari Jo Parks, Board President

Brief History of working with the City of Palmer.

- The Palmer Museum of History and Art, a 501C3 Nonprofit corporation, is an independent contractor with 2 contracts with the City.
- The first Museum contract was signed in 2005 to have the exclusive entity for the care, custody and control of the historical artifacts owned by the city of Palmer. We continue to have that contract.
- The second Contract for the Visitors Information Center was signed in 2009. Through the years we have done the promotion of the City through tourist guide magazines, website and social media.

Palmer Museum of History and Art is a membership organization with a board of nine people from the community. **PMHA Mission Statement is:** “Our work inspires, enriches, and cultivates our community’s connection to the unique history, culture, and art of the Greater Palmer Area.”

Overview of the Visitor Information Center:

- **First Stop:** Many times, we are the first encounter a visitor has to our community. Our staff is highly trained in etiquette in dealing with people from around the world. They have been trained to know our community, they can share information about local businesses, tourism opportunities, events, the flower garden, and even how the road conditions are. Visitors to the VIC are always surprised and pleased to tour the museum and learn more about the history of our community.
- **Represent Palmer:** We work with local organization, Visitor Centers and museums around the state.
- **Busses:** Our outreach to bus and tourism companies has helped make Palmer a much-desired stop.
- **Artist of the Week** - For the fifth year running, we continued our Artist of the Week summer display series, featuring different Palmer area artists each week, debuting with the Friday Fling.
- **Beyond the Classroom** - Every year, we do a high school art exhibit, inviting MSBSD art classrooms to submit art. Thirty students from six schools get juried feedback, and we gave out two scholarships and donations to six art departments.
- **Bicycle Rentals** - Thanks to a donation from Backcountry Bike and Ski, we now have six bicycles for rent in the summer. Nearly 120 visitors toured Palmer by bike this season.
- **Youth Art Classes** - Free art class program for youth is in its second summer, offering six classes to 120 children, with the help of local art teachers.
- **Student Tours** – Over 450 students came to the VIC/Museum on field trips. They enjoyed doing the history scavenger hunt and learning more about our community.
- **Historic Walking Tours** - We took over 1,000 visitors, students, and community members on our historic walking tour, showing the story of the Matanuska Colony Project and more using Palmer’s downtown historic district.

- **Community Events** – The VIC is a hub of many of the community events including Friday Fling, Colony Days, Midsummer Garden and Art Faire, Trick or Treat Town, and Colony Christmas.
- **Palmer Visitor Guide** - We printed and distributed the 2023 Palmer Visitor Guide, putting 30,000 copies in the hands of visitors around the state. Palmer businesses are listed, and we added new maps, interpretive info, and pages to the guide to accommodate growth.

Overview of the Museum by Palmer Museum of History and Art:

- **Provides** proper care of the Collection.
- **Oversees** accurate records of the City's artifacts and collections.
- **Special Display** - This year is the Matanuska Maid exhibit sharing information about the dairy, it's products and the iconic little skater "Anuska" that was the symbol of the dairy products.
- **Matanuska Valley Historic Photo Project** - Palmer's online, searchable photo collection continues to grow. We have over 1000 images of historic Palmer with descriptions, dates, and more available to view online at www.mvhphotoproject.org.

Data As of August 31st

VISITOR STATISTICS							
	In State	Out of State	Web/Phone	Grand Total 2023	# of Buses	Daily Bus Total	Avg Per Bus
Jan	62	20	30	112	0	0	0.0
Feb	85	14	38	137	0	0	0.0
Mar	121	49	38	208	1	6	6.0
Apr	66	26	27	119	2	89	44.5
May	1245	885	196	2326	51	1096	21.5
Jun	3398	3315	126	6839	104	2351	22.6
Jul	2524	4137	119	6780	111	2591	23.3
Aug	1443	2908	117	4468	121	2934	24.2
Sep	437	901	30	1368	38	896	0.0
Oct	49	23	2	74	0	0	0.0
Nov	0	0	0	0	0	0	0.0
Dec	0	0	0	0	0	0	0.0
Totals	9430	12278	723	22431	428	9963	
Percent of Patron by Bus						40%	
Percentage of Patrons In-State						46%	
Percentage of Patrons Out of State						54%	

Fun Statistics

- **K-12 Students from March-September:**
453 Students
- **Visitors from:**
all 50 States
Puerto Rico
District of Columbia
4 Canadian Provinces
21 other countries

The Palmer Museum of History and Art continues to work hard to represent Palmer sharing the uniqueness of the area, the wide variety of businesses, the beauty of the mountains, glaciers, and valleys and telling the stories of our area.

For more information about our community and its history go to the Palmer Museum of History and Art website. www.palmermuseum.org.



E. 3. c.

Palmer City Council Meeting

Meeting Date: 11/14/2023

Submitted For: Brad Hanson, Community Development Director

Department: Community Development

Agenda Category: Communications and Appearance
Requests

Legislation Number: N/A

Subject

2023 Palmer Golf Course End of Season Report

Summary Statement/Background

Administration's Recommendation:

Attachments

2023 PALMER GOLF COURSE END OF SEASON REPORT

2023 PALMER GOLF COURSE END OF SEASON REPORT

SUMMARY:

WE HAD A VERY LATE OPENING OF MAY 1ST, DUE TO EXCESSIVE SNOW AND COLD SPRING TEMPERATURES. HOWEVER, WE BOUNCED BACK TO HAVE A RECORD YEAR. POWER CARTS AND THE DRIVING RANGE WERE IN USE BY EARLY MAY. ALL 18 GREENS WERE OPEN FOR PLAY ON MAY 13TH. WE AUTOMATED OUR IRRIGATION SYSTEM BY THE END OF MAY AND THE COURSE CONDITIONS WERE THE BEST THEY HAVE EVER BEEN THIS SUMMER. WE WERE RECOGNIZED BY *GOLF WEEK'S*, "**BEST IN STATE**" LIST FOR 2023 AND THE FRONTIERSMAN'S, "**BEST OF THE VALLEY**". OUR MAINTENANCE STAFF HAVE PREPARED THE COURSE FOR WINTER AND STORED EQUIPMENT.

2023 GOALS, PROJECTS AND ACCOMPLISHMENTS:

- MAXIMIZE REVENUES WHILE CONTROLLING EXPENSES.
- REESTABLISHED BENT GRASS ON ALL GREENS FOR BETTER PUTTING SURFACES.
- REPLACED BROKEN WATER LINES WITH NEW HDPE PIPE AS NEEDED.
- RESTORED ALL SAND TRAPS.
- FAIRWAY REPAIRS ARE ONGOING.
- CONTINUE TO MAINTAIN EQUIPMENT AND CART FLEET.
- ACQUIRED A BUFFALO TURBINE DEBRIS BLOWER.
- GREW THE GAME OF GOLF THROUGH GOLF INSTRUCTION, JUNIOR GOLF PROGRAMS AND OUR FREE KID'S DAY CLINIC.
- CONTINUED TO USE ARTIFICIAL TURF MATS ON OUR DRIVING RANGE.
- REPAIRED THE CEILING INSULATION IN THE CLUBHOUSE RESTROOMS.
- USED SOCIAL MEDIA TO PROMOTE THE GOLF COURSE AND EVENTS.
- UPGRADED OUR CREDIT CARD ACCEPTANCE CAPABILITIES TO INCLUDE MULTIPLE POINTS OF SALE LOCATIONS AND AMERICAN EXPRESS
- INCREASED ROUNDS PLAYED AND TOURNAMENTS.

GOALS AND PROJECTS FOR 2024:

- INCREASE REVENUES WHILE CONTROLLING EXPENSES.
- INCREASE THE NUMBER OF ROUNDS PLAYED AND ATTRACT NEW TOURNAMENTS.
- REPAIR POWER CARTS THAT ARE CURRENTLY NON-OPERATIONAL.
- ACQUIRE 50 USED GOLF CARTS FROM MOOSE RUN GOLF COURSE.
- CONTINUE FAIRWAY RESTORATION PROJECTS.
- ACQUIRE A NEW GREENSMOWER.
- REPLACE PVC IRRIGATION LINES WITH HDPE PIPE AS NEEDED.
- ACQUIRE NEW RANGE BALLS.
- INCREASE THE USE OF SOCIAL MEDIA TO MARKET THE GOLF COURSE.
- IMPLEMENT A NEW POINT OF SALE WITH THE ABILITY TO BOOK ONLINE TEE TIMES
- CONTINUE TO GROW THE GAME OF GOLF.

2023 EVENTS

MAY –

21ST: VETERAN'S GOLF ASSOCIATION
22ND: U.S. OPEN LOCAL QUALIFIER

JUNE –

3RD: KOREAN GOLF ASSOCIATION TOURNAMENT
4TH: SUBPAR GOLF LEAGUE
6TH: SHORTY'S GOLF LEAGUE
7TH: NINE & DINE
10TH: PALMER ELKS SCRAMBLE
14TH: CALLAWAY DEMO DAY
15TH: WCP SOLUTIONS SCRAMBLE
17TH: PALMER GOLF COURSE MIDNIGHT SUN TOURNAMENT
20TH: SHORTY'S GOLF LEAGUE
23RD: PALMER CHAMBER OF COMMERCE TOURNAMENT
26TH: ANCHORAGE WOMEN'S GOLF ASSOCIATION VS. VALLEY WOMEN
27TH: ALASKA GOLF ASSOCIATION JUNIOR GOLF CIRCUIT

JULY –

1ST: THE BARNEY 2-PERSON TEAM TOURNAMENT
2ND: SUBPAR GOLF LEAGUE
4TH: ACE AIR CARGO COMPANY OUTING
5TH: NINE & DINE
7TH: CHUGIAK FOOTBALL FUNDRAISER SCRAMBLE
26TH: U.S. SENIOR AMATEUR QUALIFIER
28TH: FREE KID'S DAY CLINIC
29TH & 30TH: PALMER INVITATIONAL PRO-AM

AUGUST –

2ND: NINE & DINE
4-6TH: ALASKA STATE AMATEUR CHAMPIONSHIP
4TH: KIWANIS SCRAMBLE
13TH: SUBPAR GOLF LEAGUE
16TH: VALLEY GOLF LEAGUE
19-20TH: PALMER GOLF COURSE CLUB CHAMPIONSHIP
27TH: PALMER GOLF COURSE HALL OF FAME
29TH: SHORTY'S GOLF LEAGUE

SEPTEMBER

SEPTEMBER 2-3RD: ALASKA MEMORIAL TEAM MATCH PLAY
SEPTEMBER 3RD: VETERAN'S GOLF ASSOCIATION CHAMPIONSHIP
SEPTEMBER 4TH: THE GAGGLE TOURNAMENT
SEPTEMBER 8TH: VALLEY GOLF ASSOCIATION "HEAL CUP" TOURNAMENT
SEPTEMBER 9-10TH: ALASKA GOLF ASSOCIATION FALL JACKPOT
SEPTEMBER 16TH: THE CHARITY TOURNAMENT
SEPTEMBER 17TH: PALMER JUNIOR MASTERS

OCTOBER

1ST: OKTOBERFEST SCRAMBLE



F. 2. a.

Palmer City Council Meeting

Meeting Date: 11/14/2023

Submitted For: Shelly Acteson, City Clerk

Department: City Clerk's Office

Agenda Category: Reports

Legislation Number: N/A

Subject


Report Submitted by Mayor Carrington

Summary Statement/Background

Administration's Recommendation:

Attachments

Mayor's Report



Palmer Mayor's Report

Tuesday November 14, 2023, Council Meeting


MVP MPO – Mat-Su Valley Planning for Transportation

There is an upcoming Joint Policy Board and Steering Committee meeting on Tuesday, November 14th, 2023, from 2:00 pm – 3:30 pm.

- In addition to the regular staff report for this Nov. 14 meeting we will be reviewing the Coordinator Hiring Committee and Process.
- Also we will be authorizing RESPEC to submit the Articles of Incorporation for the MVP4T. RESPEC is the consultants hired to help work through the multi-years MPO creation process.
- We will also be discussing the Technical Committee Makeup & Application and review the FAST Planning invoicing.

A reminder of recent past events with the MVP4T:

- 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 at <https://www.mvpmpo.com/copy-of-unified-planning-work-program>
- The Fairbanks MPO FAST Planning is advertising to hire a temporary coordinator for our MPO (MVP4T) while we set up policies, procedures and budgets to operate.
- The 116 page packet document that contains these documents are available at:
https://www.mvpmpo.com/files/ugd/10f92f_a850c4a83293473db0508df96f8d9616.pdf



Palmer Mayor's Report

Palmer Library Update –

Wolf Architects is another public input meeting Nov. 15 at the Palmer Depot from 4 to 7 p.m. Architect Gary Wolf and his staff should have some interesting presentations for the public to look at and comment on.

There will also be a presentation to Council Dec. 12 that should include some probable costs for construction versus reconstruction alternatives.

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

Budget Time is here

One budget item for the Rescue Contract with the MSB has been moved from Nov. 14 to Nov. 28 as Chief Chad is out of town for this meeting. John Prevost from the Palmer Fire Department will be on hand for our Nov. 14 meeting in case we have any questions about their budget other than the Rescue Contract.

The budget resolutions appear in our Unfinished Business for this meeting. This will allow us to ask questions or even make amendments if we are ready to do so. We will still have another public hearing on all the budget documents at our Nov. 28 meeting.

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"*. 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?



Palmer Mayor's Report

Meeting Agenda Highlights:

Communications and Appearances

Under Communications and Appearances, we have a proclamation and two presentations:

- A Proclamation Recognizing Fischer Adams' Win at the Division I State Cross Country Championship
- Mary Jo Parks, Palmer Museum of History and Art
- George Collum, Palmer Golf Course Manager

PUBLIC HEARINGS

- Resolution No. 23-030 authorizes the City Manager to Reallocate the Remainder of Funding for Installing Head Bolt Heaters to Purchase LED Light Fixtures for the Airport

Action Memoranda


There are five action memorandums:

AM 23-063 is a community grant to Palmer High School and AM 23-064 is for the city manager to buy some dumpsters. AM 23-065 is to prepare a lining system for our wastewater treatment plant. AM 23-066 is authorizing a utility connection outside the city limits at Irwin Road and AM 23-068 is for a one-year agreement for healthcare insurance for the city.

Unfinished Business

Under Unfinished Business we have our 5 resolutions that make up our budget. This could be a good time to make amendments if we want to do so. And of course, we can have robust discussions about the Pay Plan or other items of interest as well.

Council members should have the 3rd Quarter Financials via email from Mr. Moosey so we can have even more discussions about where the city is at and how we are doing.



Palmer Mayor's Report

Meetings/ Events Attended

- Oct. 25 – Radio Free Palmer: Recap of Oct. 24 Council Meeting
- Oct. 26 – Interview with Academy Charter Media Intensive students: All About Palmer short film: “What makes Palmer an attractive place to live?”
- Oct. 26 – Participated in Red Ribbon Week with First Responders and the Alaska Guard Counter Drug program.
- Oct. 28 – Deputy Mayor Carolina Anzilotti attended the 2023 Anchorage Mayor's Prayer Breakfast
- Nov. 2 – Economic Summit hosted by City of Wasilla
- Nov. 2 – Tour of the Mat-Su Small Business Development Center in Wasilla
- Nov. 2 -- Presentation of Check by American Legion fundraising to Friends of the Palmer Library.
- Nov. 6 – Library Committee Meeting at Wolf Architects


Upcoming Meetings/ Events

- Joint Policy Board and Steering Committee meeting on Tuesday, November 14th, 2023, from 2:00 pm – 3:30 pm.
- Nov. 15 – Radio Free Palmer: Recap of Council Meeting
- Nov. 15 -- Palmer Depot from 4 to 7 p.m. Architect Gary Wolf and his staff should have some interesting presentations for the public to look at and comment on.
- Nov. 16 – Valley Mayors'/ Managers Meeting

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 of 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

Mayor Steve Carrington



H. 1.

Palmer City Council Meeting

Meeting Date: 11/14/2023

Submitted For: John Diument, Airport Superintendent

Department: City Manager's Office

Agenda Category: Resolution

Legislation Number: RES 23-030

Subject

Authorizing the City Manager to Reallocate the Remainder of Funding for Installing Head Bolt Heaters to Purchasing LED Light Fixtures for the Airport.

Summary Statement/Background

As part of the Taxiway E construction project, the installation of head bolt heaters was not originally covered in the grant. The City of Palmer allocated \$88,000 to cover the installation cost of the head bolt heaters. However, on March 29th, the FAA informed the city that 93.75% of the cost of installation would be covered by the grant, reducing the City's obligation to \$5,500.

Administration's Recommendation:

Adopt Resolution Number 23-030.

Fiscal Impact

Total Amount of funds listed in this legislation: \$88,000

Budgeted Y/N?: Y

Line Item(s): 30-30-10-6201

Total Amount of funds listed in this legislation: 82,500

Line Item(s):

Attachments

Reallocate funding from apron project to purchase of new light fixtures

LEGISLATIVE HISTORY

Introduced by:

Date:

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 23-030

A Resolution of the Palmer City Council Authorizing the City Manager to reallocate funding from Resolution No. 22-027 for the purchase of runway and taxiway LED lighting at the Warren "Bud" Woods Palmer Municipal Airport.

WHEREAS, the Palmer City council approved Resolution 22-027 authorizing the City Manager to include Additive Alternate 2 to the contract awarded to Ahtna Construction in the amount of \$88,000 for installation of head bolt heaters in Apron E, at the Warren "Bud" Woods Palmer Municipal Airport; and

WHEREAS, the Federal Aviation Administration changed its policy to partially reimburse the expenditure required in Additive Alternate 2; and .

WHEREAS, runway and taxiway lighting at the Warren "Bud" Woods Palmer Municipal airport is in dire need of upgrade for safe operation at night because the necessary incandescent light bulbs are of low quality and generally unavailable; and

WHEREAS, the supply of the current style of lights is expected to be exhausted this winter; and

WHEREAS, the new standard of airport runway and taxiway lighting is LED fixtures.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby Authorizing the City Manager to reallocate funds initially allocated to the installation of head bolt heaters to purchase and install runway and taxiway LED light fixtures at the Warren "Bud" Woods Palmer Municipal Airport.

Approved by the Palmer City Council this 14th day of November, 2023.

Steven J Carrington, Mayor

Shelly Acteson, MMC, City Clerk



Palmer City Council Meeting

I. 1.

Meeting Date: 11/14/2023
Submitted For: John Moosey, City Manager
Department: City Manager's Office
Agenda Category: Action Memorandum
Legislation Number: AM 23-063

Subject

Approving a Council Community Grant to Palmer High School in the Staff Recommended Amount of \$1,500 for the Armed Forces Stars & Stripes Showdown. \$1,500 to be Paid From the City Council Community Grant Fund.

Summary Statement/Background

The Armed Forces Showdown tournament is held over the Veterans Day Holiday. This has been one of the most talked about and well-known high school tournaments in Alaska. They have continued to grow the tournament and only plan for it to get bigger and better each year. Many come out to watch the games and gather to support our high school players. They also honor Veterans each day of this tournament.

This tournament will bring 12 teams that are not local to the area for three days, including teams from Homer and Juneau. They will be spending money and purchasing items throughout the city of Palmer while they are staying locally. Each team has a 20-man roster which brings 240 high school athletes to town. If each of them brought one parent, that is another 240 people spending money in the city of Palmer.

In February 2014, the City Council adopted Ordinance No. 14-043, which established the Council Community Grant Program. The City Council approved \$12,000.00 in the Community Council Grants line item for 2023.

Legislation #	Organization	Amount Requested	Remaining	Date Approved
Res 23-005	Beginning Balance-2023 Budget		\$12,000.00	
AM 23-010	Hatcher Pass Avalanche Center	\$1,500	\$10,500.00	2/14/23
AM 23-011	AKBBQ Association	\$1,500	\$ 9,000.00	2/14/23
AM 23-013	Radio Free Palmer	\$1,500	\$ 7,500.00	3/14/23
AM 23-017	Who Let The Girls Out	\$1,500	\$ 6,000.00	3/28/23
AM 23-018	Palmer Family Park	\$1,500	\$ 4,500.00	3/28/23
AM 23-021	Rodeo Alaska	\$1,500	\$ 3,000.00	4/25/23
AM 23-045	MatSu Valley Rebuild	\$1,500	\$ 1,500.00	8/22/23

Administration's Recommendation:

The Administration recommends approving Action Memorandum No. 23-063.

Fiscal Impact

Total Amount of funds listed in this legislation: \$1,500
Legislation creates revenue in the amount of: 0
Legislation creates expenditure in the amount of: \$1,500
Budgeted Y/N?: Y
Line Item(s): 01-02-10-6068

Attachments

Armed Forces Stars & Stripes Showdown

Project Name: ARMED FORCES Stars & Stripes Showdown Date Received: 10.9.23

Reviewer Name: JOHN MOOREY Date Reviewed: 10.10.23

Has the event previously received City funding? Y ☐ N ☒ List Years/Amounts:
If yes, was the Post Event Report completed? Y ☐ N ☐

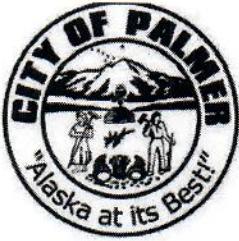
Required Elements:

- o Accessible to all members of the community o Takes place in/within one mile of Palmer City Limits

Expectations				Points
	10 pts	7 pts.	3-0 pts	
Accessibility & Strategic Priorities	The application clearly states the economic benefits, and the reader/evaluator easily understands the benefits to the community and residents of the city.	The application states the benefits; however, it is not clear and/or the reviewer/evaluator must assume or use reason to determine the benefits to the community and residents of the city.	The application does not clearly demonstrate the benefits and/or the reader/evaluator cannot determine through reasoning the benefits to the community or residents of the city.	8
	The application clearly addresses how the project meets one or more of the City's Economic Development Strategic Priorities.	The application attempts to address how the project meets one or more of the City's Economic Development Strategic Priorities; however, the reviewer/evaluator must assume or use reason to determine how the project is addressing a strategic priority(s).	The application does not clearly demonstrate how the project is addressing a strategic priority and/or the reader/evaluator cannot determine through reasoning how the project is addressing a strategic priority.	8
Fiscal	The application clearly states how much financial or in-kind services are being requested for the project.	The application contains information regarding financial and/or in-kind services as part of the project; however, it is not clear, and the reviewer/evaluator must assume or use reason to determine what is being requested.	The application does not clearly state what is being requested and/or the reviewer/evaluator cannot determine through reasoning.	10
	The application includes a project budget which demonstrates sound fiscal practices and reviewer/evaluator can easily understand.	The application includes a project budget; however, the reviewer/evaluator has questions or must use reason to understand the overall budget for the project.	The application does not include a project budget, or the reviewer/evaluator cannot understand and/or has significant concerns about the budget as presented.	8
Benefit	The application clearly states how the community will benefit because of the event.	The application states the degree of benefits; however, it is not clear, and the reviewer/evaluator must assume or use reason to determine the how the community will benefit because of this grant.	The application does not clearly demonstrate the degree of benefits and/or the reviewer/evaluator cannot determine the how the community will benefit because of this grant.	7
Reporting	The application clearly states how and when the city will receive a post event report on this project.	The application attempts to address how a post event report will be given to the city; however, it is unclear, and the reviewer/evaluator must assume or use reason to determine how and when the report will be presented.	The application does not attempt to address how a post event report will be given to the city or the reviewer/evaluator cannot determine how the report will be presented.	10
Total:				51

Staff Recommendation: _____

\$1500 REQUEST



City of Palmer
City Clerk's Office
231 W. Evergreen Avenue
Palmer, AK 99645
Phone: (907) 761-1301
Fax: (907) 761-1340

Council Community Grant Application Information

The purpose of the city of Palmer Council Community Grant Program is to recognize the valued contributions being provided through the volunteer efforts of community champions on behalf of its citizens. Community grant funding demonstrates the Council's commitment to programs, services, projects, and events that are a benefit to the community while at the same time recognizing the financial constraints impacting the city's ability to provide funding.

The goal and objective of the city of Palmer Council Community Grant are:

- Goal: to provide modest levels of support and assistance to help foster and develop community programs, services, projects, and events that enhance Palmer's quality of life.
- Objective: to treat all organizations fairly and consistently while creating a minimal administrative process.

Applicant eligibility:

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

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

1. To qualify for funding, the group must demonstrate its commitment to all of the following principles:
 - a. Program, service, project or event is open – accessible – to all members of the community;
 - b. Program, service, project or event is effective in providing a community benefit to Palmer;
 - c. Applicant is accountable through sound management and financial practices;
 - d. Individuals are not eligible;
 - e. Grant funds must be spent on the sole purpose for which it was awarded;
 - f. Unspent money shall be returned to the city.
2. Funding requests can be defined as programs, services, projects and events that economically benefit Palmer by supporting, sustaining, promoting, informing, educating, celebrating, preserving and/or providing access to the arts, culture, environment, heritage, recreation and/or health activities.
3. Defined as a program, service, project, or event that the council has determined provides significant benefits to the Palmer community as a whole.





City of Palmer • City Clerk's Office
231 W. Evergreen Avenue • Palmer, AK 99645
Phone: (907) 761-1301 • Fax: (907) 761-1340

Council Community Grant Application

Program Information

Program, service, project, or event title: Armed Forces Stars and Stripes Showdown

Date(s) of program, service, project, or event: Nov 9-11

Applicant Information

Name: Tiffany Mukaabya

Address: 1225 W Josselin Ln

City: Palmer

State: AK

Zip: 99645

Phone: 907-982-8792

Email: tif.usmc@yahoo.com

Organization Information

Name of organization/group: Palmer High

Type of organization/group: ☐ Non-profit ☐ Volunteer group ☒ Other: Hockey Team

Funding Request

Amount of Request: \$ 1,500 or donated ice at MTA

Matching funds provided by applicant: \$ 4,000 - budget

Type of funds requesting: ☐ Cash ☒ In-Kind In-Kind Type: Waived ice time

Remittance Information

Remit Payment to: Palmer High School Attn: Hollan Gravley

Address mail check to: 1170 W Arctic Ave

City: Palmer

State: AK

Zip: 99645

Phone: (907) 746-8424 office

Email: hollan.gravley@matsu

Eligibility

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

The Palmer Hockey team has demonstrated a strong connection to the community with several volunteer events not only while in season, but during the off season. Some of these events has been to take care of lawn for elderly residents on a volunteer basis. Helping local Palmer stores set up at the State Fair. Volunteering to clear out rocks after winter break up of several local businesses. The students that represent the Palmer High Varsity Hockey team have a deep rooted connection to the City of Palmer and are willing to give back often times with just little notice. This current tournament will bring in 12 high school hockey teams to Palmer for three days. It is the largest high school tournament besides the state tournaments held at the Menard Center in February. Palmer High Hockey team would appreciate any support from the local city council. We are asking for waived ice time or fees to help cover the ice time of this tournament.

Project Summary Information

In the space below, provide a concise, one paragraph summary of your proposed program, service, project or event and how it benefits the community as well as how this supports the Council's strategic priorities.

Armed Forces Showdown tournament over the Veterans Day Holiday. This tournament will bring in 12 teams that will be staying in the city of Palmer which will bring additional business during this weekend. This has been one of the most talked about and well known High School Tournaments in our state. We have continued to grow the tournament and only plan for it to get bigger and better each year. Many come out to watch the games and gather to support our high school players. We also honor Veterans each day of this tournament.

Project Scope of Work

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

The Palmer High Athletic Director and Torunament Director will be working together to put on a great tournament. Most of the foundation work has been laid out including securing the rink at MTA for Nov 9-11. Our parents all have volunteered to set up and tear down along with members from the Palmer High Spirit club.

Community Benefit

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

This tournament will bring 12 teams that are not local to the area for three days including teams from Homer and Juneau where they will be spending money and purchasing items throughout the city of Palmer while they are staying locally. Each team has a 20 man roster which brings 240 high school athletes to town. If each of them brought one parent that is another 240 people spending money in the city of Palmer. We are hoping to continue to grown this tournament which will bring more people in future years.

Detailed Budget

Revenue:

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

Expenditures:

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

Matching Funding Source

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

Our Booster club is working hard to fundraise including a Flight Night at the Train Depot on Nov 4th. Anything the city council can offer to help us continue to put on this great trounament will be appreciated.

Post Event Report

Describe how you propose to provide a post-event report with details on the economic impact, how funding was spent on the sole purpose for which it was awarded, and if any unspent money is to be returned to the city (provide an expected date).

At this time we would like to see if ice at the MTA Rink can be donated for the tournament. If there is not the capability to donate ice time then we would ask for a monetary donation to help cover the ice expenses. Our Booster club treasurer could get you a report as how it was spent.

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

Applicant signature:

Tiffany B. [Signature]

Date:

10-6-23

For Office Use Only

Date received by City Clerk's Office:

City Council agenda date:

Action Memorandum No.:

City Council:

☐

Approved

☐

Denied

Amount Approved:

\$

Date applicant notified of request outcome:

I-9 Form Submitted (for taxable organizations only):



I. 2.

Palmer City Council Meeting

Meeting Date: 11/14/2023

Submitted For: Jude Bilafer, Public Works Director

Department: Public Works

Agenda Category: Action Memorandum

Legislation Number: AM 23-064

Subject

Authorizing the City Manager to Enter into a Contract with BSI, Bob's Services, LLC for the Purchase of Six (6) Dumpsters in the Amount of \$35,652.00

Summary Statement/Background

The City needs new eight (8) yard dumpsters to replace old, non-functioning dumpsters. Quotes were solicited from local businesses and Bob's Services, LLC (BSI), offered the best price, while meeting the City's dumpster specifications.

Administration's Recommendation:

Approve Action Memorandum No. 23-064.

Fiscal Impact

Total Amount of funds listed in this legislation: \$35,652.00

Legislation creates expenditure in the amount of: \$35,652.00

Budgeted Y/N?: Y

Line Item(s): 05-01-10-6053

Attachments

BSI Dumpster Proposal

Proposal



BOB'S SERVICES, LLC

2009 SPAR AVENUE

ANCHORAGE, ALASKA 99501

SHOP (907) 276-3221 - FAX (907) 276-1972

Order Number: 0096038

Order Date: 9/22/2023

Salesperson: 0600

Customer Number: 00-CP

Sold To:

City of Palmer
231 W. Evergreen Ave.
Palmer, AK 99645

Ship To:

City of Palmer
231 W. Evergreen Ave.
Palmer, AK 99645

(907) 863-0752

Confirm To: DOUG 745-0205 SHOP 745-3925

Customer P.O.	Ship VIA	Comment	VIN	
		8 yard containers	STOCK#	
Item Number	Description	Description	Price	Amount
RE8YD	6.00	8 yard with lid 12 GA. 8 YARD CATHEDRAIL TOP CONTAINER WITH DOUBLE WALL PLASTIC LIDS, DRAIN HOLE WITH PLUG AND PAINTED ONE COLOR (FOREST GREEN)	5,942.00	35,652.00

Quotes are good for 30 days

Net Order:	35,652.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	35,652.00



I. 3.

Palmer City Council Meeting

Meeting Date: 11/14/2023

Submitted For: Jude Bilafer, Public Works Director

Department: Public Works

Agenda Category: Action Memorandum

Legislation Number: AM 23-065

Subject

Authorizing the City Manager to Negotiate a Contract with Graham Industrial Coatings, LLC in the amount of \$35,956.00, for Preparation and Installation of a Lining System in Both Channels of the UV building at the Wastewater Treatment Plant.

Summary Statement/Background

Since the installation of the secondary clarifiers, the speed at which the wastewater travels through the treatment process has been shortened from 23 days to around 16 hours. The nature of wastewater creates uneven flows in treatment systems, peaking twice per day. Without the buffering effect of the treatment lagoons, the City's system requires significantly more cleaning and maintenance to operate within the National Pollutant Discharge Elimination System (NPDES) permit limits.

The City's wastewater operators have been regularly cleaning and disinfecting the wastewater effluent treatment channels on a weekly basis to ensure compliance with the City's NPDES permit. The current surface of the UV channels is rough concrete which provides numerous anchoring points and hiding spots for bacterial growth. To assist in the treatment process, staff recommend getting both channels resurfaced with a smooth, reflective epoxy system. The smooth surface of the system, to be installed by Graham Industrial Coatings, LLC, will eliminate most of the anchoring points for bacterial colonies and ease weekly cleaning while the reflective surface will improve disinfection rates.

Funding for this project will come from the FY 2023 Designated Legislative Grant.

Administration's Recommendation:

Approve Action Memorandum No. 23-065.

Fiscal Impact

Total Amount of funds listed in this legislation: \$35,956.00

Legislation creates expenditure in the amount of: \$35,956.00

Budgeted Y/N?: Y

Line Item(s): 24-53-44-6227

Attachments

Graham Industrial Coatings Proposals



GRAHAM
INDUSTRIAL COATINGS, LLC
Trust, Loyalty, Excellence!

A Woman-Owned, HubZone Alaska Company

1320 S. Industrial Way
Palmer, AK 99645
Phone: 907-745-1520
Fax: 907-745-1529
www.grahamindus.com

To: City of Palmer
Attn: Matthew Midgett
Re: WTP Sanitation Channels

9 October, 2023

Statement of Work: Provide all Labor, Equipment, Materials, Consumables, Site Conditions, and NACE Level 3 Inspection for Surface Preparation, and Raven 405 Lining System Install for City of Palmer Water Treatment Plant UV Treatment Channels – in accordance with Raven Linings recommendation, and as follows:

General Inclusions: All required for -

- Raven Linings Applicator Certification
- 100% Containment, Fugitive Dust & Mist Control
- Environmental Control, Monitoring, and Reporting
- Surface Preparation of Existing Portland Concrete Surface in accordance with ICRI CSP 3-5
- Raven Lining System Install: In accordance product specification
 - Raven 155 WB Epoxy Primer
 - Raven 405 Epoxy Liner 80.0 MDFT minimum
- Heated and Conditioned Material Storage
- High-Voltage Holiday Testing for Concrete
- Warranty – 2yrs

Presently Excluded:

- P&P Bonding (available for 2.5 – 3.5%)
- Porta Potty & Dumpster
- Pre-cleaning and sanitation

General Assumptions:

- 7am – 7pm site access. Once the coatings sequence starts, Intercoat-application intervals need to be adhered to and this often requires extended hours.
- All equipment must be removed from channels. Mounting gear which is anchored into concrete is to remain.

Lump Sum Proposal - Per Channel

- All work using mobile prime power: \$18,920
- All work using plant power: \$17,978

Terms: Pay when paid

Attachment A Scope of Work

1. Project Description

The purpose of this FY 2023 Designated Legislative Grant in the amount of \$6,900,000.00 pursuant to the provisions of AS 37.05.315, Grants to Municipalities, SLA 2022, HB 281, Chapter 11, Section 14, Page 121, and Line 27 is to provide funding to City of Palmer for use towards Wastewater Treatment Plant Improvements - Phase II. The purpose of this project will address consent decree deadlines for ammonia and TSS effluent limits. Phase II includes the construction of two new circular secondary clarifiers, a waste activated sludge pumping station, and scum pump station. In addition to modifications to existing lagoons, piping upgrades, and associated electrical, SCADA, mechanical and civil work.

This project may include the following items:

- Engineering
- Construction
- Administration

Additional expenditures must be reasonable and relative to the project objective and may require preapproval by the department.

No more than five percent (5%) of the total grant award may be reimbursed for Administrative expenses for projects involving equipment purchase or repairs and no more than ten percent (10%) of the total grant award may be reimbursed for Administrative expenses for all other projects. To be reimbursed for eligible administrative costs, expenses must be reported on the Designated Legislative Grant Financial/Progress Report form.

2. Project Budget

Cost Category	Total Project Costs
Project Funds	\$6,555,000.00
Administration	\$345,000.00
Total Grant Funds	\$6,900,00.00

3. Project Management

This project will be managed by the Grantee.

Signatory authority for execution of the Grant Agreement and subsequent amendments is granted to the chief administrator. For grants appropriated to a municipality, the mayor is the chief administrator unless the municipality operates a managerial form of government; then the city manager/administrator acts as the chief administrator. For named recipients and unincorporated communities, the executive director or highest-ranking official will act as chief administrator.

The chief administrator may delegate authority for executing the Grant Agreement and amendments to others within the Grantee's organization via the Signatory Authority Form. The chief administrator also designates financial and performance progress reporting authority via the Signatory Authority Form. Such delegation is limited to others within the Grantee's organization unless otherwise approved by the Department.



I. 4.

Palmer City Council Meeting

Meeting Date: 11/14/2023

Submitted For: Jude Bilafer, Public Works Director

Department: Public Works

Agenda Category: Action Memorandum

Legislation Number: AM 23-066

Subject

Authorizing Utility Connection for a Single Family Home Located at 1430 S. Irwin Rd., Palmer, AK

Summary Statement/Background

Homeowners are requesting permission to connect to the existing City of Palmer Water system located alongside their property limits. This connection will not negatively impact the City's water enterprise operation.

Administration's Recommendation:

Staff recommends City Council Approve Action Memorandum No. 23-066.

Attachments

Single Family Water Connection Request

Oct. 9, 2023

To whom it may concern,

We are requesting permission to connect to Palmer city water utilities. This would supply water to our single-family home that we are in the process of building on the property located at 1430 South Irwin Rd. in Palmer. Thank you for your time and consideration in this matter.

Sincerely,

Ryan and Genevieve Dunyon

(907)355-0789/dunyon7@yahoo.com

**Palmer City Council Meeting**

I. 5.

Meeting Date: 11/14/2023
Submitted For: Kimberly Green, HR Director
Department: City Manager's Office
Agenda Category: Action Memorandum
Legislation Number: AM 23-068

Subject

Authorizing the City Manager to Enter Into a 1-year Agreement to Purchase Healthcare Insurance Coverage with Premera Through the City's Health Insurance Broker, USI for Insurance Coverage for the Period of Jan 1 - Dec 31, 2024.

Summary Statement/Background

The City's Healthcare Insurance Broker, USI, presented the attached proposal to the administration for the city's 2024 Healthcare requirements for the year beginning January 1, 2024.

USI Insurance Services surveyed Premera, the City's current insurance provider. After reviewing the available quote and negotiations were completed, it was determined that Premera offered the most comprehensive coverage. Premera originally proposed a 9.5% increase on medical and prescription insurance and 8% increase on dental insurance. USI was able to negotiate to reduce the increase to 5% for medical/prescription and dental over the City's 2023 health insurance costs. In addition, Premera is offering an "early bird" renewal discount of 1% thus further reducing the premium increase on medical/prescription and dental to 4% providing renewal documents are returned within the prescribed time period and once the documents are approved by Premera's underwriting department.

Administration's Recommendation:

Approve Action Memorandum No. 23-068.

Fiscal Impact

Total Amount of funds listed in this legislation: \$2,236,014

Legislation creates expenditure in the amount of: \$2,236,014

Budgeted Y/N?: Y

Line Item(s): As part of the 2024 budget process, various accounts ending in 6012

Attachments

City of Palmer Med/Den/Vis 2024



City of Palmer
Medical / Vision Plan
Benefit Outline and Cost Summary
January 1, 2024 Renewal Date

Benefit Outline	Current	Renewal	Negotiated Renewal
Carrier	Premera	Premera	Premera
Plan Type, Name, Network	Preferred Choice PPO, Heritage Plus	Preferred Choice PPO, Heritage	Preferred Choice PPO, Heritage
Deductible (Individual / Family)	\$1,000 / \$2,000	\$1,000 / \$2,000	\$1,000 / \$2,000
Out-of-Pocket Maximum (Individual / Family)	\$4,500 / \$9,000	\$4,500 / \$9,000	\$4,500 / \$9,000
Annual HRA Contribution	\$2,000 PEPY	\$2,000 PEPY	\$2,000 PEPY
Coinsurance (Pref. / Part. / Out)	80% / 60% / 40%	80% / 60% / 40%	80% / 60% / 40%
Primary Care Office Visit	\$25 Copay (dw)	\$25 Copay (dw)	\$25 Copay (dw)
Specialist Office Visit	\$60 Copay (dw)	\$60 Copay (dw)	\$60 Copay (dw)
Emergency Room	\$100 Copay / 80%	\$100 Copay / 80%	\$100 Copay / 80%
Outpatient Lab / X-Ray	80%	80%	80%
Retail Prescription Drug Copays	\$15 / \$30 / 30% (dw)	\$15 / \$30 / 30% (dw)	\$15 / \$30 / 30% (dw)
Mail Order Prescription Drug Copays	\$37.50 / \$75 / 30% (dw)	\$37.50 / \$75 / 30% (dw)	\$37.50 / \$75 / 30% (dw)
Vision ⁽⁴⁾			
Adult Eye Exam	90% (dw); 1 Exam PCY	90% (dw); 1 Exam PCY, \$350	90% (dw); 1 Exam PCY, \$350
Adult Hardware	Frames: 100% (dw) to \$90; 1 P2CY Contacts: 100% to \$170; 1 PCY	100% (dw); \$350 PCY Combined with Exam, Frames per 2 CY	100% (dw); \$350 PCY Combined with Exam, Frames per 2 CY

Rates & Total Cost

Employee	17	\$1,414.03	\$1,548.36	\$1,484.74
Employee + Spouse	14	\$3,181.57	\$3,483.82	\$3,340.65
Employee + Child(ren)	8	\$2,474.57	\$2,709.65	\$2,598.30
Employee + Spouse & Child(ren)	21	\$4,242.10	\$4,645.10	\$4,454.21
Total Employees	60			
HRA Total		\$120,000	\$120,000	\$120,000
Annual Premium Total (w/out HRA)		\$2,129,534	\$2,331,839	\$2,236,014
Change from Current			\$202,305	\$106,480
Percentage Change			9.5%	5.0%

Notes

1. All coinsurance applies after deductible unless denoted "(dw)" for deductible waived.
2. Enrollment provided by Premera, July 2023.
3. All benefits listed at the in-network, preferred level only.
4. Adult vision exam and hardware: \$350 PCY combined max.
5. HRA is administered through Premera's partner Optum at no additional cost.
6. Premera is offering an early bird decision discount of 1% off Medical and Dental rates if all paperwork is received by 11/2 and a 0.5% discount if all paperwork is received by 11/17.



City of Palmer
Dental Plan
Benefit Outline and Cost Summary
January 1, 2024 Renewal Date

Benefit Outline	Current	Renewal
Carrier	Premera	Premera
Plan Type	Preferred Choice PPO	Preferred Choice PPO
Deductible (Individual / Family)	\$50 / \$150	\$50 / \$150
Annual Maximum	\$2,000	\$2,000
Preventive Services	100%	100%
Basic Services	80%	80%
Major Services	50%	50%
Endodontics / Periodontics	Basic	Basic
Implants	Major	Major
Orthodontia	100% (dw)	100% (dw)
Eligibility	Adult and Child	Adult and Child
Lifetime Maximum	\$1,500	\$1,500
Non-Network	80th UCR	80th UCR
Prev. / Basic / Major	100% / 80% / 50%	100% / 80% / 50%
Rate Guarantee	To 1/1/2024	To 1/1/2025

Rates & Total Cost

Employee	17	\$57.13	\$59.99
Employee + Spouse	14	\$122.64	\$128.78
Employee + Child(ren)	8	\$137.43	\$144.31
Employee + Spouse & Child(ren)	21	\$200.13	\$210.15
Total Employees	60		
Annual Total		\$95,884	\$100,685
Change From Current			\$4,800
Percentage Change			5.0%

Notes

1. Enrollment provided by Premera, July 2023.



City of Palmer
Medical / Dental / Vision Plan
Contribution Analysis
January 1, 2024 Renewal Date

	Enroll	Premiums	ER Cost	Current	EE per Pay		Enroll	Premiums	ER Cost	EE Cost	Renewal	EE per Pay	Enroll	Premiums	ER Cost	Negotiated Renewal	
				EE Cost	Period						\$ EE Change	Period				EE Cost	\$ EE Change
			EE Flat Dollar		Semi-Monthly				EE Flat Dollar			Semi-Monthly			EE Flat Dollar		
Employee	17	\$1,471.16	\$1,471.16	\$0.00	\$0.00		17	\$1,608.35	\$1,608.35	\$0.00	\$0.00	\$0.00	17	\$1,544.73	\$1,544.73	\$0.00	\$0.00
Employee + Spouse	14	\$3,304.21	\$3,107.31	\$196.90	\$98.45		14	\$3,612.60	\$3,396.99	\$215.61	\$18.71	\$107.81	14	\$3,469.43	\$3,262.68	\$206.75	\$9.85
Employee + Child(ren)	8	\$2,612.00	\$2,439.02	\$172.98	\$86.49		8	\$2,853.96	\$2,664.55	\$189.41	\$16.43	\$94.71	8	\$2,742.61	\$2,560.98	\$181.63	\$8.65
Employee + Spouse & Child(ren)	21	\$4,442.23	\$4,065.01	\$377.22	\$188.61		21	\$4,855.25	\$4,442.19	\$413.06	\$35.84	\$206.53	21	\$4,664.36	\$4,268.28	\$396.08	\$18.86
Annual HRA Contribution		\$120,000	\$120,000					\$120,000	\$120,000					\$120,000	\$120,000		
Annual Total	60	\$2,345,418	\$2,200,673	\$144,745			60	\$2,552,523	\$2,394,026	\$158,497			60	\$2,456,698	\$2,304,716	\$151,983	
Change from Current								\$207,105	\$193,353	\$13,752				\$111,281	\$104,043	\$7,238	
Percentage Change								8.8%	8.8%	9.5%				4.7%	4.7%	5.0%	
								Affordability Minimum Salary ⁽⁴⁾		Affordable				Affordability Minimum Salary ⁽⁴⁾		Affordable	

Notes

1. Analysis does not consider enrollment changes that may occur as a result of a contribution change. Actual costs will vary.
2. Please note, carriers reserve the right to rerate if enrollment changes by +/- 10%.
3. The ACA requires that employers offer coverage that is 'affordable' to employees, or they may be subject to a penalty. Affordability standards require coverage costing less than the specified percentage of the federal poverty level (FPL) or the specified safe harbor dollar amount. See compliance resources for details. The 'Affordability Minimum Salary' row calculates the lowest annual employee income that would still constitute 'affordable' coverage under the given contribution scenario.



Palmer City Council Meeting

J. 1.

Meeting Date: 11/14/2023
Submitted For: Gina Davis, Financial Director
Department: Finance
Agenda Category: Unfinished Business
Legislation Number: Res 24-001

Subject

2024 City of Palmer Employee Pay Plan

Summary Statement/Background

2024 City of Palmer Employee Pay Plan

Administration's Recommendation:

Adopt Resolution No. 24-001

Attachments

Resolution No. 24-001 Pay Plan
Proposed Pay Plan 2024
Updated Pay Plan 2024

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.



J. 2.

Palmer City Council Meeting

Meeting Date: 11/14/2023

Submitted For: Gina Davis, Financial Director

Department: Finance

Agenda Category: Unfinished Business

Legislation Number: Res 24-002

Subject

2024 Fee Schedule

Summary Statement/Background

2024 Fee Schedule

Administration's Recommendation:

Adopt Resolution No. 24.002

Attachments

Resolution No. 24-002 Fee Schedule

2024 Fee Schedule Proposed

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 there of 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



J. 3.

Palmer City Council Meeting

Meeting Date: 11/14/2023

Submitted For: Gina Davis, Financial Director

Department: Finance

Agenda Category: Unfinished Business

Legislation Number: Res 24-003

Subject

2024 Fine Schedule

Summary Statement/Background

2024 Fine Schedule

Administration's Recommendation:

Adopt Resolution No. 24-003

Attachments

Res 24-003 2024 Fine Schedule

2024 Fine Schedule

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



J. 4.

Palmer City Council Meeting

Meeting Date: 11/14/2023

Submitted For: Gina Davis, Financial Director

Department: Finance

Agenda Category: Unfinished Business

Legislation Number: Res 24-004

Subject

Five Year CIP

Summary Statement/Background

Res 24-004 5 Year CIP

Administration's Recommendation:

Adopt Resolution No. 24-004

Attachments

Res 24-004 2024 5 Year CIP

Five Year 2024 CIP Proposed

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	



Palmer City Council Meeting

J. 5.

Meeting Date: 11/14/2023

Submitted For: Gina Davis, Financial Director

Department: Finance

Agenda Category: Unfinished Business

Legislation Number: Res 24-005

Subject

2024 Proposed Budget

Summary Statement/Background

Res 24-005 2024 Budget

Administration's Recommendation:

Adopt Resolution No. 24-005

Attachments

Res 24-005 2024 Budget

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