

Regular City Council Meeting
July 9, 2024 at 6:00pm
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

Interim City Manager Gina Davis
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. Approval of Minutes of Previous Meetings
 - A. June 25, 2024, Special Meeting
 - B. June 25, 2024, Regular Meeting
- E. COMMUNICATIONS AND APPEARANCE REQUESTS
 - 1. Elected Officials in Attendance
 - 2. Board/Commission Members in Attendance
- F. REPORTS:
 - 1. City Manager's Report
 - 2. Mayor's Report
 - 3. City Clerk's Report
 - 4. City Attorney's Report
- G. AUDIENCE PARTICIPATION
- H. PUBLIC HEARINGS

1. **Resolution No. 24-025:** Authorizing the City Manager to Accept and Appropriate Funds in the Amount Not to Exceed \$249,630 From the Federal Aviation Administration and Appropriate an Amount not to Exceed \$18,070 From the Airport Operating Fund for the Completion of Taxiway N, Airport Drainage, and Apron E Construction Projects at the "Warren Bud Woods" Palmer Municipal Airport.
2. **Resolution No. 24-026:** Authorizing the City Manager to Accept Funds in the Amount of \$50,000 from the Mat-Su Borough for the Purpose of Funding Airport Operations at the "Warren Bud Woods" Palmer Municipal Airport.

I. ACTION MEMORANDA:

1. **Action Memorandum No. 24-035:** Authorizing the City Manager to Negotiate and Execute a Contract with Agnew Beck Consulting and Grants Pro, LLC for Grant Writing Services for City of Palmer Not to Exceed \$12,000 Each Per Grant Opportunity.
2. **Action Memorandum No. 24-036:** Authorize the City Manager to Execute Change Order Number One with Alaska Sure Seal in the Amount of \$42,976.60 for Additional Road Striping, Crack Sealing, and Yellow Curb Painting Along Roadways
3. **Action Memorandum No. 24-037:** Authorizing the City Manager to Purchase Insurance Coverage for the Period of July 1, 2024, through June 30, 2025

J. UNFINISHED BUSINESS:

K. NEW BUSINESS:

L. RECORD OF ITEMS PLACED ON THE TABLE:

M. AUDIENCE PARTICIPATION:

N. COMMITTEE OF THE WHOLE:

O. EXECUTIVE SESSION:

P. COUNCIL COMMENTS:

Q. ADJOURNMENT



Palmer City Council Meeting
Meeting Date: 07/09/2024
Department: City Clerk's Office

D. 2.

Subject

Approval of Minutes of Previous Meetings

- A. June 25, 2024, Special Meeting
- B. June 25, 2024, Regular Meeting

Summary Statement/Background

Administration's Recommendation:

Attachments

- 06.25 Special Meeting Minutes
 - 06.25 Regular Meeting Minutes
-

A. CALL TO ORDER

A special meeting of the Palmer City Council was held on June 25, 2024, at 5:10 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 5:10 p.m.

B. ROLL CALL

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

- Mayor Steve Carrington
- Deputy Mayor Carolina Anzilotti
- John Alcantra
- Jim Cooper
- Richard W. Best
- Pam Melin
- Joshua Tudor

Staff in attendance:

- Gina Davis, Interim City Manager
- Shelly M. Acteson, CMC, City Clerk
- Benji Johnson, Deputy City Clerk
- Kimberly Green, Human Resources Manager

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Main Motion: To Approve the Agenda as Presented

Moved by:	Tudor
Seconded by:	Anzilotti
Vote:	No Objection
Action:	Motion Carried

E. AUDIENCE PARTICIPATION

Mike Chmielewski:

- The Council is here to review City Manager application.
- He expresses that it is not an easy task, but believes they are “up” for the task.
- Appreciates the task importance of the task before them.

F. COMMITTEE OF THE WHOLE

Discussion Regarding City Manager Recruitment (Note: Action may be taken following Committee of the Whole)

Main Motion: To Enter into Committee of the Whole: Discussion Regarding City Manager Recruitment

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

The Council entered the Committee of the Whole at 5:13 p.m.

Mayor Carrington invited Human Resources Manager, Kimberly Green to participate in the Committee of Whole regarding the City Manager Recruitment.

Main Motion: To Exit into Committee of the Whole: Discussion Regarding City Manager Recruitment

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

The Council exited the Committee of the Whole at 5:42 p.m.

**Main Motion: To Interview the following applicants based off the matrix provided by the Human Resources Manager with an associate’s degree or higher:
Kolby Hickel
Stephen Jellie
Randy Robertson
Susana Stinnett
Samuel Sulkosky
Kim Zimmerman**

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

Mayor Carrington:

- Noted that July 17 and 18 is on the schedule for interviews, at 5:00 p.m., perhaps 5:15 p.m.

G. ADJOURNMENT

With no further business before the Council, the meeting was adjourned at 5:48 p.m.

Approved this 9th day of July 2024.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on June 25, 2024, 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
John Alcantra
Jim Cooper
Richard W. Best
Pam Melin
Joshua Tudor

Staff in attendance:

John Moosey, City Manager
Shelly M. Acteson, CMC, City Clerk
Benji Johnson, Deputy City Clerk
Jude Bilafer, Public Works Director
John Diument, Airport Superintendent
Dwayne Shelton, Palmer Chief of Police
Brad Hanson, Community Development Director

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
2. Approval of Minutes of Previous Meetings
 - A. June 11, 2024, Regular Meeting

Main Motion: To Approve the Agenda as Presented

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

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Elected Officials in Attendance
2. Board/Commission Members in Attendance
3. Gary Wolf and Laura Reed, Wolf Architecture – Palmer Library Project Update
Gary Wolf and Larua Reed of Wolf Architecture gave a Palmer Library Project Update.

F. REPORTS

1. City Manager’s Report
 1. Public Works Department Update – Summer work, snow removal plan, and railroad intersections
Jude Bilafer, Public Works Director, provided a Public Works Department Update

2. Mayor's Report
 - Referred to items in his written report in the packet.
 - Noted he and the Interim City Manager met with Chamber Board members regarding issues with Friday Fling.
3. City Clerk's Report
4. City Attorney's Report
 - Provided a verbal Non-profit Report and noted the written report will be in the July 9 meeting packet.

Mayor Carrington called for a recess at 7:13 p.m., and reconvened the meeting at 7:23 p.m.

G. AUDIENCE PARTICIPATION

Jackie Goforth:

- Commented on the Mat-Su Health Foundation Meeting and Black Lives Matter docs.

Noel Kopperud:

- Spoke against Action Memorandum (AM) No. 24-034.

Heidi Deadman:

- Thanked Wolf Architecture for their hard work and designs, and questioned why it's taking so long to finalize a budget and plans for the new library

Prudence McKenney:

- Provided an update of current Library events.

Linda Combs:

- Noted she is a Planning and Zoning Commissioner, and commented on the parking waiver request, and the need for the downtown parking issue to be reviewed and refined.

Lori Koppenberg:

- Commented on parking issues in the Central Business District, spoke in opposition to AM 24-034, and requested the city step up their support of the Palmer Chamber.

Janet Kincaid:

- The owner of the Valley Hotel and the Colony Inn, commented on the large crowds causing parking issues during concerts at the Palmer Alehouse.
- Spoke in opposition to AM 24-034.

Michelle Kincaid:

- Spoke in opposition to AM 24-034.

Darcey Treadway:

- Voiced concerns with AM 24-034, including hindering access and parking at the Depot during Valley Quilters Guild events.

Troy Vincent:

- Stated he requested a parking waiver and bought the building to make it a restaurant.
- Stated there is a waiver process for a reason, and noted he is not planning a rooftop bar and is looking for 20 spots.

H. PUBLIC HEARINGS

- 1. **Resolution No. 24-024:** Authorizing the City Manager to Accept and Appropriate Funds from the Alaska Assistance Dogs Palmer Police Department K9 Fund to Purchase a New Police K9 from Shallow Creek Kennels Inc, in Sharpsville, PA, Not to Exceed \$15,515.91

No comments from the public that were present, and Mayor Carrington closed the public hearing.

Chief of Police Shelton provided a staff report.

Main Motion: To Adopt Resolution No. 24-024

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

I. ACTION MEMORANDA

- 1. **Action Memorandum No. 24-034:** Authorizing a Parking Waiver from the Central Business District (CBD) Parking Regulations for the Property Located at 579 S. Alaska Street Pursuant to Palmer Municipal Code 17.64.050

Community Development Director Hanson provided a staff report.

Main Motion: To Adopt Action Memorandum No. 24-034

Moved by:	Cooper
Seconded by:	Melin
Vote:	1/6 (Cooper)
Action:	Failed

Main Motion: Move to Suspend the Rules to allow the parking waiver requestor to provide additional information

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

- 2. **Action Memorandum No. 24-033:** Authorizing the City Manager to Negotiate and Execute and Assignment of Lease Agreement of Lease Agreement with Blue River Aviation, LLC (Assignor) and Blue River Airport Development, LLC (Assignee) for PMA Lease 23-001 on Block 3, Lease Lot 25(A), Palmer Municipal Airport for the Purpose of Hangar Construction

Airport Superintendent Diumentti responded to council questions.

City Attorney Heath spoke to specific sections of the lease.

Council Member Alcantra MOVED to postpone action to the July 23, 2024, meeting. The Motion Failed for lack of a second

Main Motion: To Adopt Action Memorandum No. 24-033

Moved by:	Tudor
Seconded by:	Cooper
Vote:	6/1 (Alcantra)
Action:	Motion Carried

J. UNFINISHED BUSINESS

K. NEW BUSINESS

L. RECORD OF ITEMS PLACED ON THE TABLE

Documents from Lori Koppenberg

Documents from Jackie Goforth

M. AUDIENCE PARTICIPATION

Collette Hand:

- Own The Peak Outpost across from the Visitor's Center.
- Spoke to the Friday Fling, sorry that it has been postponed.
- Does not see the Friday Fling as competition to her store.

Travis Friesen:

- Commented on the Library design, spoke about the parking issues and suggested using one of the vacant lots to build a parking garage.
- Recommended people rent bikes like they do in the bigger cities.

Frank Bell:

- Likes the design of the new library.
- Expressed disappointment to see less square footage in the current design.
- Would like to see it built sooner rather than later.

Jennifer Williams

- Considerably more impressed with this new design for the library.

Wes Artz:

- Spoke in favor of responsible growth and commented on parking issues downtown.
- Commented on the increased size of the Palmer Alehouse events, and the need for additional parking for the events.

Mike Chmielewski:

- He lives close to the three large churches and has noticed an increase in on-street parking, close to his house.
- Commented on the success of the Alehouse music events and commented on the upcoming RFP for Museum curation services.

Lori Koppenberg:

- Shared pictures of the crowd and parked cars involving the Palmer Alehouse event this last Friday.
- Commented on parking issues in the Central Business District.

N. COUNCIL MEMBER COMMENTS

Council Member Cooper:

- Out of town tomorrow and will be back on July 8.
- Leaving again on July 12 and will be back on July 16.

Council Member Best:

- Expressed that it was unfortunate that tonight's action was not business friendly action.
- A great barbecue place inside Palmer would be wonderful, it is just the wrong location, and hoped this will spark more discussion.

Council Member Alcantra:

- Thanked Gary and Laura for the Library presentation.
- Expressed his disappointment that the square footage of the library was scaled back.
- Spoke to Palmer Ale House's concert series success.
- Addressed parking issues and hopes that Mr. Vincent tries again.

Council Member Tudor:

- Spoke to issues regarding the Friday Fling, Palmer Chamber of Commerce, and continuing traffic issues.
- Asked for Council support to direct the City Manager to change policy so that the City will provide barricades, including putting them up and taking them down, Council Member Melin offered support.
- Asked for Council support to also provide police assistance.

Mayor Carrington declared Council Member Tudor's request out of order, and reminded Council that the City of Palmer has a manager form of government and reminded everyone to respect that process.

Council Member Melin:

- Thanked everyone for coming out tonight.
- Spoke to business growth.
- Expressed her concern with relationships with the Chamber and other organizations in town.
- Feels Palmer needs to grow very carefully.
- Commented on safety first and never wants to hear about non-responsiveness from the Palmer Police.
- Encouraged the public to go the "source" as opposed to just believing what is on the internet.

Deputy Mayor Anzilotti

- Everything had been well addressed by other council members.
- Looking for Council support to direct Public Works to address the Fireweed Railroad Crossing issue and find a solution. Council Member Melin offered support.

Mayor Carrington:

- Reminds everyone the City of Palmer has a manager form of government.
- Public Works, Palmer Police Chief, and Fire Chief all work for the City Manager, and asked Council to respect the protocol.

O. ADJOURNMENT

With no further business before the Council, the meeting was adjourned at 8:56 p.m.

Approved this 9th day of July 2024.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk



Palmer City Council Meeting
Meeting Date: 07/09/2024
Department: City Clerk's Office

F. 1.

Subject
City Manager's Report

Summary Statement/Background

Administration's Recommendation:

Attachments

New Library Operation Plan

Operational Plan for 18,000 Square foot library



Mission Statement

to provide residents of Greater Palmer impartial, and equitable access to information, ideas, library programming, and social support in a welcoming and supportive environment that provides a life-long resource for learning.

Executive Summary:

An Operational Plan has been developed for the expansion of Palmer Public Library to 18,000 square feet. This expansion will increase the city's costs, primarily due to staffing, utility expenses, and insurance. However, operational efficiencies are expected to be gained with the new building. The Operational Plan does not include the cost to finance a new library building.

The new library will be 50% larger than the current 12,000 square-foot facility. A comparison budget has been created to evaluate a normalized budget in relation to the proposed budget. The cost to operate the current temporary library is higher than in previous years due to rent payments. The projected budget increase from the current operations to the larger library is from \$879,441 to \$960,474, reflecting a 9.21% increase.

The comparison budget is based on current payroll costs, which account for the City Council's reclassification study, authorized cost-of-living adjustments, and standard employee merit increases. Operational costs are expected to remain largely consistent, except for increases in utility costs, insurance, and contractual services. Contractual services will rise due to the need for additional janitorial services, which will extend by two hours daily.

An energy audit was conducted to project utility costs for the expanded library. The audit was initially based on a 20,000 square-foot library, so costs have been adjusted down by 10% to reflect the reduction to 18,000 square feet. Initial plans for a heated front sidewalk have also been eliminated, further reducing costs.

Staffing analysis focused on the library's service points, which encompass all functions necessary to effectively manage library activities and programming. Factors considered included an additional checkout station on the second floor, modernized technology, a layout designed for current programming needs, dedicated staff workstations, self-service checkout stations, an internal book drop accessible to staff, a loading dock for book processing, checkout lockers, and storage space conveniently located near programming areas.

It was determined that staffing would need to be increased by two part-time personnel to manage the additional checkout station, and the administrative assistant role would need to be expanded from part-time to full-time.

Service Priorities For Expanded Library Services

- ✓ Adaptable and Expandable
- ✓ Operational Efficient
- ✓ Meets the needs of Future Patrons
- ✓ Technologically Updated
- ✓ Interactive Library Network System
- ✓ Community Gathering Space
- ✓ Community Resource Outlet
- ✓ Meeting Rooms Available for Public Use

Hours of operation

Regular Hours:

Sunday & Monday: closed

Tuesday – Thursday: Building Open 10:00 AM – 6 PM

Friday – Saturday: Building Open 10:00 AM – 4 PM

Curbside Pick Up:

Tuesday – Thursday: 9:30 AM – 5 PM

Friday – Saturday: 9:30 AM – 3 PM

	Current Authorized Staffing Level As of 4/15/2024		Future Staffing Level 18,000 Square Foot Library
1	Library Director (FT)	1	Library Director (FT)
1	Library Assistant (FT)	1	Library Assistant (FT)
1	Library Services Coordinator (FT)	1	Library Services Coordinator (FT)
1	Library Specialist (FT)	1	Library Specialist (FT)
1	Library Administrative Assistant (PT - .7)	1	Library Administrative Assistant (FT)
5	Library Technicians (PT - .5)	7	Library Technicians (PT - .5)
5	Library Technicians (On-call - .48)	5	Library Technicians (On-call - .48)
	FTE = 7.68		FTE = 8.98

- (FT) = Fulltime
- (PT) = Parttime
- FTE = Full Time Equivalent

Staffing Needs Analysis:

The current Library staffing structure is well-suited for the operations of the 12,000 square foot library. A critical aspect of service provision is centered around the circulation desks, which encompass tasks such as stack maintenance, computer room assistance, and printer support. Adequate staffing for circulation coverage necessitates two part-time staff members per shift (with two shifts), complemented by full-time staff members who dedicate 1-2 hours daily to assist circulation desk duties. The layout of the office spaces, akin to the previous library arrangement, facilitates visibility throughout the day, enabling staff to promptly respond to assistance requests. Below is a structured analysis and recommendations for staffing levels, particularly focusing on circulation desks and other integral service points.

Service Point Breakdown:

1. Program Areas:

- Plan and execute programs for diverse age groups (30%)
- General circulation, reference activities, and collection development (20%)
- Curate children's collections and promoting literacy initiatives (30%)
- Publicity efforts including reading lists, displays, and volunteer recruitment (15%)
- Volunteer recruitment and training (5%)

2. Circulation Desks:

- Handle check-in and check-out procedures
- Assess collection item conditions and shelving materials
- Assist patrons in locating materials and providing research support
- Facilitate inter-library loans and managing fines
- Perform book repairs and maintenance tasks

3. Book Drop:

- Process items returned via book drop
- Sorting materials for shelving or distribution

4. Computer Support

- Provide assistance at public computer stations
- Offer support for various electronic devices and online activities
- Assist patrons with electronic Federal, State, or municipal forms and applications

5. Customer Service:

- Assist patrons via in-person, email, or phone inquiries
- Provide patrons with information of assistance programs or resources
- Assist with collection items

6. Cataloging:

- Order materials in line with the Collection Development Policy
- Catalog items with accuracy and adhering to cataloging standards

- Process inter-library loan requests and managing holds
- Utilize reports for inventory management and statistical analysis
- Engage in grant writing for funding opportunities

7. Administrative Support Staff:

- Perform accounts payable and receivable tasks
- Manage financial data and generating reports
- Maintain and updating digital resources and website content
- Oversee mail processing and distribution logistics
- Track library statistics required by grants

Future Staffing Plans

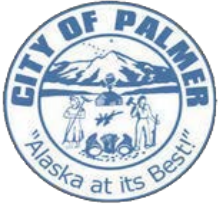
- To adequately cover a two-floor building with 2 circulation desks, 2 additional part-time staff would be required.
- Increasing the administrative assistant to full-time would be required.
- Efficiencies gained/increase services with the new building:
 1. Updated self-checkout stations. (Patrons can check out items without staff help.)
 2. Holds locker (allow patrons to pick up holds without help from staff Whether the library is open or closed.)
 3. Drive or walk-up book drops in the building. (Would eliminate need to shovel snow and push carts out twice each day to check in items from the curbside book drops.
 4. Online registration and reservation of large meeting room and smaller study rooms will decrease the amount of time the Administrative Assistant devotes to this task.
 5. Contract Janitorial service at the Depot allowing janitorial staff to stay at one building.
 6. Visibility Enhancements: Ensure that service desks are strategically placed to maximize visibility and accessibility throughout the larger space

Conclusion

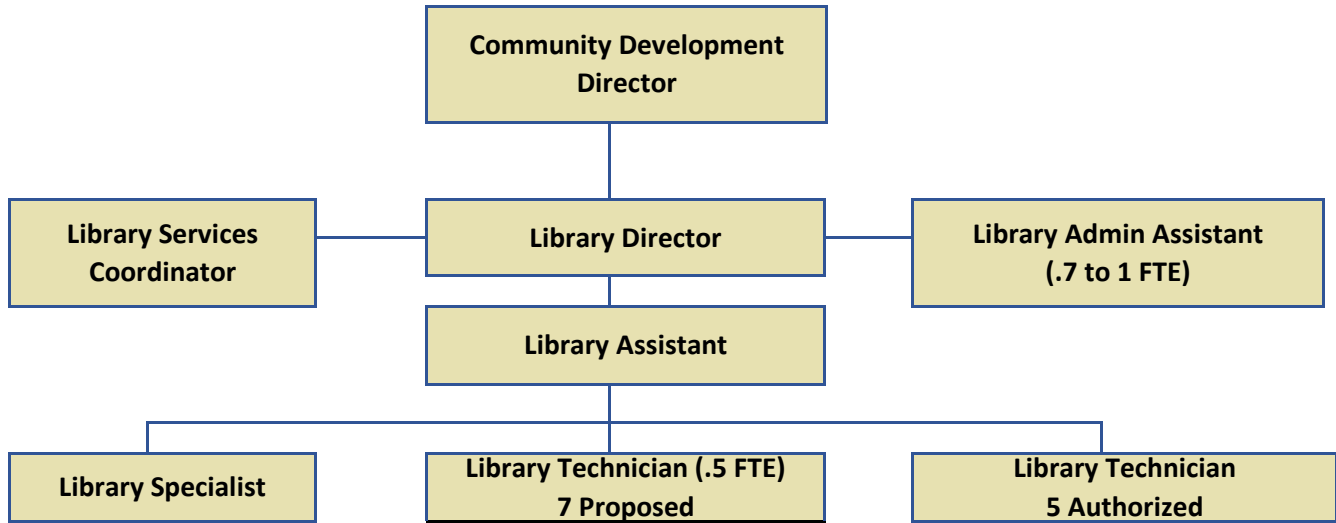
A new library in downtown Palmer will serve as a tremendous asset to the community, offering expanded services and becoming a focal point in the area. Careful planning regarding staffing levels and strategic placement of service points is essential to ensure the continued quality of service. By increasing part-time staff, effectively utilizing full-time personnel, and integrating advanced technology, the expanded library will maintain its commitment to excellent service, even in a larger space. This investment not only enriches the library's offerings but also strengthens its role as a vital community hub.

Appendices:

- **Appendices:**
- Organizational Chart (Current & Future Staffing)
- Energy Audit
- Historical & Projected Budget



Proposed Library Organizational Chart



New Palmer Library Concept Design

Proposed Energy Usage

5.10.2024

Executive Summary

This report summarizes the estimated energy use of the new Proposed Palmer Library Concept Design. The estimated energy use provides assistance to the City in planning for future utility and operating costs. The summary conclusion is that the new larger Library will cost more to operate annually than the old smaller one, but the new design offers a savings when compared on a cost per square foot basis.

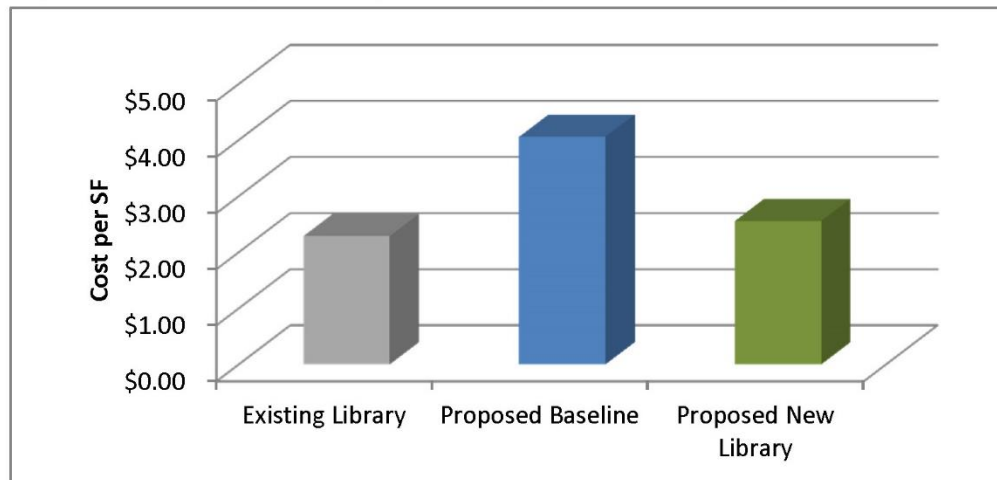
Process

In looking at proposed energy use for a facility, it is useful to have a comparison baseline. For this project, the existing Library utility usage was compiled. Because the new Library is larger than the existing, the utility costs are divided by the building square footage (annual cost / square footage). It's also useful to have a Baseline compared to standard energy code practices. This uses the same basic size and design as the Concept Design, but keeps the construction to current standard building codes.

Energy Usage

The following compares the Existing Library, the Proposed Baseline, and the Proposed New Library Design which uses some Energy Efficient Recommendations to realize savings on the new facility.

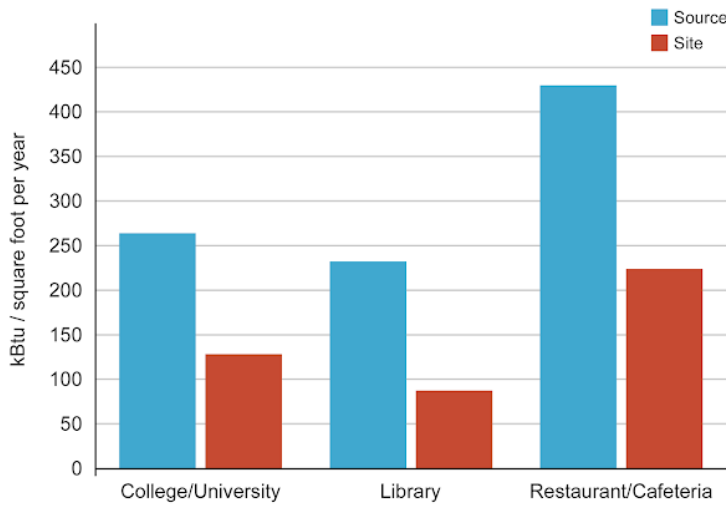
Description	SF	Ann. Costs	\$/SF	Savings	%
Existing Library	12,500	\$28,605	\$2.29		
Proposed Baseline	20,491	\$83,155	\$4.06		
Proposed New Library	20,491	\$52,394	\$2.56	\$30,761	37%



EUI

Energy Use Intensity (EUI) is the industry term for measuring energy use per square foot. Within that measurement, there are two reference standards – Source and Site usage. Site is what is used by the facility directly on the building property. Source is the overall energy use which includes the usage by Utility for production and distribution (think line loss, transformers, power plant efficiency).

Median Source vs Site Energy Use Intensity (EUI)



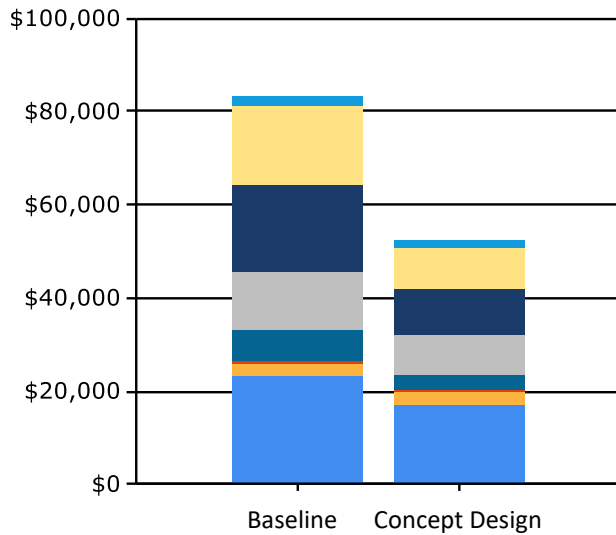
Energy Usage

Commercial facilities differ from residential in that they have large ventilation loads that require heating and cooling. Because Alaska outdoor temperatures can be so cold, it requires substantial heating to temper incoming fresh air. Commercial buildings often also have larger electric plug and appliance loads. The Palmer Library Design estimates at **113 EUI Site**, which is slightly above the national average for Library facilities. It's not unusual for Alaska facilities to be 30% above average.

Energy Efficiency Recommendations

The graph below indicates energy use by each major building system. It compares the Baseline versus the Concept Design. Space Heating includes both the heat loss from the building envelope and the required heating of the incoming ventilation air (which is a higher load).

Annual Energy Costs by End Use



<u>Baseline</u>	vs.	<u>Concept</u>
\$1,708		\$1,708
\$17,060		\$8,554
\$18,615		\$9,967
\$12,377		\$8,736
\$6,972		\$3,052
\$458		\$450
\$2,575		\$2,641
<u>\$23,390</u>		<u>\$17,281</u>
\$83,155		\$52,394

The proposed Energy Efficiency Recommendations are broken down per building component or system below. These recommendations are both cost-effective and functional for the proposed facility.

Architectural

- Windows – thermally broken aluminum EFCO X-Therm with high performance Sungate glass. An effort has also been made within the design to right-size the glazing percentages to provide daylighting while paying attention to heating and cooling impacts.

Palmer Library Concept – Energy Use

- Roof Insulation – 30% better than code (R50, 8” Polyiso min.)

Mechanical

- Outdoor Air Sensor and CO2 Sensors in occupied areas to control outdoor air volume
- VFD Fans and Pumps - 90%+ Efficiency
- Bathroom Exhaust Fans – individual fans with occupancy sensor/15min. timers

Electrical

- Exterior Lighting on Daylight Sensor and Timer, turn off pedestrian lighting off-hours
- Interior Perimeter Lighting on Daylight Sensor Dimming, including Bookshelves and the Aurora uplighting feature
- Conference and Office Areas – occupancy sensors

Other Suggestions

- Aurora uplight feature – consider putting on an occupancy sensor so it’s activated only when people approach that visible area
- Bookshelf Lighting – occupancy sensors. The overall room lighting will be on, but this would just get triggered when someone is adjacent to shelves. This could offer significant savings (\$).
- Computers – turn off during non-business hours

Snowmelt

- Snowmelt of 1000sf is indicated in the narrative. While automatically clearing sidewalks is a nice amenity, as you might imagine heating an exterior slab is expensive. On poorly controlled systems, the snowmelt can cost the equivalent of the buildings annual heating cost! Estimating snowmelt utility costs is notoriously difficult, but for this project it estimates at \$17,000/year. Recommendations here include evaluating the importance of including snowmelt in the project, providing 4” rigid insulation under the slab, providing good controls, including a seasonal off timeclock switch, and training for O&M.

Energy Model Assumptions

With any facility, varying occupant usage can dramatically affect energy costs. For the energy model, assumptions on facility usage are made based on similar facility type, existing facilities, and the new programmed spaces.

The following assumptions were made in developing the energy model.

- Utilities – G3 or smaller Gas meter, Large Commercial Electric meter.
- Occupancy – 9:30-6:30 Tuesday-Saturday, Closed Monday-Sunday
- Building Envelope – windows are either fixed or generally remain closed.
- Snowmelt – sidewalk snowmelt is traditionally very hard to energy model. An assumption of average annual usage has been plugged in for the energy model.
- Plug Loads – only one server rack with 4-5 blades
 - Computers – approximately 30+
 - Equipment – minor amounts of printers, appliances, laminators, etc.
 - Building Systems – DDC, Fire Alarm, Security
- Solar PV – the energy model does not include the planned future Solar PV

The energy model does not factor in future projected increases in utility energy rates. The energy model cost projections are not a guarantee of the facility’s energy costs. This is an estimate based on the knowledge of the building design and assumptions on occupant behavior as noted above. That said, the energy model projections on previous projects are often comparable to actual utility usage and typically run within 5%+/- of the actual costs.

Library Expenditures	2020		2021		2022		2023		2024		Comparison	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	Budget	Budget	18,000 Square Foot Building	
Payroll												
01-19-10-6011 Regular Salaries	220,687	233,839	249,199	256,597	275,036	275,036	275,036	320,815				
01-19-10-6012 Regular Benefits	136,298	133,876	130,803	179,876	240,210	240,210	240,210	276,255				
01-19-10-6013 PT Salaries	87,649	103,542	133,388	125,627	170,507	170,507	170,507	139,003				
01-19-10-6015 Regular Overtime	0	268	0	194	300	300	300	500				
01-19-10-6016 PT Overtime	68	158	117	129	117	117	117	150				
01-19-10-6019 Leave Expense	5,315	0	689	11280								
Total Payroll Cost	450,017	471,683	514,196	573,703	686,170	686,170	686,170	736,723				
Operational												
01-19-10-6022 Advertising	0	128	0	92	150	150	150	150				
01-19-10-6023 Subscriptions & Dues	0	200	810	275	300	300	300	300				
01-19-10-6024 Travel	125	70	70	412	4,000	4,000	4,000	4,000				
01-19-10-6026 Training	605	913	364	1262	1,750	1,750	1,750	1,750				
01-19-10-6029 Services	242	61	61	227	2,100	2,100	2,100	2,100				
01-19-10-6030 Contractual Services	14,919	27,153	26,209	45,349	30,000	30,000	30,000	40,000				
01-19-10-6031 Telephone	7,446	6,856	7,059	10,076	9,300	9,300	9,300	9,300				
01-19-10-6032 Power	22,746	21,752	22,443	3,396	-	-	-	22,811				
01-19-10-6033 Heat	7,018	6,088	6,163	2,411	-	-	-	16,811				
01-19-10-6034 Water/Sewer/Garbage	3,829	4,415	4,568	2,065	-	-	-	4,400				
01-19-10-6035 Fuel	60	0	0	188	600	600	600	300				
01-19-10-6036 Rental & Lease	324	324	324	324	146,400	350	350	350				
01-19-10-6037 Insurance	12,050	14,024	15,458	20,133	27,791	27,791	27,791	35,000				
01-19-10-6038 Vehicle Insurance	325	350	325	300	330	330	330	330				
01-19-10-6040 Supplies/Books/Subscriptions	41,328	38,837	37,804	39,493	50,000	50,000	50,000	50,000				
01-19-10-6041 Office Supplies	2,199	1,131	3,168	2,738	2,500	2,500	2,500	2,500				
01-19-10-6044 Operating Supplies	8,398	8,070	9,205	9,486	10,000	10,000	10,000	9,000				
01-19-10-6045 Repair & Maintenance	7,437	7,254	4,622	19,235	9,000	9,000	9,000	5,000				
01-19-10-6048 Janitorial Supplies	1,622	2,057	2,614	2,213	3,000	3,000	3,000	3,000				
01-19-10-6054 Office Equipment	2,264	9,125	7,114	17,903	24,000	24,000	24,000	10,000				
01-19-10-6058 Postage	5,005	6,141	6,184	3,810	6,500	6,500	6,500	7,000				
01-19-10-6072 Unemployment Taxes	387	0	0	0	0	0	0	0				
01-16-10-6060 Building Leases				102,165								
Total Operational Cost	138,329	154,949	154,565	283,553	327,571	327,571	193,271	223,751				
TOTAL Library	588,346	626,632	668,761	857,256	1,013,741	879,441	960,474	9.21% increase in cost				



F. 2.

Palmer City Council Meeting
Meeting Date: 07/09/2024
Department: City Clerk's Office


Subject
Mayor's Report

Summary Statement/Background

Administration's Recommendation:

Attachments

07.09 Mayor's Report



Palmer Mayor's Report

Tuesday July 09, 2024 Council Meeting

Yard and Landscape Beautification

<https://www.facebook.com/CityofPalmerAlaska>

It's that time again! Time to Celebrate Palmer! We are excited to announce that nominations are now open for our annual Yard Beautification Awards and Business Beautification Landscapes. This is a fantastic opportunity to recognize the hard work and creativity of our residents and businesses in enhancing the natural charm of our community.

How to Nominate:

- Yard Beautification Awards: Nominate a residential property whose yard exemplifies outstanding aesthetic and environmental quality.
- Business Beautification Landscapes: Nominate a business that has beautifully landscaped their property, contributing positively to our community's atmosphere.

Please submit your nominations by July 5th, including a brief description and any supporting photographs to keliEFF@palmerak.org.

Let's highlight the beauty of Palmer and the efforts of those who go the extra mile to make our community a picturesque place to live and work. Celebrate beauty, celebrate community, Celebrate Palmer!


Celebrate Palmer!

Join us on July 26, 2024, from 5:00 pm to 7:00 pm at the Palmer Train Depot, for a vibrant gathering to honor our beloved town. Enjoy a hot dog, connect with fellow community members, and share in the excitement as we present the Citizen of the Year, Business of the Year, and Influencer of the Year awards. Come and celebrate the spirit of Palmer, where community and achievement shine brightest!

Report Updates

Manager's Report: Operational Plan for 18,000 Square foot library

The City Council asked about Operational costs for a new library versus our old library. We will have our Community Development Director Brad Hanson presenting the costs of an 18,000-sf library compared to our 12,000 SF damaged library. This report should be included in the packet in our Reports Section.



Palmer Mayor's Report

The report summarizes staffing costs, energy costs and a summary of historical and projected budgets. I know I tend to spoil the punch line, but a 50% increase in our library with just under 10% increase for operational costs seems like a pretty good deal to me.

Report Updates

Attorney's Report: An Overview of the City of Palmer's Engagement with Non-Profits

At our last meeting our attorney, Sarah Heath, gave us a verbal summary of the categories of non-profits the City of Palmer interacts with. This week there's a brief listing of the more than 70 non-profits the city has relationships with. These categories are facility rentals for sports and events, professional service agreements, volunteer support services, donated services/funds to City by non-profits, training provided by non-profits, and services provided to non-profits by the city. The actual list is about 12 pages.

Agenda Highlights


- Approval of Consent Agenda
 - Minutes for June 25, 2024, Special Meeting
 - Minutes for June 25, 2024, Regular Meeting

Reports

- City Managers Report
- Mayor's Report
- City Clerk's Report
- City Attorney's Report
 - An Overview of the City of Palmer Engagement with Non-Profits

Public Hearings

- **Resolution No. 24-025:** Authorizing the City Manager to Accept Funds in the Amount Not to Exceed \$249,630 from the Federal Aviation Administration and Appropriate an Amount not to Exceed \$18,070 From the Airport Operating Fund for the Completion of Taxiway N, Airport Drainage, and Apron E Construction Projects at the "Warren Bud Woods" Palmer Municipal Airport
- **Resolution No. 24-026:** Authorizing the City Manager to Accept Funds in the Amount of \$50,000 from the Mat-Su Borough for the Purpose of Funding Airport Operations at the "Warren Bud Woods" Palmer Municipal Airport



Palmer Mayor's Report

Action Memoranda

- **Action Memorandum No. 24-035:** Authorizing the City Manager to Negotiate and Execute a Contract with Agnew Beck Consulting and Grants Pro, LLC for Grant Writing Services for the City of Palmer Not to Exceed \$12,000, Per Grant Opportunity
- **Action Memorandum No. 24-036:** Authorizing the City Manager to Execute Change Order Number One with Alaska Sure Seal in the Amount of \$42,976.60 for Additional Road Striping, Crack Sealing, and Yellow Curb Painting Along Roadways
- **Action Memorandum No. 24-037:** Authorizing the City Manager to Purchase Insurance Coverage for the Period July 1, 2024, through June 30, 2025

Possible cancellation of the August 13, 2024, Regular City Council Meeting, due to conflict with the 2024 AML Summer Legislative Conference.

Mayor Steve Carrington



Palmer City Council Meeting
Meeting Date: 07/09/2024
Department: City Clerk's Office

F. 4.

Subject
City Attorney's Report

Summary Statement/Background

Administration's Recommendation:

Attachments

Non-Profit Report

An Overview of The City of Palmer's Engagement with Non-Profits

Summary

The City of Palmer engages with over 70 non-profits annually, establishing a wide range of partnerships that support the community. These engagements include facility rentals for events and sports, professional service agreements, volunteer support services, donations, hands-on training, and services provided by the City to non-profits. The relationship between non-profits and the City of Palmer is multifaceted and dynamic, characterized by mutual dependence and collaboration aimed at serving the public good.

Categories of Engagement

1. Facilities and City Property Rental for Sports and Community Events

Facility Rentals

The City of Palmer rents out spaces in various facilities, including the Palmer Public Library and the Palmer Depot, to a wide range of non-profits, government entities, and private businesses. These rentals support events, sports, and city-owned property usage to benefit citizens. Annually, the Palmer Depot rents to over 200 individuals, non-profits, and private businesses. Additionally, 50 different non-profits, 17 government entities, and 21 private businesses have consistently rented rooms at the Palmer Public Library. However, the current interim library no longer has the capacity for rental room space, and this service is not active at this time. Please the following table for a complete list of non-profits use of City properties.

Organization	Type of Interaction with the City of Palmer	City of Palmer Dept. (Lead)	Written Agreement /Type	Term	Year(s)	Fees
49 State Street Rodders	Rental of MTA Events Center	MTA Center-Community Development	Contract: MTA Events Center Use Agreement & Code of Conduct	Daily	N/A	Various rental rates from \$100-\$2500 paid to City
907 Premier Soccer Academy	Use of Soccer Fields at Arcala/Berberich Memorial	Fields-Community Development	Contract: Non-Exclusive Use Permit	1 year	annual (2024)	User fee of \$2,500 per year paid to City

Organization	Type of Interaction with the City of Palmer	City of Palmer Dept. (Lead)	Written Agreement /Type	Term	Year(s)	Fees
Alaska Aimen's Association	Great Alaska Aviation Gathering at the Palmer Airport	Palmer Municipal Airport- Airport Superintendent	Annual Event Permit	Days	annual (2024)	
Alaska Civil Air Patrol	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2019	N/A
Alaska Flute Circle	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2017, 2018	N/A
Alaska Frontier Trappers Association	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013-2020	N/A
Alaska Housing Financing Corp.	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2020	N/A
Alaska Private and Home Education Association	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2015	N/A
<i>Alaska Railroad (Government/Corporation not a non-profit)</i>	Railroad Crossings Usage	Public Works and Community Development	Contract(s): Blanket Permit(s); Special Land Use Permit(s)	Various	Multiple	Various: \$500; \$1000 per year etc. paid to AKRR
Alaska Soccer Referee's Association	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2019	N/A
Alaska Women's Hockey	Rental of MTA Events Center	MTA Center-Community Development	Contract: MTA Events Center Use Agreement & Code of Conduct	Daily	N/A	Various rental rates from \$100-\$2500 paid to City

Organization	Type of Interaction with the City of Palmer	City of Palmer Dept. (Lead)	Written Agreement /Type	Term	Year(s)	Fees
Baha'i Art & Spirituality	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2018-2023	N/A
Boy Scouts of America	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013	N/A
Christian Motorcycle Assn. "Midnight Sun Riders"	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2014-2016	N/A
Church of Jesus Christ of Latter-Day Saints	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2018	N/A
Curling Club	Rental of MTA Events Center	MTA Center-Community Development	Contract: MTA Events Center Use Agreement & Code of Conduct	Daily	N/A	Various rental rates from \$100-\$2500 paid to City
Co-Dependents Anonymous	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2020	N/A
Envision Mat-Su	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013	N/A
Equestrian Homeowners Association	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013-2020	N/A

Organization	Type of Interaction with the City of Palmer	City of Palmer Dept. (Lead)	Written Agreement /Type	Term	Year(s)	Fees
Firefighters Charity Game	Rental of MTA Events Center	MTA Center-Community Development	Contract: MTA Events Center Use Agreement & Code of Conduct	Daily	N/A	Various rental rates from \$100-\$2500 paid to City
First Church of Christ Scientist	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013	N/A
Greater Palmer Chamber of Commerce	Property use for Friday Fling	Community Development (current contract lead)	Contract: Non-Exclusive Use Permit	1 year+ option of 1 year renewal		User fee of \$460 per year paid to City
Home-Schooled Students Prom	Rental of MTA Events Center	MTA Center-Community Development	Contract: MTA Events Center Use Agreement & Code of Conduct	Daily	N/A	Various rental rates from \$100-\$2500 paid to City
Kingdom Air Corps	Airport Leaseholder	Palmer Municipal Airport- Airport Superintendent	Airport Lease (council approved and recorded)	25 years		square footage rental fee
Kingdom Hall of Jehovah's Witnesses	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013	N/A
Libertarian Book Club	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013	N/A
Links Mat-Su Parent Resource Center	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013	N/A
Mat-Su 4-H Volunteer Leaders Association	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013-2015	N/A

Organization	Type of Interaction with the City of Palmer	City of Palmer Dept. (Lead)	Written Agreement /Type	Term	Year(s)	Fees
Matanuska Amateur Hockey	Rental of MTA Events Center	MTA Center-Community Development	Contract: MTA Events Center Use Agreement & Code of Conduct	Daily	N/A	Various rental rates from \$100-\$2500 paid to City
Mat-Su Birders	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013-2023	N/A
Mat-Su Dirtfishers Association	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013-2020	N/A
Matt Men Wrestling Tournament	Rental of MTA Events Center	MTA Center-Community Development	Contract: MTA Events Center Use Agreement & Code of Conduct	Daily	N/A	Various rental rates from \$100-\$2500 paid to City
Mat-Su Health Foundation	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2016 - 2017; 2022	N/A
Matanuska Telephone Company (co-op)	Brand License Use Agreement	MTA Center-Community Development	Contract: Brand License Agreement for Palmer Ice Rink paid to City	3 years	2022	MTA pays \$20,000 to City Annually
<i>Mat-Su School District (Government not non-profit)</i>	Tennis Courts, Ballfields & MTA Events Center (student sports)	Community Development center	MOU: Memorandum of Understanding Agreement	5 year	2022	one time \$35,000 donation to City for rebuilding Tennis Courts
Mom's Club of Palmer	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013-2016	N/A

Organization	Type of Interaction with the City of Palmer	City of Palmer Dept. (Lead)	Written Agreement /Type	Term	Year(s)	Fees
Multiple: see summary for Palmer Depot rental usage	Rental of the Palmer Depot	Palmer Depot-Community Development	Palmer Depot Use Application/ Rental Agreement	Daily	N/A	N/A
Northland Pioneer Grange	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013-2017; 2019; 2020; 2022; 2023	N/A
PAAQ Hanger Association	Airport Leaseholder	Palmer Municipal Airport- Airport Superintendent	Airport Lease (council approved and recorded)	25 years		
Palmer Amateur Hockey	Rental of MTA Events Center	MTA Center-Community Development	Contract: MTA Events Center Use Agreement & Code of Conduct	Daily	N/A	Various rental rates from \$100-\$2500 paid to City
Palmer Chamber of Commerce	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013-2016	N/A
Palmer Hanger Association	Palmer Municipal Airport- Airport Superintendent	Palmer Municipal Airport- Airport Superintendent	Airport Lease (council approved and recorded)	25 years		
Palmer High School Grad Blast	Rental of MTA Events Center	MTA Center-Community Development	Contract: MTA Events Center Use Agreement & Code of Conduct	Daily	N/A	Various rental rates from \$100-\$2500 paid to City
Palmer High School Girls Alumni Game	Rental of MTA Events Center	MTA Center-Community Development	Contract: MTA Events Center Use Agreement & Code of Conduct	Daily	N/A	Various rental rates from \$100-\$2500 paid to City

Organization	Type of Interaction with the City of Palmer	City of Palmer Dept. (Lead)	Written Agreement /Type	Term	Year(s)	Fees
Palmer High School Hockey	Rental of MTA Events Center	MTA Center-Community Development	Contract: MTA Events Center Use Agreement & Code of Conduct	Daily	N/A	Various rental rates from \$100-\$2500 paid to City
Palmer Historical Society	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013-2016	N/A
Palmer Lions	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2019	N/A
Palmer Little League	Use of the Palmer Ballfields	Fields-Community Development	Contract: Non-Exclusive Use Permit	5 years + option for subsequent 5 year renewal(s)	2022	User Fee of \$1 per year paid to City
Palmer Museum of History & Art	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2016-2020	N/A
Palmer Museum of History & Art	Use of the Visitor Information Center	VIC-Community Development	Contract: Professional Services Agreement	3 years	2024	City pays PMHA \$75,115 annually plus 2.5% annual increase
Palmer Saroma Kai	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013-2022	N/A
Palmer Soccer Club	Soccer Fields at Sherrod	Fields-Community Development	Contract: Use Agreement	1 year	annual (2024)	User Fee of \$1 per year paid to City
Public Employees Local 71	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013	N/A

Organization	Type of Interaction with the City of Palmer	City of Palmer Dept. (Lead)	Written Agreement /Type	Term	Year(s)	Fees
Rocky Point HOA	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2019	N/A
Sewfair Sewing and Embroidery Club	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013-2022	N/A
Valley Fiber Arts Guild	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013-2019	N/A
Valley Fine Arts Association	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2019-2023	N/A
Valley High School Shooting Sports	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2014	N/A
Valley Quilters Guild Sewing	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2019-2023	N/A
Valley Quilters Guild Education Committee	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013-2019	N/A
Wallbuilders	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013	N/A
Winner's Circle 4-H	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013-2023	N/A

Organization	Type of Interaction with the City of Palmer	City of Palmer Dept. (Lead)	Written Agreement /Type	Term	Year(s)	Fees
WOW/Church on the Rock	Rented Rooms at PPL	Library-Community Development	Room Rental Policy on City Website (Under facility rental)	* Option not available in Interim Library*	2013	N/A

2. Professional Service Agreements

The City of Palmer collaborates with various non-profits through professional service agreements, which define the terms and conditions under which services are provided. These agreements ensure that services are delivered efficiently and meet the city's standards. The City pays the non-profit to provide contractual services as a independent contractor. These agreements are approved by Palmer City Council.

Below is a detailed report on the professional service agreements in place:

Organization	Type of Interaction with the City of Palmer	Written Agreement/Type	Term	Year	Expiration Date	\$\$\$
Palmer Museum of History and Art (PMHA)	Professional Services Agreement for Operations of the VIC	Contract	3 years	2024	2027	City pays \$75,115 plus 2.5% yearly increase
Palmer Museum of History and Art (PMHA)	Professional Services Agreement for Museum Curation Services	Contract	1 year	2024	2025	City pays \$55,400 plus a 2/5% yearly increase

3. Volunteer Support Services

The City of Palmer collaborates with non-profit organizations by providing volunteer support services. These partnerships leverage the efforts of community volunteers to enhance city projects, events, and services. The city recognizes the invaluable contributions of volunteers in creating a vibrant and engaged community. The below table lists the current volunteer support services:

Organization Name	Type of Interaction with the City of Palmer	City of Palmer Department Lead	Written Agreement/Type
Mat-Su Valley Drug Endangered Children Multidisciplinary Team	Support team for Drug Endangered Children	Chief of Police	MOU
Mat-Su Heath Foundation	Support team for Drug Endangered Children	Chief of Police	MOU
Set Free Alaska	Support team for Drug Endangered Children	Chief of Police	MOU
Palmer Volunteer Fireman's Association	Provides Support for Palmer Fire & Rescue	Fire Chief	No

4. Donated Services or Funds to City by Nonprofits

Donated Services or Funds to City by various Nonprofits.

Organization Name	Type of Interaction with the City of Palmer	City of Palmer Department Lead	Written Agreement/Type
Alaska Assistance Dogs	Palmer Police Dept. K9 Fund	Chief of Police	MOU
Alaska Celtic Pipes & Drums	donation of services, payments and/or prizes to Palmer Public Library (PPL) thru FPPL	Community Development-Library	Donation Policy
Alaska Legal Services	Resources share with PPL	Community Development-Library	
Alaska WildBird Rehabilitation	donation of services, payments and/or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Anchorage Museum	donation of services, payments and/or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Boy Scouts of America	donation of services, payments and/or prizes to PPL thru FPPL	Community Development-Library	Donation Policy

Organization Name	Type of Interaction with the City of Palmer	City of Palmer Department Lead	Written Agreement/Type
Bright Lights Book Project	donation of services, payments and/or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Denali National Park (government)	donation of services, payments and/or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Dolphin Research Center, Florida	donation of services, payments and/or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Eagle River Nature Center	donation of services, payments and/or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Flat Baroque	donation of services, payments and/or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Friends of the Palmer Public Library, Inc. (FPPL)	facilitation of donations of services, payment, prizes to PPL	Community Development-Library	Donation Policy
Healthy Futures (AK Sports Hall of Fame)	donation of services, payments and/or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Henry Doorly Zoo and Aquarium, Nebraska	donation of services, payments and/or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Grow Palmer	Grow Palmer program	Community Development Library	
Jonathan's Reptiles	donation of services, payments and/or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Lion's Club	donation of services, payments and/or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Listening Post (thru Lutheran Social Services of AK)	donation of services, payments and/or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Masonic Lodge Mat. No. 7	donation of services, payments and/or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Matanuska Susitna Orchestra	donation of services, payments and or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Mat-Su Search & Rescue	donation of services, payments and or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Mat-Su Master Gardeners	donation of services, payments and or prizes to PPL thru FPPL	Community Development-Library	Donation Policy

Organization Name	Type of Interaction with the City of Palmer	City of Palmer Department Lead	Written Agreement/Type
Musk Ox Farm	donation of services, payments and or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
No More Matsu (Wasilla Sunrise Rotary Club)	donation of services, payments and or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Radio Free Palmer (Big Cabbage)	donation of services, payments and or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Reindeer Farm	donation of services, payments and or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Smithsonian Institution, Washington D.C.	donation of services, payments and or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
The Mariner Museum, Virginia	donation of services, payments and or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
UAF Cooperative Extension Service (government)	donation of services, payments and or prizes to PPL thru FPPL	Community Development-Library	Donation Policy
Valley Recycling Center	donation of services, payments and or prizes to PPL thru FPPL	Community Development-Library	Donation Policy

5. Hands-On Training

Training Provided by Non-Profits

Organizations like Job Corp provide hands-on training at City facilities.

Organization Name	Type of Interaction with the City of Palmer	City of Palmer Department (lead for interactions)	Written Agreement/Type
Job Corp	On-Site Training	Public Works- Waste Water Treatment Plant	No

6. Services the City Provides to Non-Profits

Direct Services to Non-Profits

The City of Palmer provides various services to non-profits, including security support and other city support. See the following table.

Organization Name	Type of Interaction with the City of Palmer	City of Palmer Department (lead for interactions)	Written Agreement/Type
Alaska State Fair	PPD provides security support and other City Support	Chief of Police for Security; City Manager	No
Scottish Highland Games	PPD provides security support and other City Support	Chief of Police for Security; City Manager	No

Conclusion

The City of Palmer's interactions with non-profits encompass a broad spectrum of activities, from facility rentals and professional service agreements to volunteer support and donation of services. These partnerships illustrate the importance of collaboration between municipalities and non-profit organizations in enhancing community services and addressing the needs of Palmer residents. The current snapshot of these interactions highlights the dynamic and supportive relationship that exists to serve the public good effectively.



H. 1.

Palmer City Council Meeting

Meeting Date: 07/09/2024
Submitted For: John Diument, Airport Superintendent
Department: City Manager's Office
Agenda Category: Resolution
Legislation Number: RESO 24-025

Subject

Resolution No. 24-025: Authorizing the City Manager to Accept and Appropriate Funds in the Amount Not to Exceed \$249,630 From the Federal Aviation Administration and Appropriate an Amount not to Exceed \$18,070 From the Airport Operating Fund for the Completion of Taxiway N, Airport Drainage, and Apron E Construction Projects at the "Warren Bud Woods" Palmer Municipal Airport.

Summary Statement/Background

The ongoing construction projects, funded under grants 3-02-0211-029-2021 (Grant 029) and 3-02-0211-031-2022 (Grant 031) were scheduled to be completed at the end of the construction year 2023. The construction was not completed on time, which resulted in an override on the Construction Administration line item. Grant 029, the construction of Taxiway N as well as airport drainage improvements, was funded 100% by grant funding, with a separate grant funding the City's portion of the construction. The grant funding the City's portion of this project will not be available for a budget override, resulting in matching funds of 6.75% of the total cost of the override needing to come from City funds. Grant 031, the construction of Apron E, was funded to 93.25% by the FAA from the beginning of the project, the remainder of the funds coming from the City of Palmer.

It is estimated that an extra 4 to 6 weeks of Construction Administration will be necessary to finish the project. Ten weeks of funding is being requested as a contingency.

Ten weeks of funding will result in a total project overrun of \$267,700, with the City responsible for \$18,070 of that amount.

Administration's Recommendation:

The Airport Manager recommends the approval of the acceptance of funds and the additional City expenditure.

	Fiscal Impact
Total Amount of funds listed in this legislation:	\$267,700.00
Legislation creates revenue in the amount of:	\$249,630.00
Legislation creates expenditure in the amount of:	\$18,070.00
Budgeted Y/N?:	N
Line Item(s):	03-01-10-6078 Transfers Out; 30-00-00-3673 Transfers from Other Funds; 30-30-10-6255 COP Match Apron E Const; 30-30-10-6256 COP Match TW November

Attachments

HDL Project Management Proposal
Resolution 24-025

April 24, 2024

John Diumentì
Airport Superintendent
Palmer Municipal Airport
231 W. Evergreen Avenue
Palmer, AK 99645

Subject: Amendment for Additional Construction Administration Services
Construct Taxiway N, Improve Airport Drainage, & Construct Apron E

Dear Mr. Diumentì:

HDL Engineering Consultants, LLC, (HDL) is requesting additional budget to continue to provide construction administration, inspection, and testing (CA) services for the subject project as detailed in our August 24, 2022 proposal. Our original budget assumed that the construction would be substantially complete by September 30, 2023. However, several work areas are not substantially complete. This includes Apron E, the storm drain chambers near Runway 34, and the infield work near Taxiways C and D. Based on the contractor's project schedule we have prepared a cost estimate to continue CA Services to the current completion date of June 30, 2024.

Scope of Work- CA Services

HDL will continue to work closely with the City to provide CA services in accordance with FAA requirements, including construction monitoring, coordination, administration, inspection, and testing. We anticipate fieldwork will begin around May 15, 2024 and will continue through July 24, 2024.

Project Start-up / Review of Submittals & Shop Drawings. We do not anticipate additional effort for this subtask.

Project Administration. HDL will continue to provide project administration as detailed in our August 24, 2022 proposal. We anticipate 10-weeks of additional duration for these services.

Construction Inspection & Quality Assurance Testing. HDL will continue to provide full time inspection and testing services as detailed in our August 24, 2022 proposal. We anticipate 10-weeks of additional duration for these services.

Compass Calibration Pad. We do not anticipate additional effort for this subtask.

Civil Engineering
Geotechnical Engineering
Transportation Engineering
Aviation Engineering
W/WW Engineering
Environmental Services
Surveying & Mapping
Construction Administration
Material Testing

Closeout. We do not anticipate additional effort for this subtask.

Airport Layout Plan & Obstacle Action Plan Update. We do not anticipate additional effort for this subtask.

Cost Proposal

We propose to provide the aforementioned services on a time and expenses basis using our published hourly labor rates and receiving reimbursement for project expenses at cost plus 10% for an amount not to exceed **\$267,700**. In accordance with the project funding, we anticipate the cost of the work associated with Taxiway N and drainage improvements will be separated from the costs associated with Apron E based on a 50/50 split as indicated by the FAA.

The level of effort required for construction phase services is highly dependent on the cooperation and skill of the contractor; the methods and equipment the contractor employs; the weather; the amount of rejected workmanship that must be retested; and the schedule he decides to work. These conditions are not within the control of the Engineer. We have prepared this estimate taking an optimistic view of potential difficulties based on our current understanding of the project and have not included budget for claim negotiation, protracted disputes, repeated retesting, or if the contractor's work extends beyond the contract construction period. Our CA Services fee is a budget level estimate based on the above-discussed services and schedule. Anything to the contrary may result in additional cost to our work.

We appreciate the opportunity to continue working with the City on this project. If you have any questions, please contact me.

Sincerely,

HDL Engineering Consultants, LLC



Steve Reed, PE

CA Services Manager *MS*

e: sreed@HDLalaska.com | o: 907.746.5230 | c: 907.720.9810

Attach: Cost Estimate Worksheet (1 page)

CC: Mark Swenson, PE, HDL

COST ESTIMATE PER TASK

FIRM: HDL Engineering Consultants				PROJECT TITLE: Construct Taxiway N, Improve Airport Drainage, & Construct Apron E											
TASK NO: 24		TASK DESCRIPTION: CA Services								DATE: 4/24/2024					
GROUP:		METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>						PREPARED BY: Steve Reed							
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION													
		Contract/ Project Mgr	Project Eng ST	Project Eng OT	Office Eng ST	Office Eng OT	Inspector ST	Inspector OT	Materials Tech ST	Materials Tech OT	Materials Engineer	Drafter	Clerical		
24.1	Construction Start-up														
	Coordination and Management														
	Construction Management Plan														
	Pre-Construction Meeting														
	Contractor Submittals														
24.2	Construction Administration, Inspection, Quality Assurance Testing														
	Construction Administration	30	200	100	200										
	Field Inspection & Testing	30	200	100	200		400	210	200	100					
24.3	Compass Calibration Pad Surveying														
	Coordination and Management														
24.4	Project and Grant Closeout														
	Construction Final Completion														
	Record Drawings														
	Closeout Report														
24.5	ALP/OAP Update														
	ALP Drawing Update														
	ALP Narrative Update														
	OAP Update														
TOTAL LABOR HOURS		60	400	200	400	0	400	210	200	100	0	0	0		
* LABOR RATES (\$/HR)		\$195.00	\$130.00	\$175.00	\$125.00	\$170.00	\$110.00	\$145.00	\$95.00	\$125.00	\$135.00	\$120.00	\$100.00		
LABOR COSTS (\$)		\$11,700.00	\$52,000.00	\$35,000.00	\$50,000.00	\$0.00	\$44,000.00	\$30,450.00	\$19,000.00	\$12,500.00	\$0.00	\$0.00	\$0.00		
EXPENSES															
SUB-TASK NO.	ITEM(S)	QTY	UNIT PRICE	TOTAL PRICE	COMMENTS: 1) duration = 5/15/24 to 7/24/24 (10 weeks) 2) does not include closeout 3) Field staff working up to 60 hours per week 4) MT up to 30 hours per week 5) OE up to 40 hours per week										
	Miscellaneous small items	0	\$1,000.00	\$0.00											
	Markup at 10%			\$0.00											
	Nuclear Densometer (day rate)	35	\$30.00	\$1,050.00											
	Laboratory Testing for Quality Assurance	0	\$0.00	\$0.00											
	Vehicle (day rate)	150	\$80.00	\$12,000.00											
TOTAL EXPENSES:				\$13,050	FIRM'S TOTAL COST OF LABOR (or Fixed Price):									\$254,650	
					IF CPFF, TOTAL INDIRECT COST @									0.00%	\$0
					FIRM'S TOTAL EXPENSES									\$13,050	
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL COST (no Subcontracts or Fee)									\$267,700	
FIRM:	MBA	CRS Inc			Subtotal	10% Markup	TOTAL SUBCONTRACTOR PRICES:						\$0		
AMOUNT:					\$0	\$0	TOTAL COST + SUBCONTRACTOR PRICES:						\$267,700		

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)
 PAQ TW N Apron E CA amd est 10week.xlsx Task24_CA

LEGISLATIVE HISTORY

Introduced by:

Date:

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 24-025

A Resolution of the Palmer City Council Authorizing the City Manager to Accept and Appropriate Funds in the Amount Not to Exceed \$249,630 From the Federal Aviation Administration and Appropriate an Amount not to Exceed \$18,070 From the Airport Operating Fund for the Completion of Taxiway N, Airport Drainage, and Apron E Construction Projects at the "Warren Bud Woods" Palmer Municipal Airport.

WHEREAS, the City of Palmer accepted Federal Aviation Administration grants 3-02-0211-029-2021 and 3-02-0211-031-2022 for the purposes of constructing Taxiway, improving airport drainage, and constructing Apron E; and

WHEREAS, the construction of all the projects was scheduled and budgeted to be completed at the end of the construction season in 2023; and

WHEREAS, project delays resulted in the construction to be continued in 2024; and

WHEREAS, additional project management funding is required to complete construction; and

WHEREAS, the City of Palmer is required to contribute 6.75% of the total cost of construction, with the remainder being funded by the Federal Aviation Administration.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby Authorizing the City Manager to accept funds from the Federal Aviation Administration in an amount not to exceed \$249,630 and appropriate an amount not to exceed \$18,070 for the purpose of completing construction at the "Warren Bud Woods" Municipal Airport.

Approved by the Palmer City Council this 9th day of July, 2024.

Steven J Carrington, Mayor

Shelly Acteson, MMC, City Clerk



H. 2.

Palmer City Council Meeting

Meeting Date: 07/09/2024
Submitted For: John Diument, Airport Superintendent
Department: City Manager's Office
Agenda Category: Resolution
Legislation Number: RESO 24-026

Subject

Resolution No. 24-026: Authorizing the City Manager to Accept Funds in the Amount of \$50,000 from the Mat-Su Borough for the Purpose of Funding Airport Operations at the "Warren Bud Woods" Palmer Municipal Airport.

Summary Statement/Background

On June 18, 2024, the Matanuska-Susitna Borough granted \$50,000 to support airport operations at the "Warren Bud Woods" Palmer Municipal Airport. This airport serves as a vital hub for local airborne medical transport providers, as well as a bustling training and commercial aviation center. In response to increased user fees, earmarked for establishing a seasonal Equipment Operator Position for winter snow removal, the Borough awarded this grant to help ensure the airport's continued safe operation during winter.

Administration's Recommendation:

The Airport Superintendent recommends the acceptance of the grant.

Fiscal Impact

Total Amount of funds listed in this legislation: \$50,000.00
Legislation creates revenue in the amount of: \$50,000.00
Budgeted Y/N?: N
Line Item(s): 03-00-00-3675 MSB Operating Grant

Attachments

MatSu Grant Agreement
Resolution 24-026

MEMORANDUM OF AGREEMENT

Between

MATANUSKA-SUSITNA BOROUGH

And

City of Palmer

This agreement is made and entered into by and between the **MATANUSKA-SUSITNA BOROUGH** (hereinafter the "Borough") and **CITY OF PALMER** (hereinafter the "Grantee"), for the purposes and subject to the terms and conditions set forth herein.

WHEREAS, the Borough has the authority to enter into this agreement with the Grantee to carry out the purposes contained herein; and

WHEREAS, the Grantee represents and warrants it has the legal capacity to enter into this agreement and carry out the purposes contained herein; and

WHEREAS, the Grantee is willing to comply with the terms and conditions of this agreement; and

WHEREAS, the Grantee represents that it has a policy and practice of non-discrimination based on race, color, religion, national origin, sex, marital status, physical disability, and age; and

WHEREAS, all funds expended by the Grantee will be for materials, equipment, or services used in the completion of the project; and

WHEREAS, with the adoption of Action Memorandum 24-075 on June 18, 2024, the Borough Assembly has allocated the total sum of **\$50,000.00** to carry out the purposes, terms and conditions set forth herein and described in Section 3.

NOW, THEREFORE, the parties agree as follows:

Section 1. Definitions. In this agreement:

A. The term "funds" means **\$50,000.00** which is the total sum made available to the Grantee by the Borough for the purposes stated in Section 4.

B. The term "project completion" means completion of all contract duties by the Grantee under this agreement and acceptance by the Borough.

C. The term "Grantee" means City of Palmer.

Section 2. Period of Performance. This contract shall become effective on the date of execution. The project must be completed in its entirety on or before **December 31, 2025**.

Section 3. Scope of Work. The Grantee shall use the funding for Palmer Municipal Airport operations.

Section 4. Payment terms.

A. Upon execution of this agreement, the Borough shall pay to the Grantee the funds of the grant.

Section 5. Award of Contracts by Grantee.

A. Any contract that the Grantee enters into involving the expenditure of funds shall be in accordance with this contract and shall incorporate the terms of this contract by reference.

B. Any contract for public construction shall meet the requirements of Alaska Statutes Sections 36.05.010—36.95.010. These requirements include but are not limited to requirements for advertising specifications for the contract, minimum wages to be paid to certain employees, withholding of payments as is necessary to pay those employees and necessary bonds. "Public construction" means the on-site field surveying, erection, rehabilitation, alteration, extension, or repair, including painting or redecorating buildings, highways, or other improvements to real property of the Borough or State under this contract.

C. The Grantee shall not award a public construction contract involving the expenditure of funds unless a reasonable effort is made to obtain the price through a competitive process. No formal competitive bid procedure is required. The Grantee shall keep records of the contractors contacted and proposals received.

D. The Grantee shall not permit the involvement of a person with a financial or other private interest in the contractor or contract to participate in the contract award or supervision. Any conflict of interest arising from the award of a contract shall be disclosed to the Borough prior to the contract award. "Conflict of Interest" is defined as in MSB 2.52.460, as applicable. The Borough shall not be liable for reimbursement to the Grantee for any contract awarded by the Grantee in violation of this subsection.

E. This section is intended solely to ensure that public funds are expended responsibly and in the best interest of the public as a whole. It creates no rights or remedies in persons except for the Borough.

Section 6. Operations and Maintenance. Except as otherwise provided in this agreement, the Grantee shall at all times, at its own expense, operate and maintain the project

facilities for use by the general public.

Section 7. Records Accounting and Audits.

A. The Grantee shall utilize recognized professional accounting procedures in expenditure of funds and in generating and retaining control documents necessary to allow subsequent audits.

B. The Grantee shall allow, on request, an audit by the Borough of its expenditures of monies made available to the Grantee under this agreement and of transactions related to those expenditures.

Section 8. Indemnification.

A. The Grantee shall indemnify, defend, and hold and save the Borough, its elected and appointed officers, agents, and employees, harmless from any and all claims, demands, suits, or liability of any nature, kind or character, including costs, expenses, and attorney fees. The Grantee shall be responsible under this clause for any and all legal actions or claims of any character resulting from injuries, death, economic loss, damages, violation of statutes, ordinances, constitutions or other laws, rules or regulations, contractual claims, or any other kind of loss, tangible or sustained by any person, or property arising from Grantee's or Grantee's Officers, agents, employees, partners, attorneys, suppliers, and subcontractor's performance or failure to perform this Agreement in any way whatsoever. This defense and indemnification responsibility includes claims alleging acts or omissions by the Borough or its agents which are said to have contributed to the losses, failure, violations, or damage. However, Grantee shall not be responsible for any damages or claim arising from the sole negligence or willful misconduct of the Borough, its agents, or employees.

B. If any portion of this clause is voided by law or court of competent jurisdiction, the remainder of the clause should remain enforceable.

Section 9. Contract not Affected by Oral Agreement. Oral statement of any person shall not modify or otherwise affect the scope of work, or other terms and conditions as herein stated. All modifications to the agreement must be made in writing by the Grantee to the Borough and, in any case, are subject to the approval of the Borough.

Section 10. Defaults.

A. The Borough shall not be responsible, and the Grantee shall hold the Borough

harmless should the Grantee or any of its subcontractors fail to complete the provisions of this agreement. Upon evidence of breach of this agreement, including but not limited to the failure to complete the project, the Borough may give a notice of default to the Grantee terminating the entire or any part of this agreement 30 days from the date the notice is mailed.

B. Upon termination of the agreement in whole or in part, any unexpended funds may be used by the Borough to settle any claim(s) and/or to complete the project; in doing so, the Borough may procure services similar to those terminated and the Grantee shall be liable to the Borough for any excess costs for such services; provided that the Grantee shall continue performance of this agreement to the extent not terminated by this section.

C. The Grantee will be liable to the Borough for any claim(s) or outstanding liabilities of the Grantee or of the Borough as a result of the acts or omissions of the Grantee in default of the agreement and shall be liable for the return of funds not expended in accordance with the terms of the agreement.

D. If the Grantee does not spend the provided funds in accordance with this agreement or does not meet the requirements listed in this agreement, the Grantee will be liable for the return of all funds and shall not be eligible to receive future funding.

Section 11. Additional Work. No claim for additional funds not specifically herein furnished to the Grantee shall be paid for by the Borough, provided, however, that the Grantee may at its own expense provide such other work as it may deem appropriate and consistent with the purposes and terms of this agreement.

Section 12. Other Grants. In the event funds are used for the purpose of providing "matching" funds required in connection with any other project, facility or service of the Grantee supported by other Federal, State, or local monies, those funds shall be spent in compliance with contracts or agreements governing those other projects, facilities, or services in addition to the terms and conditions of this agreement.

Section 13. Jurisdiction; Choice of Law. Any civil action arising from this agreement shall be brought in the Palmer Superior Court for the Third Judicial District of the State of Alaska. The Law of the State of Alaska shall govern the rights and obligations of the parties under this agreement.

Section 14. Non-Waiver. The failure of the Borough at any time to enforce a provision of this agreement shall in no way constitute a waiver of the provisions, nor in any way effect the validity

of this agreement or any part thereof, or the right of the Borough thereafter to enforce each and every protection hereof.

Section 15. Permits, Laws and Taxes. The Grantee shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this agreement. All actions taken by the Grantee under this agreement shall comply with all applicable Borough, State and Federal statutes, ordinance, rules, and regulations. The Grantee shall pay all taxes pertaining to its performance under this agreement.

Section 16. Non-Discrimination. The Grantee shall not, in the course of performing its duties under this agreement discriminate against any person on the basis of race, religion, color, national origin, sex, age, marital status or physical handicap.

Section 17. Relationship of the Parties. The Grantee shall perform its obligations hereunder as an independent contractor of the Borough. The Borough may administer this agreement and monitor the Grantee's performance within this agreement but shall not supervise or otherwise direct the Grantee except as provided herein.

Section 18. Integration. This agreement and any exhibits and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this agreement shall supersede all previous communications, representations, or agreements, either oral or written, between the parties hereto.

Section 19. Notices. Any notice required pertaining to the subject matter of the agreement shall be emailed, personally delivered, or mailed by prepaid first-class mail to the following address:

Borough: Matanuska-Susitna Borough
Attn: Grants Coordinator, Finance
350 E Dahlia Avenue
Palmer, AK 99645

Grantee: City of Palmer
231 W. Evergreen Avenue
Palmer, AK 99645

Section 20. Severability. Any provision of this agreement decreed invalid by a court of competent jurisdiction or otherwise by law shall not invalidate the remaining provisions of this agreement.

BOROUGH USE ONLY		
Fund Verified:		
	100.100.110 429.900	<u>\$50,000.00</u>
	TOTAL	\$50,000.00
	_____	_____
	Signature	Date

MATANUSKA-SUSITNA BOROUGH

CITY OF PALMER

Date: __/__/__

Date: __/__/__

Michael Brown, Borough Manager

Gina Davis, Acting City Manager

LEGISLATIVE HISTORY

Introduced by:

Date:

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 24-026

A Resolution of the Palmer City Council Authorizing the City Manager to Accept and Appropriate Funds in the Amount of \$50,000 from the Matanuska Susitna Borough for the Purpose of Funding Airport Operations at the "Warren Bud Woods" Palmer Municipal Airport.

WHEREAS, the City of Palmer created a seasonal Airport Equipment Operator position for winter snow removal to be funded by the users of the airport; and

WHEREAS, the newly created position will greatly enhance public safety by opening the airport to all aircraft, to include medical evacuation aircraft, in a more timely manner after snow events.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby Authorizing the City Manager to accept funds in the amount of \$50,000 from the Matanuska-Susitna Borough for the purpose of funding airport operations at the "Warren Bud Woods" Municipal Airport.

Approved by the Palmer City Council this 9th day of July, 2024.

Steven J Carrington, Mayor

Shelly Acteson, MMC, City Clerk



I. 1.

Palmer City Council Meeting

Meeting Date: 07/09/2024
Submitted For: Dwayne Shelton, Police Chief
Department: Police Department
Legislation Number: AM 24-035

Subject

Action Memorandum No. 24-035: Authorizing the City Manager to Negotiate and Execute a Contract with Agnew Beck Consulting and Grants Pro, LLC for Grant Writing Services for City of Palmer Not to Exceed \$12,000 Each Per Grant Opportunity.

Summary Statement/Background

The City of Palmer has several projects and programs ranging from plans and studies to design and construction of public safety buildings, roads, trails, and public facilities, all of which need funding. The City of Palmer is seeking to develop term contracts with a pool of experienced grant writer consultants to assist the City of Palmer in general grant writing services associated with the completion and submission of grant applications to various state, federal and private non-profit agencies. In addition, the grant writer consultants may be asked to research other funding sources and develop a funding matrix for a specific project that would result in the writing and submittal of multiple grant applications for a project.

The RFP was advertised on May 3, 2024 and May 10, 2024. Proposals were due May 31, 2024.

Seven (7) responses were received. All seven proposals were evaluated and rated based on the criteria listed in the RFP. The evaluations resulted in the selection of two companies, Agnew Beck Consulting and Grants Pro, LLC.

Administration's Recommendation:

Approve Action Memorandum No. 24-035.

Fiscal Impact

Total Amount of funds listed in this legislation: Unknown

Line Item(s):

Budgeted Y/N?: N

Line Item(s):

Attachments

Intent to Award RFP 24-01CM



John Moosey
City Manager

June 14, 2024

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

To: Agnew Beck Consulting
Grants Pro, LLC
JetCo Solutions
LSI Business Development, Inc
The Ferguson Group, LLC
TJD Consulting
Transformative Growth Solutions

Re: Notice of Intent to Award
Request for Proposal
Grant Writing Services
City of Palmer

TRANSMITTED VIA EMAIL

This is the City of Palmer's Notice of Intent to Award the referenced contract for Grant Writing Services to Agnew Beck Consulting and Grants Pro LLC. The recommendation will be presented to the Palmer City Council for approval at their regular scheduled meeting at 6:00 p.m. July 9, 2024, in the Council Chambers at Palmer City Hall, 231 W, Evergreen Avenue, in Palmer.

The proposals were evaluated by a three-member committee, working independently of each other. The three-member team met on June 10, 2024, to discuss and review the evaluations and combined scores. The scores reflect the high quality and qualifications of all respondents. The Notice of Intent to Award is based on a combination of overall scoring and cost.

In accordance with Palmer Municipal Code 3.21.290 B, a protest based upon alleged improprieties in an intended award of a contract must be filed with the Palmer City Manager (with a copy previously served upon the intended awardee) within two business days after the issuance of this Notice of Intent to Award. Failure to meet this timeline shall constitute a waiver of the protesting party's rights and a bar on any further action regarding this matter.

Thank you for your interest in doing business with the City of Palmer.

Sincerely,

John Moosey
City Manager



I. 2.

Palmer City Council Meeting

Meeting Date: 07/09/2024
Submitted For: Jude Bilafer, Public Works Director
Department: Public Works
Agenda Category: Action Memorandum
Legislation Number: AM 24-036

Subject

Action Memorandum No. 24-036: Authorize the City Manager to Execute Change Order Number One with Alaska Sure Seal in the Amount of \$42,976.60 for Additional Road Striping, Crack Sealing, and Yellow Curb Painting Along Roadways

Summary Statement/Background

The Department of Public Works is requesting change order number one regarding the 2024 Road Striping and Crack Sealing Contract with Alaska Sure Seal. This contract was bid and awarded to Alaska Sure Seal through Council action in AM 24-020. The City originally solicited bids during the winter using the previous year's unit prices. However, once the contract was awarded, unit prices were adjusted, and this change order reflects additional costs of materials and shipping. The City has the additional funds already budgeted for this work in line items 08-01-10-7182 and 01-17-40-6065.

Administration's Recommendation:

To approve Action Memorandum No. 24-036.

Fiscal Impact

Total Amount of funds listed in this legislation: \$42,976.60
Legislation creates expenditure in the amount of: \$42,976.60
Budgeted Y/N?: Y
Line Item(s): 08-01-10-7182 Curb Painting; 01-17-40-6065 Road Painting

Attachments

AM 24-020



I. 4.

Palmer City Council Meeting

Meeting Date: 04/23/2024
Submitted For: Jude Bilafer, Public Works Director
Department: Public Works
Agenda Category: Action Memorandum
Legislation Number: AM 24-020 **Approved**

Subject

Action Memorandum No. 24-020: Authorizing the City Manager to Negotiate and Enter Into a Contract with Alaska Sure Seal Inc. in an Amount Not to Exceed \$151,287.50 for Road Striping and Crack Sealing of City Streets and Palmer Municipal Airport Asphalt Surfaces

Summary Statement/Background

Road Striping and Crack Sealing is an ongoing and annual project for the city.

An invitation to bid was posted for two weeks. The City of Palmer received three bids which were reviewed by City Staff. Alaska Sure Seal was the lowest, responsive bidder. Alaska Sure Seal has had the Road Striping and Crack Sealing contract for the past 3 years.

The Public Works Maintenance Superintendent will be responsible for overseeing this contract.

This Contract will allow for road striping, roadway mastic crack sealing, and rubberized crack sealing on roadways and airport surfaces for 2024. This contract will also have the option for the City to exercise two additional one-year contract extensions.

Administration's Recommendation:

To approve Action Memorandum No. 24-020 and authorize the City Manager to enter into a contract with Alaska Sure Seal.

Fiscal Impact

Total Amount of funds listed in this legislation: \$151,287.50

Legislation creates expenditure in the amount of: \$151,287.50

Budgeted Y/N?: Y

Line Item(s): 01-17-40-6048 Crack Sealing; 01-17-40-6065 Road Painting; 01-17-40-6079 Infared; 03-01-10-6045 Airport R & M; 08-01-10-7182 Curb Painting

Attachments

AK Sure Seal Bid Schedule

SECTION 00320
BID SCHEDULE

Bidders please note: Before preparing this bid schedule, read carefully "Instructions to Bidders" and the following:

- 1) The bidder shall insert a unit bid price and total bid price on the item listed below based on estimated quantity.
- 2) Conditioned or qualified bids will be considered non-responsive.
- 3) The contract award will be made based on the lowest responsible total bid.

Bid Schedule

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT BID PRICE	TOTAL BID PRICE
1	9,000 LB	Apply rubberized asphalt crack sealant Derry Super Stretch on streets, airports or pathways within City of Palmer incorporated city limits. (per pound applied sum)	2.20 LB	19,800.00
2	6,750 LB	Supply Derry Super Stretch (per pound supply sum)	1.05 LB	7087.50
3	10,000 LF	Supply Paint and Apply Painted traffic markings. 4" white (per linear foot)	.55 LF	5,500.00
4	78,000 LF	Supply paint and Apply Painted traffic markings. 4" yellow (per linear foot)	.55 LF	42,900.00
5	5,000 LF	Supply paint and Apply Painted traffic markings. Stand up and rolled 11"-12" yellow curb paint. (per linear foot)	1.52 LF	7,600.00
6	4000 LF	Supply Paint and Apply Painted traffic markings. Stand up and rolled 11"-12" red curb paint. (per linear foot)	1.58 LF	6320.00

7	30 Each	Supply Paint and Apply Painted traffic markings. 48" white turn arrow & straight arrow (each)	125. ⁰⁰ EA	3,750. ⁰⁰
8	1,200 LF	Supply Paint and Apply Painted traffic markings. 24" white stop bars (per linear foot)	2.95 LF	3540. ⁰⁰
9	1200 LF	Supply Paint and Apply Painted traffic markings. 24" white banded crosswalk (per linear foot)	2.95 LF	3540. ⁰⁰
10	500 LF	Supply Paint and Apply Painted traffic markings. 8" white (per linear foot)	.95 LF	475. ⁰⁰
11	6 days	Supply Equipment and Asphalt to Infrared roadway pothole patching. (Per 10-hour workday)	3850. ⁰⁰ EA	23,100. ⁰⁰
12	4,500 LB	Apply rubberized asphalt Mastic One crack sealant on streets, airports or pathways within City of Palmer incorporated city limits. (per pound applied sum)	5.05 LB	22,725. ⁰⁰
13	4,500 LB	Supply Crafcoc Mastic One #33339 #33340 (per pound supply sum)	1.10 LB	4950. ⁰⁰
			TOTAL	151,287. ⁵⁰

Total Bid Amount (numerals): \$ 151,287.50

Total Bid Amount (written): one hundred fifty one thousand two hundred eighty seven Dollars and fifty Cents.



I. 3.

Palmer City Council Meeting

Meeting Date: 07/09/2024
Submitted For: Kimberly Green, HR Director
Department: City Manager's Office
Legislation Number: AM 24-037

Subject

Action Memorandum No. 24-037: Authorizing the City Manager to Purchase Insurance Coverage for the Period of July 1, 2024, through June 30, 2025

Summary Statement/Background

The City's Insurance Broker, Combs Insurance, presented the attached proposal to the administration for the renewal of the City's insurance policies for the year beginning July 1, 2024.

The insurance coverage includes property (including earthquake and fire); crime; general liability, police professional liability; auto liability and physical damage; worker's compensation expenses and cybersecurity. As with previous years, the City entered into a three-year agreement with Alaska Public Entity Insurance which provides for a 5% discount for each year of coverage. The City has had insurance coverage with excellent service through APEI since 2008.

This year's policy represents an overall increase of 15.2% as a result of higher loss experience by APEI as well as changes in property valuation. As seen in the proposal provided by Combs, attempts were made to market the city's coverage to other carriers and even with the large increase, APEI provided the best coverage and rates.

Administration's Recommendation:

Approve Action Memorandum No. 24-037

	Fiscal Impact
Total Amount of funds listed in this legislation:	\$894,963.00
Legislation creates expenditure in the amount of:	\$894,963.00
Budgeted Y/N?:	Y
Line Item(s):	Various Insurance G/L Accounts

Attachments

Proposal



June 11, 2024

John Moosey, City Manager
City of Palmer
231 W Evergreen Ave
Palmer, AK 99645

Re: Insurance Program Renewal
Term: July 1, 2024 to July 1, 2025

Dear John:

City of Palmer's insurance program is scheduled for renewal in the term July 1, 2024 to July 1, 2025. Please review the below summary of renewal coverages and exposures, and advise of any necessary changes for the upcoming policy year.

Alaska Public Entity Insurance (APEI) providing the main insurance program includes a 5% discount for your 3-year agreement. The Longevity Credit has historically been an itemized reduction in premium, on the renewal it has been applied to coverage rates. Both credits are included in the quoted premium.

Also, APEI is no longer able to support including commission on fee-based accounts. In prior years, commission was entered to show the clear removal of this amount as confirmation that no additional revenue was generated. Going forward, effective renewal 7/1/2024, quotes from APEI are on a net basis, i.e. no commission, for fee-based accounts.

After review, please provide your authorization to bind per below by **June 17th**.

Sincerely,

Kylie Bailey

Kylie J. Bailey, ARM & ARM-P
Vice President, Account Executive
Combs Insurance Agency, Inc.
Direct: 907-982-2513
Main Office: 907-745-2144
Email: kylie@combsinsurance.com



PROPERTY COVERAGE:

Property coverage includes mobile equipment, fine arts, equipment breakdown, earthquake and flood. Coverage is placed through Alaska Public Entity Insurance’s pool program with a blanket Property limit of \$200,000,000 and earthquake and flood with a sub-limit of \$75,000,000. APEI’s retention is \$500,000. City of Palmer’s 2024/25 renewal **net** premium is \$359,336.36. Renewal premium provides a 5% credit for the three-year program and a Longevity Credit.

Program Summary:

Insurance Company:	Alaska Public Entity Insurance
Per Occurrence Limit:	\$ 200,000,000
Fine Arts Sub-Limit:	\$ 5,000,000
Mobile Equipment Sub-Limit:	\$ 10,000,000
Earthquake & Flood Sub-Limit:	\$ 75,000,000
Member Building/Structure Deductible:	\$ 10,000
Member Contents Deductible:	\$ 5,000
Member Mobile Deductible:	\$ Varies

Exposures – Total Insured Values (TIV):

Description	7/1/2023 to 7/1/2024	7/1/2024 to 7/1/2025	Change (%)
Building & Contents TIV	\$152,138,805	\$168,042,577	10.5%
Fine Arts TIV	\$0	\$0	0.0%
Mobile Equipment TIV	\$3,401,222	\$3,742,591	10.0%
Total TIV	\$155,540,027	\$171,785,168	10.4%

Premium Summary:

Description	7/1/2023 to 7/1/2024	7/1/2024 to 7/1/2025	Change (%)
Net Premium	\$320,536.56	\$359,336.36	12.1%
Rate - per \$100 of TIV	0.2061	0.2092	1.5%



LIABILITY COVERAGE:

Liability coverage includes General Liability, Public Officials Errors & Omissions, Law Enforcement Liability, Employee Benefit Liability, Sexual Abuse & Molestation and Employment Practices Liability. Coverage is placed through Alaska Public Entity Insurance's pool program with a Liability limit of \$15,500,000. APEI's retention is \$500,000. City of Palmer's 2024/25 renewal **net** premium is \$238,948.32. Renewal premium provides a 5% credit for the three-year program and a Longevity Credit.

Program Summary:

Insurance Company:	Alaska Public Entity Insurance
Per Occurrence Limit:	\$ 15,500,000
Public Officials Errors & Omissions Aggregate:	\$ 15,000,000
Law Enforcement Liability Aggregate:	\$ 15,000,000
Employee Benefit Liability Aggregate:	\$ 15,000,000
Employment Practices Liability Aggregate:	\$ 15,000,000
Member Liability Deductible:	\$ 0
Member Law Enforcement & EPL Deductible:	\$ 10,000

Exposures – Payroll:

Description	7/1/2023 to 7/1/2024	7/1/2024 to 7/1/2025	Change (%)
Total Payroll	\$5,704,177	\$6,648,610	16.6%

Premium Summary:

Description	7/1/2023 to 7/1/2024	7/1/2024 to 7/1/2025	Change (%)
Net Premium	\$206,442.71	\$238,948.32	15.7%
Rate - per \$1,000 of Payroll	36.1915	35.9396	-0.7%

AUTOMOBILE COVERAGE:

Automobile coverage includes auto liability and physical damage. Coverage is placed through Alaska Public Entity Insurance’s pool program with a Liability limit of \$15,500,000. APEI’s retention is \$500,000. City of Palmer’s 2024/25 renewal **net** premium is \$83,596.50. Renewal premium provides a 5% credit for the three-year program and a Longevity Credit.

Program Summary:

Insurance Company:	Alaska Public Entity Insurance
Per Occurrence Limit:	\$ 15,500,000
Physical Damage Limit:	Per Vehicle
Member Liability Deductible:	\$ 0
Member Physical Damage Deductible:	Varies

Exposures – Vehicles:

Description	7/1/2023 to 7/1/2024	7/1/2024 to 7/1/2025	Change (%)
Total Vehicles	87	84	-3.4%

Premium Summary:

Description	7/1/2023 to 7/1/2024	7/1/2024 to 7/1/2025	Change (%)
Net Premium	\$81,094.44	\$83,596.50	3.1%
Rate - per vehicle	932.1199	995.1964	6.8%



WORKERS COMPENSATION COVERAGE:

Workers Compensation coverage provides no-fault statutory benefits and employer's liability. Coverage is placed through Alaska Public Entity Insurance's pool program with Workers' Compensation Statutory limits for Alaska and Employer's Liability limit of \$3,000,000. APEI's retention is \$1,000,000. City of Palmer's 2024/25 renewal **net** premium is \$156,629.30. Renewal premium provides a 5% credit for the three-year program and a Longevity Credit.

APEI is implementing a deductible for injury to employees resulting from an aircraft that is owned or leased, or if piloted by an employee. This deductible does not apply if the aircraft is not owned or leased, or not piloted by an employee. This deductible also does not apply if owned or leased aircrafts, or employee pilots are scheduled on the policy. The deductible is 50/50 share with APEI up to a maximum member deductible of \$125,000.

Program Summary:

Insurance Company:	Alaska Public Entity Insurance
Workers Compensation Limit:	Statutory
Employer's Liability Limit:	\$ 3,000,000
Member Deductible:	\$ 0
Member Deductible – Unscheduled Owned/Leased Aircraft or Employee Piloted	\$ 125,000 maximum, 50/50 share of costs up to maximum

Exposures – Payroll:

Description	7/1/2023 to 7/1/2024	7/1/2024 to 7/1/2025	Change (%)
Total Payroll	\$5,704,177	\$6,648,610	16.6%

Premium Summary:

Description	7/1/2023 to 7/1/2024	7/1/2024 to 7/1/2025	Change (%)
Net Premium	\$115,740.77	\$156,629.30	35.3%
Rate - per \$100 of Payroll	2.0291	2.3558	16.1%

CRIME COVERAGE:

Crime coverage includes employee theft, forgery/alteration, loss inside/outside of premises, computer fraud, funds transfer fraud, and money orders and counterfeit money. Coverage is placed through Alaska Public Entity Insurance’s pool program with a limit of \$1,000,000. APEI’s retention is \$22,500. City of Palmer’s 2024/25 renewal **net** premium is \$898.70. Renewal premium provides a 5% credit for the three-year program and a Longevity Credit.

Program Summary:

Insurance Company: Alaska Public Entity Insurance
 Primary Limit: \$ 1,000,000
 Excess Limit: \$ 3,000,000
 Member Liability Deductible: \$ 2,500

Premium Summary:

Description	7/1/2023 to 7/1/2024	7/1/2024 to 7/1/2025	Change (%)
Net Premium-Primary	\$732.34	\$898.70	22.7%

AIRPORT OPERATORS' COVERAGE:

Airport Operators' Legal Liability coverage insures the liability exposures associated with the operation of the airport including premises liability, hangarkeeper liability and non-owned aircraft liability. Coverage is placed with ACE Property and Casualty Insurance Company through Alaska Public Entity Insurance with limits of \$10,000,000. Expiring coverage was a 3-year policy term from 7/1/2021 to 7/1/2024 that was paid on annual installments. Renewal coverage options are provided on a 1-year term or 3-year policy term paid on annual installments.

Program Summary:

Insurance Company:	Ace Property and Casualty Insurance Company
Airport Operator's Liability Aggregate Limit:	\$ 10,000,000
Hangarkeepers Per Occurrence Limit:	\$ 10,000,000
Member Deductible:	\$ 0

Exposures – Airline Departures:

Description	7/1/2023 to 7/1/2024	7/1/2024 to 7/1/2025	Change (%)
# of Airline Departures	45,000	50,000	11.1%

Premium Summary:

Option 1 – One-Year Term:

Description	7/1/2023 to 7/1/2024	7/1/2024 to 7/1/2025	Change (%)
Annual Net Premium	\$10,992.00	\$12,092.00	10.0%
Rate	0.2443	0.2418	-1.0%

Option 2 – Three-Year Term with Annual Installments:

Description	7/1/2023 to 7/1/2024	7/1/2024 to 7/1/2027	Change (%)
Annual Net Premium	\$32,976.00	\$40,020.00	21.4%
Rate	0.2443	0.2668	9.2%

Installment Schedule: Year 1 - \$12,092; Year 2 - \$13,964; Year 3 - \$13,964

CYBER LIABILITY COVERAGE:

Cyber Liability coverage includes privacy and network security, payment card loss, regulatory fines, media liability, network extortion and cyber crime. Coverage is placed with Westchester Surplus Lines Insurance Company (non-admitted) through Alaska Public Entity Insurance’s pool program with a Liability limit of \$2,000,000 per member and \$5,000,000 pool aggregate. Coverage is provided on a claims-made basis with a retroactive date of 1/1/2014. City of Palmer’s 2024/25 renewal **net** premium is \$11,562.00.

Program Summary:

Insurance Company:	Westchester Surplus Lines Insurance Company
Member Aggregate:	\$ 2,000,000
Member Cyber Crime Aggregate Sublimit:	\$ 250,000
Pool Aggregate	\$ 5,000,000
Member Deductible:	\$ 50,000

Exposures – Operating Budget:

Description	7/1/2023 to 7/1/2024	7/1/2024 to 7/1/2025	Change (%)
Operating Budget	\$30,750,000	Not obtained by APEI	N/A

Premium Summary:

Description	7/1/2023 to 7/1/2024	7/1/2024 to 7/1/2025	Change (%)
Net Premium	\$10,269.71	\$11,562.00	12.6%
Rate - per \$1,000 of Budget	0.3340	0.3760	12.6%

NOTE: Coverage is written on a claims-made policy form which applies to ‘claims’ first made and reported during the policy period or any extended reporting period, if applicable. In the event this policy is cancelled or non-renewed any claims or incidences that gives rise to a claim must be reported within the extended reporting period for coverage to be triggered.

Marketing Effort:

- AmTrust Cyber – declined due to exposure information.
- BCS Insurance – declined due to Multi-Factor Authentication (MFA) requirements.
- CFC/Lloyds – declined due to exposure information.
- Hiscox Insurance – declined due to Multi-Factor Authentication (MFA) requirements.

Renewal Instructions:

In order to renew coverage, please provide the following:

1. Auto Uninsured / Underinsured – review and sign. We have pre-selected coverage based on expiring.
2. Airport Operators' Terrorism Election Form – election of coverage for Terrorism coverage. There is an additional premium charge included in the above premium with the below options. Terrorism coverage recommended to be included.
 - Option 1 – \$1,075
 - Option 2 - \$3,558
3. Cyber Liability, Surplus Lines Notice – coverage is provided on a non-admitted basis. Please review the attached Surplus Lines Notice. In accordance with Department of Insurance requirements, this notice will be provided twice.
4. Authorization to Bind – please provide your authorization to bind per below.



Authorization to Bind Coverage:

Named Insured: City of Palmer
Coverage: Property/Mobile Equipment; Liability; Automobile; Workers Compensation; Crime; Airport Operators Liability; and Cyber Liability
Term: 07/01/2024 to 07/01/2025

Renewal Coverage	Net Premium	Authorization <i>(indicate with 'X' or initials)</i>
Property & Mobile Equipment	\$359,336.36	
Liability	\$238,948.32	
Automobile	\$83,596.50	
Worker's Compensation	\$156,629.30	
Crime	\$898.70	
Airport Operators Liability – One Year	\$12,092.00	See below
Cyber Liability	\$11,562.00	
Property & Casualty Broker Fee	\$31,900.00	Provided
TOTAL PREMIUM	\$894,963.18	

Coverage Option	Net Premium	Authorization <i>(indicate with 'X' or initials)</i>
Airport Operators Liability:		
Option 1 – One-Year Term	\$12,092.00	
Option 2 – Three-Year Term with Annual Installments <i>(recommended)</i>	\$40,020.00	

Accepted: _____
 Signed

Date: _____

 Printed
City of Palmer

Premium Comparison:

Policy Term: 2023/2024

Coverage	Gross Premium	Net Premium
Property & Mobile Equipment	\$362,188.20	\$320,536.56
Liability	\$233,268.60	\$206,442.71
Automobile	\$91,632.13	\$81,094.44
Worker's Compensation	\$130,780.53	\$115,740.77
Crime	\$827.50	\$732.34
Airport Operators	\$10,992.00	\$10,992.00
Cyber Liability	\$11,604.19	\$10,269.71
Broker Fee	-	\$30,900.00
TOTAL PREMIUM	\$841,293.15	\$776,708.53

The above does not include year-end Liability and Workers Compensation audits.

Policy Term: 2022/2023

Renewal Coverage	Gross Premium	Net Premium
Property & Mobile Equipment	\$170,306.08	\$150,720.88
Liability	\$202,317.49	\$179,050.98
Automobile	\$92,719.82	\$82,057.04
Worker's Compensation	\$111,907.13	\$98,237.95
Crime-Primary	\$712.53	\$630.59
Crime-Excess	\$3,615.82	\$3,200.00
Airport Operators	\$10,992.00	\$10,992.00
Cyber Liability	\$9,256.36	\$8,191.88
Broker Fee	-	\$30,000.00
TOTAL PREMIUM	\$601,827.23	\$563,081.32

The above includes year-end Liability and Workers Compensation audits.



Policy Term: 2021/2022

Coverage	Net Premium
Property & Mobile Equipment	\$149,110.57
Liability	\$156,691.42
Automobile	\$82,677.80
Worker's Compensation	\$96,881.18
Crime	\$5,575.00
Airport Operators	\$10,992.00
Cyber Liability	\$5,197.60
Broker Fee	\$20,000.00
TOTAL PREMIUM	\$527,125.57

The above includes year-end Liability and Workers Compensation audits.

Thank you for working with us throughout the renewal process. If there are any questions regarding the renewal options or feel we can be of any further assistance, please let us know. We look forward to renewing coverage for City of Palmer.

Sincerely,

Kylie Bailey

Kylie J. Bailey, ARM & ARM-P
Vice President, Account Executive
Combs Insurance Agency, Inc.