



# City of Palmer

231 W. Evergreen Avenue  
Palmer, Alaska 99645  
Phone 907-745-3271  
Fax 907-745-0930

**SPECIAL CITY COUNCIL MEETING**  
**6 PM, TUESDAY, AUGUST 30, 2011**  
**PALMER CITY COUNCIL CHAMBERS**  
**231 W. EVERGREEN AVENUE, PALMER**



**SPECIAL CITY COUNCIL MEETING**  
**6 P.M. TUESDAY, AUGUST 30, 2011**  
**CITY COUNCIL CHAMBERS**  
**231 W. EVERGREEN AVENUE, PALMER**  
[www.cityofpalmer.org](http://www.cityofpalmer.org)

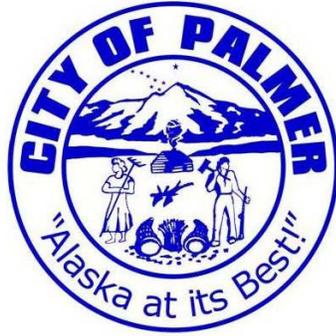


MAYOR DELENA JOHNSON  
COUNCIL MEMBER RICHARD BEST  
COUNCIL MEMBER KEVIN BROWN  
COUNCIL MEMBER EDNA DEVRIES  
COUNCIL MEMBER KEN ERBEY  
COUNCIL MEMBER BRAD HANSON  
COUNCIL MEMBER KATHRINE VANOVER

CITY ATTORNEY MICHAEL GATTI  
CITY CLERK JANETTE BOWER  
CITY MANAGER DOUG GRIFFIN

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Audience Participation
- E. New Business
  - 1. Introduction – [Ordinance No. 11-018-Z-1](#): Amending the Zoning Map to Revise the Zoning Designation of Lot A-15, Township 18 North, Range 2 East, Section 33 Seward Meridian, Alaska, from R-2 Low Density Residential to P-Public Use (IM 11-048)
  - 2. Introduction – [Ordinance No. 11-019-Z-2](#): Amending the Zoning Map to Revise the Zoning Designation of Lots D-22, D-24, D-25 and D-26 Township 18 North, Range 2 East, Section 33 Seward Meridian, Alaska, from R-4 High Density Residential to R-1 Single Family Residential (IM 11-049)
  - 3. [Action Memorandum 11-047](#): Authorize the City Manager to Award the Bid for Public Safety Boiler Replacement to Parkhurst Mechanical, LLC in the amount of \$38,680
  - 4. [Resolution No. 11-024](#): Establishing a Goal to Increase the City of Palmer's Undesignated Fund Balance to an Amount Equal to Three Months of General Fund Operating Expenses (IM 11-042)
  - 5. [Resolution No. 11-025](#): Accepting a List of Capital Projects for Consideration for Palmer Capital Projects Submission to the Alaska Legislature for Funding During the 2012 Legislative Session Palmer Capital Projects (IM 11-043)
  - 6. Committee of the Whole:
    - a. 2012 Budget
    - b. City of Palmer Pay Plan
- F. Council Member Comments
- G. Adjournment





## Item E – New Business



**CITY OF PALMER**  
**INFORMATION MEMORANDUM NO. 11-048**  
**ORDINANCE No. 11-018-Z-1**

**Subject:** Ordinance 11-018-Z-1: Amending the Zoning Map to Revise the Zoning Designation of Lot A-15, Township 18 North, Range 2 East, Section 33, Seward Meridian, Alaska from R-2 Low Density Residential to P-Public Use

**Agenda of: August 30, 2011**

**Council Action:** \_\_\_\_\_

**Approved for presentation by:**

<b>City Manager</b>	_____
<b>City Attorney</b>	_____
<b>City Clerk</b>	_____

**Certification of Funds:**

Total amount of funds listed in legislation: \$ 0

This legislation (√):

Has no fiscal impact

Funds are budgeted from this (these) line item(s): ➤

Funds are not budgeted. Budget modification is required. Affected line item(s):

Unrestricted/undesignated fund balance (after budget modification) \$ \_\_\_\_\_

Director of Administration signature certifying funds: \_\_\_\_\_

**Attachment(s):**

- Ordinance No. 11-018-Z-1
- Vicinity Map
- Planning and Zoning Commission Minutes of July 21, 2011
- Staff report to Planning and Zoning Commission

**Summary statement:** The proposed zone change from R-2 Low Density Residential to P-Public Use for Lot A-15 will permit a 19.25 acre expansion of the existing P-Public Use zoning contiguous to the northern and eastern boundaries of Lot A-15.

**Background:** Lot A-15 is located adjacent to Academy Charter School and to the Sherrod Soccer fields. The Matanuska-Susitna Borough School District needs to acquire property to provide for expansion of Academy Charter School. Additionally, the Borough is looking forward to expanding the recreational and parking areas that support the Sherrod Fields recreational complex. The 19.25 acres in Lot A-15 are sufficient to meet both the needed expansion area for the school and for future expansion of the Sherrod recreation area.

During the process of negotiating with the property owner on the purchase of Lot A-15, the School District has requested that the property be rezoned to an appropriate zoning district that permits the future expansion of both the Academy Charter School and public recreational uses.

The Palmer Planning and Zoning Commission conducted a Public Hearing on the requested zone change on July 21, 2011. The Commission made Finding of Fact that support the requested change and voted unanimously to recommend to the City Council that the change from R-2 Low Density Residential to P-Public Use be approved.

**Administration recommendation:** Adopt ordinance no. 11-018-Z-1

Commission Information:  
 Initiated by: Planning and Zoning Commission  
 First on Agenda: July 21, 2011  
 Action: Approved  
 Vote: Unanimously  
 Council Information:  
 Introduced by: City Manager Griffin  
 Introduced: August 30, 2011  
 Public Hearing:  
 Action:  
 Vote:

Yes:	No:

CITY OF PALMER, ALASKA  
 ORDINANCE NO. 11-018-Z-1

AN ORDINANCE OF THE PALMER CITY COUNCIL AMENDING THE ZONING MAP TO REVISE THE ZONING DESIGNATION OF LOT A-15, TOWNSHIP 18 NORTH, RANGE 2 EAST, SECTION 33 SEWARD MERIDIAN, ALASKA, FROM R-2 LOW DENSITY RESIDENTIAL TO P-PUBLIC USE

THE CITY OF PALMER, ALASKA ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature but shall not be incorporated into the Palmer Municipal Code.

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

Section 3. Authority and legislative findings. Pursuant to 17.80.040, the City Council hereby adopts the following zoning map amendment in accordance with the legislative findings set below:

WHEREAS, the City of Palmer Planning and Zoning Commission (the Commission) received a request from Richard Stryken of Mat-Su Valley Ventures, LLC to rezone the property described below from R-2 Low Density Residential to P-Public Use District; and

WHEREAS, the Commission duly gave required notices, held its required public hearing on July 21, 2011, and made its written report of its findings as to such need, justification and effect of the change of zoning as contained in the minutes of the Commission's July 21, 2011

meeting and voted unanimously to recommend that such amendment to the zoning map be approved; and

WHEREAS, the City Council duly gave required notices, held its required public hearing on this date, and has duly considered the request to rezone the property, all evidence and testimony presented including any comments of the persons attending the public hearing, and the report and actions of the Commission, and being fully advised in the premises.

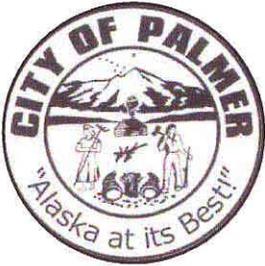
Section 4. The City of Palmer Zoning Districts map dated September 20, 2007 is hereby amended to revise the zoning designation of Lot A-15 Township 18 North, Range 2 East, Section 33, Seward Meridian, Alaska from R-2 Low Density Residential to P-Public Use.

Section 5. Effective Date. Ordinance 11-018-Z-1 shall take effect upon adoption of the Palmer City Council.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Delena Goodwin Johnson, Mayor

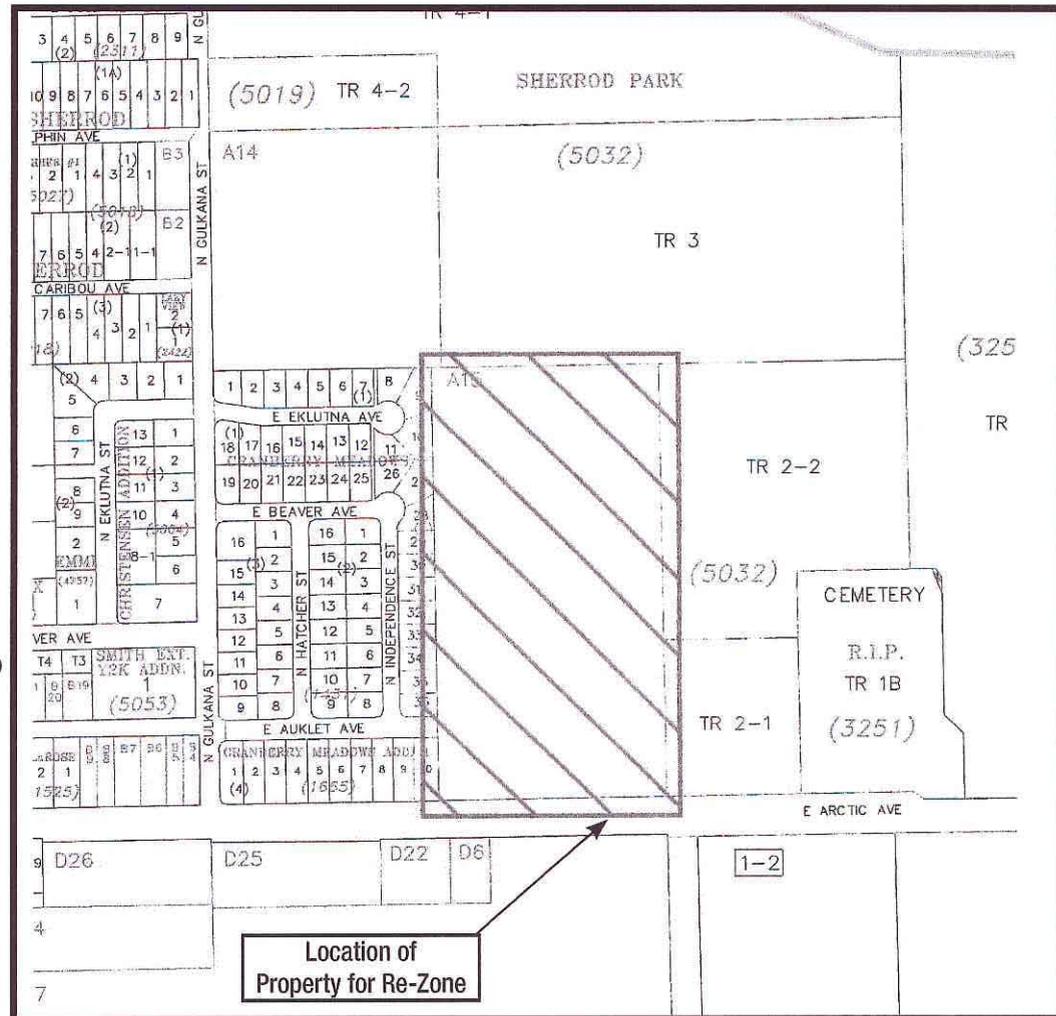
\_\_\_\_\_  
Janette M. Bower, MMC, City Clerk



# NOTICE OF HEARING

## Zoning Map Amendment application

**NOTICE IS HEREBY GIVEN OF** a public hearing to be held by the Palmer Planning and Zoning Commission at the City Council Chambers, located at 231 West Evergreen Avenue, Palmer, Alaska, at its regularly scheduled meeting on **THURSDAY, July 21, 2011 at 7:00 p.m.** This hearing is to consider a request for a re-zoning of a property from R - 2 Low Density Residential to P - Public. The property is located at Township 18 N., Range 02 E. Section 33, Lot A-15, Seward Meridian, Palmer, AK. The public is invited to attend and give written and/or oral comments. Dated this 8th day of July, 2011.



V94484

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this land would increase single family land use for residents of Palmer and enhance and support the current land use pattern for the area.

Campbell	Kerslake	Kircher	Madar	Weir	Vacant	Vacant
Y	Y	Y	Y	Y	--	--

5. The proposed change is consistent with the public welfare and does not grant a special privilege to the owner(s).

The proposed change is consistent with the public welfare since the proposed land use will remain residential. The re-zone will grant no special privilege to the owner as the surrounding properties contiguous to these properties are R-1 Single Family Residential. The public and the school systems will benefit from a decrease in demand on facilities. The city will benefit from an increase in single family housing within the city limits and this will also provide a less intensive, more rural, feel to the town in keeping with its history.

Campbell	Kerslake	Kircher	Madar	Weir	Vacant	Vacant
Y	Y	Y	Y	Y	--	--

**ROLL CALL VOTE ON MOTION [recommending approval of findings]: Carried Unanimously.**

COMMISSIONER MADAR requested a roll call vote on the original motion to approve the Zoning Map Amendment allow the four properties to be re-zoned.

**ROLL CALL VOTE ON MOTION [recommending approval of motion]:**

Campbell	Kerslake	Kircher	Madar	Weir	Vacant	Vacant
Y	Y	Y	Y	Y	--	--

**ROLL CALL VOTE ON MOTION [recommending approval of motion]: Carried Unanimously.**

COMMISSIONER MADAR asked staff when this request might go forward to City Council.

Mrs. Garley felt that the application might be heard at the August 23 Council meeting and be considered for a final vote at the September meeting.



6. Consideration of a Zoning Map Amendment application to re-zone 19.25 acres of land located at Township 18 N., Range 2 E., Section 33, Lot A-15, Seward Meridian, Palmer, AK, from R-2 Low Density Residential to P-Public Use.

**Commissioner Madar** read the Zoning Map Amendment request to re-zone the property into the record and asked if there was a motion to approve the Zoning Map Amendment request.

**COMMISSIONER KIRCHER** moved, seconded by **COMMISSIONER KERSLAKE** to approve the Zoning Map Amendment request to re-zone 19.25 acres of land located at Township 18 N., Range 2 E., Section 33, Lot A-15, Seward Meridian, Palmer, AK, from R-2 Low Density Residential to P-Public Use.

**Commissioner Madar** requested a staff report on this request for this Zoning Map Amendment.

Mrs. Garley presented the following staff report. On July 6, 2011, 170 public hearing notices were mailed to property owners within 1,200' of the site in accordance with 17.80.030. Notification of the public hearing was published in the Anchorage Daily News on July 13, 2011. 4 written comments were received in response, with 3 in favor of and 1 against.

The lot is 19.25 acres in size and is currently designated as R-2, Low Density Residential District. The property can be accessed from East Arctic Avenue.

The surrounding properties are primarily public, with one, large residential tract to the west of its boundary.

This property is located on Arctic Avenue which is an arterial road within the city limits of Palmer. This location would lend itself well to being developed as an educational or recreational site. It is adjacent to an existing public land use area that and is used extensively as an educational /recreational site already.

The first finding that the Commission would have to make is that the proposed change in accordance with the borough and city comprehensive plan.

Staff recommends a finding that the proposed use will preserve the value, spirit, character and integrity of the surrounding area and support both the borough and city comprehensive plan. One of the main goals of the city comprehensive plan is to improve public services, facilities and infrastructure. Included in this broad goal is a more specific goal to provide increased youth and additional adult recreational activities. This parcel is located near a public zoning district on its north and east sides. This would be an enhancement to the existing public land use.

If this land becomes public land it is intended to become part of a larger educational/recreational site for soccer and any other such outdoor activities. This will provide much needed additional recreational services for both youths and adults. This re-zone specifically addresses this key goal and helps the city to accomplish this goal.

The second fact to consider is how the proposed change is compatible with surrounding zoning districts and the established land use pattern.

Staff recommends a finding that the surrounding properties are mostly P-Public parcels. The residential district that borders this property to the west, would benefit from

having a large area of property on its boarder. Even a low density residential development on the property would significantly impact the housing to the west.

The third fact you must find is that public facilities such as schools, utilities and streets are adequate to support the proposed change.

Staff recommends a finding that the request is to down-zone the property from a Low Density Residential property to a P-Public parcel. This re-zone has the potential to greatly reduce the demand on schools, utilities and the roads that service this property. This new zoning will reduce the population density for the entire property and therefore reduce the future burdens on the school system and utilities.

If this land were to be used as currently zoned, it could accommodate an additional 100 families. If this were realized, there would be an additional load placed on the local schools, the road service area for this increase in traffic and a need for increased utilities and city services for these families.

This proposed change would provide relief to all of these facilities and services and provide a significant increase for a majority of the population.

The fourth fact you must find is that the changed conditions affecting the subject parcel or the surrounding neighborhood will support the proposed change.

Staff recommends a finding that the surrounding properties are predominately Public lands presently used as educational/recreation areas. There is a section of land to the west that is R-1 Residential. The change in zoning would better serve the adjoining residential properties and public use properties and the new use of this land would increase the land use for residents of Palmer and enhance and support the current land use pattern for the area.

The final fact you must find, is the proposed change is consistent with public welfare and will it grant a special privilege to the owners.

Staff recommends a finding that the proposed change is consistent with the public welfare since the proposed land use will be open to the public. The re-zone will grant no special privilege to the owners. The public and the school systems will benefit from an increase in recreational and educational lands. The city will benefit from a large green area in the city limits which will provide a more rural feel to the town in keeping with its history.

Staff respectfully recommends that the Commission move forward to City Council, this Zoning Map Amendment request to re-zone the property from an R-2 Low Density Residential property to a P-Public parcel for final action at a later date.

COMMISSIONER MADAR requested a presentation of the proposal by the applicant.

Mr. Richard Stryken mentioned that he represented the Mat-Su Valley Ventures, LLC.

They had purchased this property in anticipation of a Request For Proposal (RFP) from the Borough. The original plan was to use this land to relocate the ball fields currently behind the current Borough building, build a new 72,000 square foot borough building at that location and renovate the old Borough building for use by the city of Palmer.

This project did not go through but his company was approached by the Borough to see if they would be interested in selling this property. If purchased the Borough would like to use it as a public district. One of the uses would be for an expansion of the Charter School. When the new gymnasium was built, at a cost of 2.5 million dollars, it did not meet the City of Palmer parking requirements, so it could not be used in the capacity it was designed.

Charter school is hoping to expand as well. They plan on constructing several modular classrooms to accommodate the increase in enrollment. The ball fields need additional parking as well. Currently fans park off site and must walk across adjoin properties to use the fields. There is also a need for additional parking at the elementary school as well. Additionally there is poor access to the existing parking for this school. The acquisition of these additional lands will correct a multitude of problems for the Matanuska Susitna Borough and the school district as well. That is the reason a request has been made to rezone this land use to public.

COMMISSIONER MADAR asked if there were any questions for Mr. Stryken.

There were no additional questions from the Commission.

COMMISSIONER MADAR asked if there was anyone in the audience who wished to speak further on this matter.

There were no additional comments from the audience.

COMMISSIONER MADAR then asked for a discussion of the proposal by the Commission.

COMMISSIONER KIRCHER stated that he had often wondered when this particular property would stop gathering dust and be put to good use. He was glad that the gymnasium might finally be used as it was intended.

COMMISSIONER KERSLAKE expressed his approval of this request.

COMMISSIONER WEIR indicated that she also liked the idea and supported the proposal.

COMMISSIONER CAMPBELL also offered his support for this action.

COMMISSIONER MADAR also supported this proposal.

COMMISSIONER KIRCHER moved, seconded by COMMISSIONER WIER, to approve the findings of fact as presented by staff.

**ROLL CALL VOTE ON MOTION [recommending approval of findings]:**

1. The proposed change is in accordance with the borough and city comprehensive plans.

One of the main goals of the city comprehensive plan is to improve public services, facilities and infrastructure. Included in this broad goal is a more specific goal to provide increased youth and additional adult recreational activities. This parcel is located near a public zoning district on its north and east sides. This would be an enhancement to the existing public land use.

If this land becomes public land it is intended to become part of a larger educational/recreational site for the benefit of the existing charter school and for soccer and other such outdoor activities. This will provide much needed additional recreational services for both youths and adults. This re-zone specifically addresses this key goal and helps the city to accomplish this goal.

Campbell	Kerslake	Kircher	Madar	Weir	Vacant	Vacant
Y	Y	Y	Y	Y	--	--

2. The proposed change is compatible with the surrounding zoning districts and the established land use pattern.

The contiguous properties to the north and east are zoned P-Public Use. The residential district that borders this property to the west, would benefit from having a large area of less intense land uses proposed in this rezoning on its boarder as the current R-2 zoning would permit residential development densities on this 19.25 acres that would significantly impact the R-1 housing to the west.

Campbell	Kerslake	Kircher	Madar	Weir	Vacant	Vacant
Y	Y	Y	Y	Y	--	--

3. Public facilities such as schools, utilities and streets are adequate to support the proposed change.

The request is to down-zone the property from a Low Density Residential property to a P-Public Use parcel. This re-zone has the potential to greatly reduce the demand on schools, utilities and the roads that service this property. This new zoning will reduce the population density for the entire property and therefore reduce the future burdens on the school system and utilities.

If this land were to be used as currently zoned, it could accommodate an additional 100 families. If this were realized, there would be an additional load placed on the local schools, the road service area for this increase in traffic and a need for increased utilities and city services for these families.

This proposed change would provide relief to all of these facilities and services and provide a significant benefit to the community.

Campbell	Kerslake	Kircher	Madar	Weir	Vacant	Vacant
Y	Y	Y	Y	Y	--	--

4. Changed conditions affecting the subject parcel or the surrounding neighborhood support the proposed change.

The surrounding properties are predominately Public lands presently used as educational/recreation areas. There is a section of land to the west that is R-1 Residential. The change in zoning would better serve the adjoining residential properties and public use properties. The proposed use of this land for public purposes would benefit the residents of Palmer and enhance and support the current land use pattern for the area.

Campbell	Kerslake	Kircher	Madar	Weir	Vacant	Vacant
Y	Y	Y	Y	Y	--	--

5. The proposed change is consistent with the public welfare and does not grant a special privilege to the owner(s).

The proposed change is consistent with the public welfare since the proposed land use will be open to the public. The re-zone will grant no special privilege to the owners. The public and the school systems will benefit from an increase in recreational and educational lands. The city will benefit from a large green area in the city limits which will provide a more rural feel to the town in keeping with its history.

Campbell	Kerslake	Kircher	Madar	Weir	Vacant	Vacant
Y	Y	Y	Y	Y	--	--

**ROLL CALL VOTE ON MOTION [recommending approval of findings]: Carried Unanimously.**

COMMISSIONER MADAR requested a roll call vote on the original motion to approve the Zoning Map Amendment allow the property to be re-zoned.

**ROLL CALL VOTE ON MOTION [recommending approval of motion]:**



Campbell	Kerslake	Kircher	Madar	Weir	Vacant	Vacant
Y	Y	Y	Y	Y	--	--

**ROLL CALL VOTE ON MOTION [recommending approval of main motion]: Carried Unanimously.**

COMMISSIONER MADAR asked staff if this request would go forward to City Council at the same time as the first proposal on tonight's agenda.



# City of Palmer

## **PART I. GENERAL INFORMATION**

**Location:** Lot A-015; located within Section 33, Township 18 North, Range 2 East, S.M., Alaska.

**Permit Request:** The applicant requests a Zoning Map Amendment to re-zone this property from R-2 Low Density Residential to P-Public Use.

**Applicant & Owner:** Mat-Su Valley Ventures, LLC.

**Public Hearing Date:** July 21, 2011

**Notification Requirements:** On July 6, 2011, 170 public hearing notices were mailed to property owners within 1,200' of the site in accordance with 17.80.030. Notification of the public hearing was published in the Anchorage Daily News on July 13, 2011. 4 comments were received in response, with 3 in favor of and 1 opposed.

## **PART II. BACKGROUND**

**Site Information:** The lot is 19.25 acres in size and is currently designated as R-2, Low Density Residential District. The property can be accessed from East Arctic Avenue.

**Surrounding Land Uses:** The surrounding properties are primarily public, with a large area of single family residential uses to the west of its boundary.

**Considerations:** This property is located on an arterial road within the city limits of Palmer. This location would lend itself well to being developed as an educational/ recreational site. It is adjacent to an existing public land use area and is used extensively as recreational site already.

## **Part III. Staff Findings:**

### **Standards for a Zoning Map Amendment:**

Fact 1) Is the proposed change in accordance with the borough and city comprehensive plan:

Finding: The proposed use will preserve the value, spirit, character and integrity of the surrounding area and support both the borough and city comprehensive plan. One of the main goals of the city comprehensive plan is to improve public services, facilities and infrastructure. Included in this broad goal is a more specific goal to provide increased youth and adult recreational activities.

If this land becomes public land it is intended to become part of a larger educational use and recreational site for soccer and other outdoor activities. This will provide much needed additional recreational services for both youths and adults. This re-zone specifically addresses this key goal and helps the city to accomplish this goal.

Fact 2) How is the proposed change compatible with surrounding zoning districts and the established land use pattern?

Finding: The surrounding properties are predominately P-Public parcels. The residential district that borders this property to the west, would benefit from having future access to a large recreational space on its border rather than the more intense R-2 development. Even a low density residential development on the property would significantly impact the housing to the west.

Fact 3) Are public facilities such as schools, utilities and streets adequate to support the proposed change?

Finding: The request is to reduce the intensity of land use Low Density Residential property to a P-Public Use. This re-zone would greatly reduce the demand on schools, utilities and the roads that service this property. This new zoning will reduce the population density for the entire property and thereby reduce the future burdens on the school system and utilities.

If this land were to be used as currently zoned, it could accommodate an additional 100 families. If this were realized, there would be an additional load placed on the local schools, the road service area for this increase in traffic and a need for increased utilities and city services for these families.

This change would provide relief to all of these facilities and services and provide a significant increase for parks and recreation for a majority of the population.

Fact 4) Do changed conditions affecting the subject parcel or the surrounding neighborhood support the proposed change?

Finding: The surrounding properties are predominately Public lands. There is a section of land to the west that is R-1 Residential. The change in zoning would better serve the adjoining properties and the new use of this land would increase the land use for residents of Palmer and enhance and support the current land use pattern for the area.

Fact 5) Is the proposed change consistent with public welfare and will it grant a special privilege to the owners?

Finding: The proposed change is consistent with the public welfare since the proposed land use will be open to the public. The re-zone will grant no foreseeable privilege to the owners. The public and the school systems will benefit from an increase in recreational facilities. The city will benefit from a large green belt in the city limits which will provide a more rural feel to the town in keeping with its history.

#### **PART IV. STAFF RECOMMENDATION**

Based on our review of the request, Community Development recommends approval of the Zoning Map Amendment to re-zone the property from an R-2 Low Density Residential property to a P-Public parcel.



**CITY OF PALMER**  
**INFORMATION MEMORANDUM NO. 11-049**  
**ORDINANCE No. 11-019-Z-2**

**Subject:** Ordinance 11-019-Z-2: Amending the Zoning Map to Revise the Zoning Designation of Lots D-22, D-24, D-25 and D-26, Township 18 North, Range 2 East, Section 33 Seward Meridian, Alaska from R-4 High Density Residential to R-1 Single Family Residential

**Agenda of: August 30, 2011**

**Council Action:** \_\_\_\_\_

**Approved for presentation by:**

**City Manager**  
**City Attorney**  
**City Clerk**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Certification of Funds:**

Total amount of funds listed in legislation: \$ \_\_\_\_\_

This legislation (√):

Has no fiscal impact

Funds are budgeted from this (these) line item(s): ➤

Funds are not budgeted. Budget modification is required. Affected line item(s):

Unrestricted/undesignated fund balance (after budget modification) \$ \_\_\_\_\_

Director of Administration signature certifying funds: \_\_\_\_\_

**Attachment(s):**

- Ordinance No. 11-019-Z-2
- Vicinity Map
- Planning and Zoning Commission Minutes of July 21, 2011
- Staff report to Planning and Zoning Commission

**Summary statement:** The proposed ordinance will rezone four lots from R-4 High Density Residential to R-1 Single Family Residential. The intent of the R-1 district is the use of land for single family dwellings. The property owner has requested this zone change.

**Background:** These four lots contain 7.99 acres in total land area and are currently designated as R-4 High Density Residential. The surrounding zoning is primarily R-1 Single Family Residential to the north, east and south of Lots D-22 and D-25, with high density residential and some commercial use to the west of Lots D-24 and D-26. This property is located on Arctic Avenue which is an arterial road within the city limits of Palmer.

These parcels are currently developed as single family residential and agricultural fields.

The notice of the Planning and Zoning Commission public hearing was mailed to 192 residents, on July 7, 2011. The five comments received prior to the Commission meeting were all in support of the proposed change. The Commission public hearing was advertised in the

Anchorage Daily News on July 13, 2011, and the Commission conducted their public hearing on July 21, 2011. The Commission unanimously voted to recommend approval of the change from R-4 High Density Residential to R-1 Single Family Residential. Findings of Fact, in accordance with 17.80.036, were made and approved by the Planning and Zoning Commission on July 21, 2011.

**Administration recommendation:** Adopt ordinance no. 11-019-Z-2.

Commission Information:  
 Initiated by: Planning and Zoning Commission  
 First on Agenda: July 21, 2011  
 Action: Approved  
 Vote: Unanimously  
 Council Information:  
 Introduced by: City Manager Griffin  
 Introduced: August 30, 2011  
 Public Hearing:  
 Action:  
 Vote:

Yes:	No:

CITY OF PALMER, ALASKA  
 ORDINANCE NO. 11-019-Z-2

AN ORDINANCE OF THE PALMER CITY COUNCIL AMENDING THE ZONING MAP TO REVISE THE ZONING DESIGNATION OF LOTS D-22, D-24, D-25 AND D-26, TOWNSHIP 18 NORTH, RANGE 2 EAST, SECTION 33 SEWARD MERIDIAN, ALASKA, FROM R-4 HIGH DENSITY RESIDENTIAL TO R-1 SINGLE FAMILY RESIDENTIAL

THE CITY OF PALMER, ALASKA ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature but shall not be incorporated into the Palmer Municipal Code.

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

Section 3. Authority and legislative findings. Pursuant to 17.80.040, the City Council hereby adopts the following zoning map amendment in accordance with the legislative findings set below:

WHEREAS, the City of Palmer Planning and Zoning Commission (the Commission) received a request from John R. Snodgrass, Jr., to rezone the property described below from R-4 High Density Residential to R-1 Single Family Residential District; and

WHEREAS, the Commission duly gave required notices, held its required public hearing on July 21, 2011, and made a written report of its findings as to such need, justification and effect of the change of zoning as contained in the minutes of the Commission's July 21, 2011

meeting and voted unanimously to recommend that such amendment to the zoning map be approved; and

WHEREAS, the City Council duly gave required notices, held its required public hearing on this date, and has duly considered the request to rezone the property, all evidence and testimony presented including any comments of the persons attending the public hearing, and the report and actions of the Commission, and being fully advised in the premises.

Section 4. The City of Palmer Zoning Districts map dated September 20, 2007 is hereby amended to revise the zoning designation of Lots D-22, D-24, D-25 and D-26, Township 18 North, Range 2 East, Section 33, Seward Meridian, Alaska from R-4 High Density Residential to R-1 Single Family Residential.

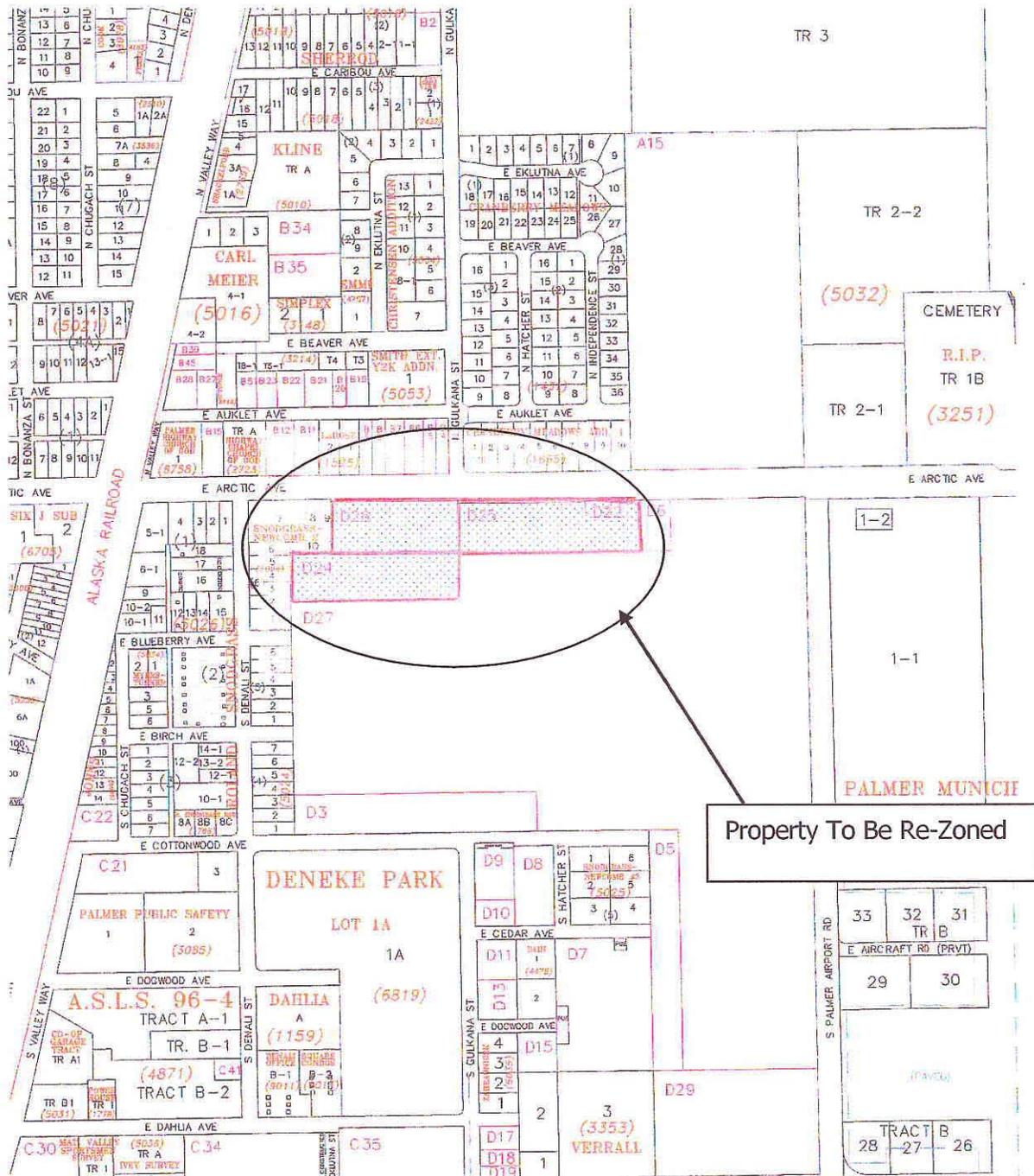
Section 5. Effective Date. Ordinance 11-019-Z-2 shall take effect upon adoption of the Palmer City Council.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Delena Goodwin Johnson, Mayor

\_\_\_\_\_  
Janette M. Bower, MMC, City Clerk

# VICINITY MAP



Property To Be Re-Zoned



**THE PROPERTY TO BE RE-ZONED IS LOCATED  
WITHIN SECTION 33, TOWNSHIP 18 NORTH  
RANGE 2 EAST, SEWARD MERIDIAN, ALASKA.  
7.98 ACRES, MORE OR LESS.**



COMMISSIONER KIRCHER asked when the Conditional Use Permit would go the Palmer City Council.

Mrs. Garley reminded the Commission that it had the final say in granting a Conditional Use Permit and their decision was final.

Mrs. Garley then explained the appeal process to both the Commissioners and those present in the audience. She explained that any person, including members of the Commission, or those on either side of the issue was allowed to file an appeal. This appeal would then be heard before a hearing officer and that decision would be final. She further explained that the appeal procedure was outlined in the Palmer Municipal Code Title 17.98, Appeals.

Mrs. Garley explained that the code was available on line at the City of Palmer web site. She also stated that if any person had a question or needed help with the appeals process or Code, they could contact either her or Mr. Anderson for assistance.

Mrs. Garley explained that any appeal must be filed within 20 calendar days of this evenings meeting. There were no questions raised by any person about this process.



2. Consideration of a Zoning Map Amendment application to re-zone 7.99 acres of land located at Township 18 N., Range 2 E., Section 33, Lots D-22, D-24, D-25 and D-26, Seward Meridian, Palmer, AK, from R-4 High Density Residential to R-1 Single Family Residential.

**Commissioner Madar** read the Zoning Map Amendment request to re-zone these properties into the record and asked if there was a motion to approve the Zoning Map Amendment request.

**COMMISSIONER KERSLAKE** moved, seconded by **COMMISSIONER KIRCHER** to approve the Zoning Map Amendment request to re-zone 7.99 acres of land located at Township 18 N., Range 2 E., Section 33, Lots D-22, D-24, D-25 and D-26, Seward Meridian, Palmer, AK, from R-4 High Density Residential to R-1 Single Family Residential.

**Commissioner Madar** requested a staff report on this request for this Zoning Map Amendment.

Mrs. Garley presented the following staff report. On July 7, 2011, 192 public hearing notices were mailed to property owners within 1,200' of the site in accordance with 17.80.030. Notification of the public hearing was published in the Anchorage Daily News on July 13, 2011. 5 comments were received in response, with 5 in favor of and 0 against.

The lots as 7.99 acres in total size and are currently designated as R-4, High Density Residential District. The property can be accessed from East Arctic Avenue.

The surrounding land uses are primarily single family, residential to the north, east and south, with high density residential and some commercial use to the west of its boundary.

This property is located on Arctic Avenue which is an arterial road within the city limits of Palmer. This location would lend itself well to being developed as residential properties. It is adjacent to an existing public land use area and other additional residential properties already.

There are several findings of fact that the Commission must consider before approving the re-zoning request. For the audience, unlike a Conditional Use Permit, the Commission acts in an advisory capacity. Any action recommended by the Commission will the move forward to the City Council for final action.

The first finding that the Commission would have to make is that the proposed change in accordance with the borough and city comprehensive plan:

Staff recommends a finding that the proposed use will preserve the value, spirit, character and integrity of the surrounding area and support both the borough and city comprehensive plan. By shifting the emphasis in this area from predominately high density residential units to single family developments helps to ensure this section of town is an attractive place to live.

This change will also encourage the high quality residential neighborhood that is essential for Palmer's continued growth. This will also help to retain its heritage as a family oriented community. This change would also encourage the development of housing along an arterial highway. This highway could easily accommodate this increase in population and use.

This re-zone would also allow Palmer to maintain a positive connection with the natural settings enjoyed in the valley. It would also help to maintain the quality of the natural environment thorough lower population density.

Fact two that you must find is that the proposed change compatible with surrounding zoning districts and the established land use pattern.

Staff recommends a finding that the surrounding properties are mostly R-1 Single Family Residential parcels. The remaining properties that border these are R-4 High Density Residential, which would still provide this type of housing units for the city. The low density residential district that borders this property to the north and south, would benefit from having similar residential housing adjoining to them.

The third fact you must find is that public facilities such as schools, utilities and streets are adequate to support the proposed change.

Staff recommends a finding that the request is to down-zone the properties from a High

Density Residential, to R-1 Single Family Residential parcels. This re-zone would greatly reduce the demand on schools, utilities and the roads that service this property. This new zoning will reduce the population density for the entire property and thereby reduce the future burdens on the school system and utilities.

If this land were to be used as currently zoned, it could accommodate an additional 129 families. If this were realized, there would be an additional load placed on the local schools, the road service area for this increase in traffic and a need for increased utilities and city services for these families.

This change would provide relief to all of these facilities and services and provide a rural area for future growth of the city.

The fourth fact you must find is that the changed conditions affecting the subject parcel or the surrounding neighborhood will support the proposed change.

Staff recommends a finding that the surrounding properties are already predominately designated for low density residential use. There are sections of land to the west and north that would remain R-4 High Density Residential. That would allow a mix of residential uses within the city as a whole. The change in zoning would better serve the adjoining low density properties and the new use of this land would increase single family land use for residents of Palmer and enhance and support the current land use pattern for the area.

The final fact you must find, is the proposed change is consistent with public welfare and will not grant a special privilege to the owners.

Staff recommends a finding that the proposed change is consistent with the public welfare since the proposed land use will remain residential. The re-zone will grant no special privilege to the owner as the surrounding properties contiguous to these properties are R-1 Single Family Residential. The public and the school systems will benefit from a decrease in demand on facilities. The city will benefit from an increase in single family housing within the city limits and this will also provide a less intensive, more rural, feel to the town in keeping with its history.

Staff respectfully recommends that the Commission move forward to City Council, this Zoning Map Amendment to re-zone the properties from R-4 High Density Residential, to R-1 Single Family Residential.

COMMISSIONER MADAR requested a presentation of the proposal by the applicant.

Mr. Jack Snodgrass started his presentation by noting the correction to the finds of fact. The re-zoning would not provide a large green belt as stated in the packet but would provide the rural feel and housing as stated in Mrs. Garley's presentation.

Mr. Snodgrass started his presentation by locating the properties on the Zoning Map located on the wall in Council Chambers. This was to give the Commission a visual

picture of the surrounding land uses.

He indicated that he walked the highway and discovered that even if a nearby property was zoned as high density, it was used as a single family residential property. This action would bring the properties into a similar use as the other adjoining lots.

Mr. Snodgrass closed his comments by saying the staff report was well done and supported the required findings of facts as well.

COMMISSIONER MADAR asked if there were any questions for Mr. Snodgrass.

COMMISSIONER KERSLAKE asked how many lots were being considered for re-zoning and if these lots would be subdivided in the future.

Mr. Snodgrass stated that there were 4 lots and they totaled just less than 8 acres. He further added that he lived there and had no immediate plans to subdivide any of these lots. He certainly wouldn't want a forty-plex as a neighbor.

COMMISSIONER MADAR asked if there was anyone in the audience who wished to speak further on this matter.

There were no additional comments from the audience.

COMMISSIONER MADAR then asked for final comments from the Commission.

COMMISSIONER KERSLAKE liked the idea of additional single family housing in Palmer.

COMMISSIONER KIRCHER agreed with the thought that this was a good idea.

COMMISSIONER CAMPBELL agreed with Commissioner Kircher.

COMMISSIONER WEIR agreed as well.

COMMISSIONER MADAR agreed with the Commission.

COMMISSIONER MADAR moved, seconded by COMMISSIONER KIRCHER, to approve the findings of fact from staff as amended.

**ROLL CALL VOTE ON MOTION [recommending approval of findings]:**

1. The proposed change is in accordance with the borough and city comprehensive plans. By shifting the emphasis in this area from predominately high density residential units to single family developments helps to ensure this section of town is an attractive place to live.

This change will also encourage the high quality residential neighborhood that is essential for Palmer's continued growth. This will also help to retain its heritage as

a family oriented community. This change would also encourage the development of housing along an arterial highway. This highway could easily accommodate this increase in population and use.

This re-zone would also allow Palmer to maintain a positive connection with the natural settings enjoyed in the valley. It would also help to maintain the quality of the natural environment thorough lower population density

<b>Campbell</b>	<b>Kerslake</b>	<b>Kircher</b>	<b>Madar</b>	<b>Weir</b>	<b>Vacant</b>	<b>Vacant</b>
Y	Y	Y	Y	Y	--	--

2. The proposed change is compatible with the surrounding zoning districts and the established land use pattern.

The surrounding properties are mostly R-1 Single Family Residential parcels. The remaining properties that border these are R-4 High Density Residential, which would still provide this type of housing units for the city. The low density residential district that borders this property to the north and south, would benefit from having similar residential housing adjoining to them.

<b>Campbell</b>	<b>Kerslake</b>	<b>Kircher</b>	<b>Madar</b>	<b>Weir</b>	<b>Vacant</b>	<b>Vacant</b>
Y	Y	Y	Y	Y	--	--

3. Public facilities such as schools, utilities and streets are adequate to support the proposed change.

The request is to down-zone the properties from a High Density Residential, to R-1 Single Family Residential parcels. This re-zone would greatly reduce the demand on schools, utilities and the roads that service this property. This new zoning will reduce the population density for the entire property and thereby reduce the future burdens on the school system and utilities.

If this land were to be used as currently zoned, it could accommodate an additional 129 families. If this were realized, there would be an additional load placed on the local schools, the road service area for this increase in traffic and a need for increased utilities and city services for these families.

This change would provide relief to all of these facilities and services and provide a rural area for future growth of the city.

<b>Campbell</b>	<b>Kerslake</b>	<b>Kircher</b>	<b>Madar</b>	<b>Weir</b>	<b>Vacant</b>	<b>Vacant</b>
Y	Y	Y	Y	Y	--	--

4. Changed conditions affecting the subject parcel or the surrounding neighborhood support the proposed change.

Staff recommends a finding that the surrounding properties are already predominately designated for low density residential use. There are sections of land to the west and north that would remain R-4 High Density Residential. That would allow a mix of residential uses within the city as a whole. The change in zoning would better serve the adjoining low density properties and the new use of

this land would increase single family land use for residents of Palmer and enhance and support the current land use pattern for the area.

Campbell	Kerslake	Kircher	Madar	Weir	Vacant	Vacant
Y	Y	Y	Y	Y	--	--

5. The proposed change is consistent with the public welfare and does not grant a special privilege to the owner(s).

The proposed change is consistent with the public welfare since the proposed land use will remain residential. The re-zone will grant no special privilege to the owner as the surrounding properties contiguous to these properties are R-1 Single Family Residential. The public and the school systems will benefit from a decrease in demand on facilities. The city will benefit from an increase in single family housing within the city limits and this will also provide a less intensive, more rural, feel to the town in keeping with its history.

Campbell	Kerslake	Kircher	Madar	Weir	Vacant	Vacant
Y	Y	Y	Y	Y	--	--

**ROLL CALL VOTE ON MOTION [recommending approval of findings]: Carried Unanimously.**

COMMISSIONER MADAR requested a roll call vote on the original motion to approve the Zoning Map Amendment allow the four properties to be re-zoned.

**ROLL CALL VOTE ON MOTION [recommending approval of motion]:**

Campbell	Kerslake	Kircher	Madar	Weir	Vacant	Vacant
Y	Y	Y	Y	Y	--	--



**ROLL CALL VOTE ON MOTION [recommending approval of motion]: Carried Unanimously.**

COMMISSIONER MADAR asked staff when this request might go forward to City Council.

Mrs. Garley felt that the application might be heard at the August 23 Council meeting and be considered for a final vote at the September meeting.

- 6. Consideration of a Zoning Map Amendment application to re-zone 19.25 acres of land located at Township 18 N., Range 2 E., Section 33, Lot A-15, Seward Meridian, Palmer, AK, from R-2 Low Density Residential to P-Public Use.

**Commissioner Madar** read the Zoning Map Amendment request to re-zone the property into the record and asked if there was a motion to approve the Zoning Map Amendment request.



# City of Palmer

## **PART I. GENERAL INFORMATION**

**Location:** Lots D022, D024, D025 and D026; located within Section 33, Township 18 North, Range 2 East, S.M., Alaska.

**Permit Request:** The applicant requests a Zoning Map Amendment to re-zone these four properties from an R-4 High Density Residential property to R-1 Single Family Residential properties.

**Applicant & Owner:** John R. Snodgrass, Jr.

**Public Hearing Date:** July 21, 2011

**Notification Requirements:** On July 7, 2011, 192 public hearing notices were mailed to property owners within 1,200' of the site in accordance with 17.80.030. Notification of the public hearing was published in the Anchorage Daily News on July 13, 2011. In response, 5 comments were received with 5 in favor of and 0 opposed.

## **PART II. BACKGROUND**

**Site Information:** The lots as 7.99 acres in total size and are currently designated as R-4, High Density Residential District. The property can be accessed from East Arctic Avenue.

**Surrounding Land Uses:** The surrounding properties are primarily residential, with high density residential tracts to the north and south of its boundary.

**Considerations:** This property is located on an arterial road within the city limits of Palmer. This 7.99 acres is adjacent to existing R-1 zoning.

## **Part III. Staff Findings:**

## **Standards for a Zoning Map Amendment:**

Fact 1) Is the proposed change in accordance with the borough and city comprehensive plan:

Finding: The proposed use will preserve the value, spirit, character and integrity of the surrounding area and support both the borough and city comprehensive plan. By shifting the emphasis in this area from predominately high density residential units to single family developments helps to ensure this section of town is an attractive place to live.

This down-zone will also promote high quality residential neighborhood development that is essential for Palmer's continued growth. This will also help to retain its heritage as a family oriented community.

This lower density re-zone would also allow Palmer to maintain a positive connection with the natural settings enjoyed in the valley. It would also help to maintain the quality of the natural environment thorough lower population density.

Fact 2) How is the proposed change compatible with surrounding zoning districts and the established land use pattern?

Finding: The surrounding properties are predominately R-1 Residential parcels. The remaining properties that boarder these are R-4 High Density Residential, which would continue to provide available land for higher density residential housing units for the city. The existing R-1 residential district that borders Lots D22 and D25 to the north and the vacant R-1 property to the south, would benefit from having single family zoning adjoining them.

Fact 3) Are public facilities such as schools, utilities and streets adequate to support the proposed change?

Finding: The request is to down-zone the properties from a High Density Residential, to R-1 Single Family Residential. This re-zone would greatly reduce the demand on schools, utilities and the roads that service this property. This new zoning will reduce the population density for the entire property and thereby reduce the future burdens on the school system and utilities.

If this land were to be used as currently zoned, it could accommodate an additional 129 families. If this were realized, there would be an additional load placed on the local schools, the road service area for this increase in traffic and a need for increased utilities and city services for these families.

This change would provide relief to all of these facilities and services and provide a rural area for future growth of the city.

Fact 4) Do changed conditions affecting the subject parcel or the surrounding neighborhood support the proposed change?

Finding: The surrounding properties are predominately low density residential lands. There are sections of land to the west and north that would remain R-4 High Density Residential. That would allow a mix of residential uses for this general area. The change in zoning would better serve the adjoining properties and the new use of this land would increase the land use for residents of Palmer and enhance and support the current land use pattern for the area.

Fact 5) Is the proposed change consistent with public welfare and will it grant a special privilege to the owners?

Finding: The proposed change is consistent with the public welfare since the proposed land use will remain residential. The re-zone will grant no foreseeable privilege to the owner as this 7.99 acres is contiguous to an existing R-1 Single Family residential zoning district. The public and the school systems will benefit from a decrease in demand on its facilities. The city will benefit from housing which will provide a lower density, more rural feel to the town in keeping with its history.

#### **PART IV. STAFF RECOMMENDATION**

Based on our review of the request, Community Development recommends approval of the Zoning Map Amendment to re-zone the properties from R-4 High Density Residential, to R-1 Single family Residential.



**CITY OF PALMER  
ACTION MEMORANDUM NO. 11-047**

**Subject:** Authorize the City Manager to Award the Bid for Public Safety Boiler Replacement to Parkhurst Mechanical, LLC in the amount of \$38,680

**Agenda of: August 30, 2011**

**Council Action:** \_\_\_\_\_

**Approved for presentation by:**

**City Manager**  
**City Attorney**  
**City Clerk**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*J. B. Griff*

*JBY*

**Certification of Funds:**

Total amount of funds listed in legislation: \$ 38,680.00

This legislation (√):

\_\_\_\_\_ Has no fiscal impact

X Funds are budgeted from this (these) line item(s):

- XX-XX-XX-6037 – insurance savings (Decrease)\*
- 01-12-60-6053 – police bldg equipment (Increase)\*

\*Note: the line item transfer will be included in a future budget modification.

\_\_\_\_\_ Funds are not budgeted. Budget modification is required. Affected line item(s):

Unrestricted/undesignated fund balance (after budget modification) \$ \_\_\_\_\_

Director of Administration signature certifying funds: \_\_\_\_\_

**Attachment(s):**

- Invitation To Bid
- Instructions To Bidders
- Bid Tabulation

**Summary statement:** The existing 30 year old Hydro-Therm boiler at the Public Safety facility on South Valley Way is corroded and leaking internally from one of two interconnected boilers. These boiler units are original to the building. These boilers supply heat and hot water both to the police building and to the Mat-Su Pre-Trial Facility. An Invitation to Bid was advertised on 7-28-11 with a bid opening on 8-12-11. The successful bidder was Parkhurst Mechanical, LLC of Willow, AK. Completion date is set for October 12, 2011.

**Administration recommendation:** Approve action memorandum 11-047.



## CITY OF PALMER

### Invitation to Bid

#### Public Safety Boiler Replacement

**Description of Work:** Supply materials, equipment, and labor for the removal of existing boiler along with miscellaneous piping and appurtenances, purchase and install two new Weil McLain ULTRA 399 Boilers as more fully described in the Construction Documents.

**Sealed Bids will be opened publicly on Friday, August 12, at 11:00 a.m. Alaska Standard Time at the City of Palmer, 231 W. Evergreen Ave, Palmer, Alaska, 99645.**

**Project site visits will be scheduled by appointment only due to security.**

This is a bonded public works project and contractors are required to be licensed by the City and State, and shall comply with Title 36 wage rates. A bid bond is required with each bid in the amount of 5 percent of the bid. Successful bidder will be required to provide a performance bond and a labor and material payment bond each in the amount equal to 100 percent of the Contract price.

Contract documents will be available starting Friday, July 29, 2011, in electronic format only. Contact Tom Cohenour, Director of Public Works or Greg Wickham, Superintendant for information at (907) 745-3400.

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

Douglas B. Griffin  
City Manager



## **SECTION 00100**

### **INSTRUCTION TO BIDDERS**

#### **A. Purpose and Scope of service:**

##### **Section 1.1- Purpose:**

The City of Palmer is seeking Bid to render professional mechanical construction services, to supply material and construction labor to the Palmer Public Safety Building located at 423 South Valley Way Palmer Alaska.

The existing 30 year old Hydro Therm Boiler is damaged and leaking hot water internally.

NOTE\* Boiler system located within the Palmer Public Safety facility also supplies heat and hot water to the Mat Su Pre Trial Facility and it is imperative that work be completed as soon as possible to resume normal operation of the facility.

##### **Section 1.2- Scope of Services:**

The successful bidder shall provide the City of Palmer (Public Safety Facility) with 2 new boilers Weil McLain ULTRA 399 MBH, piping, valves, electrical and controls to complete a working system with a **Completion Date of October 12, 2011 AT 5:00 P.M. Alaska Standard time.** The successful Bid shall anticipate some equipment or material may not be readily available and make provisions to have such equipment or material expedited to meet schedule. The successful Bid shall anticipate the possibility of inclement weather and ensure indoor building temperature does not fall below 70 degrees Fahrenheit. This project will comply with established City of Palmer 1998 Standard Specifications and available on line at City of Palmer Web site. All Mechanical and Electrical work will follow 2009 edition UMC and 2011 NEC code requirements.

The Bidder shall be familiar with State laws, local laws, codes, ordinances and regulations which may, in any manner, affect those engaged or employed in the work or the materials or equipment used in or upon the site, or in any way affects the conduct of the work. No plea of misunderstanding or ignorance on the part of the successful bidder or contractor will, in any way, serve to modify the provisions of the contract.

Bidder shall comply with special regulatory requirements under this contract including State of Alaska Title 36 Laborers' and Mechanics' Minimum Rates of Pay.

#### **Work covered by contract documents:**

##### **A. Project Identification: Public Safety Boiler Replacement:**

1. Project location: 423 South Valley Way, Palmer, Alaska 99645.

##### **B. Owner: City of Palmer**

1. Owner representative: Tom Cohenour, Director of Public Works, or Greg Wickham Superintendent of Public Works at City of Palmer 1316 South Bonanza Street Palmer, Alaska 99645, Phone 907-745-3400 Fax 907-745-3203.

**C. The work consists of the following:**

1. Demo and dispose of existing Hydro Therm boiler, pressure stack, over head expansion tank, piping, electrical, and controls necessary to complete installation of new boilers. While protecting existing mechanical equipment located within the structure. **NOTE\*** Disconnect properly and return two existing conversion burners located on boiler to Public Works Department Staff.
2. Provide and install 2 new Weil McLain ULTRA 399 Boilers and new venting and support system required thru existing pressure stack roof vent to complete system installation and operation.
3. Provide and install new expansion tanks as required to complete system installation and operation.
4. Provide and install all new piping, valves, fittings, back flow preventers, low water cutoffs, fill valves, gas piping, condensate piping and supports required to complete system installation and operation.
5. Re-insulate all new piping as required to complete system installation and operation.
6. Install new galvanized custom weather tight roof flashing on existing roof penetration to complete system installation and operation.
7. Provide new 3-way control valve and air piping if necessary to complete system installation and operation.
8. Provide and install new power wiring, new equipment and electrical labels, breakers, control wiring, conduit, boxes, service switches to boilers, control valves, pumps to complete system installation and operation.
9. Provide 2 hours onsite boiler operation and maintenance training with Public Works Department Maintenance Staff when job is completed.

**Owner furnished products:**

None

**D. Use of premises:**

City of Palmer Public Safety Building located at 423 South Valley Way currently has 30 full time Patrol officers, dispatch staff, State Correctional Staff, and Alaska State Troopers utilizing the facility on a rotational schedule. Normal work hours are Monday thru Sunday 24 /7 operations. Scheduling construction activities within the facility for boiler system replacement will require substantial coordination with the Director of Public Works or his designee. Some night and or weekend work may be required by the successful bidder to complete this boiler replacement for the City of Palmer. Clean up and good housekeeping methods within the entire facility will be

maintained at all times by the successful bidder. Rear door access for demo of construction material and dumpster as well as parking is limited to 20'X 40' in rear of structure. All other vehicles will need to unload and use on-street parking.

**E. Liquidated Damages** will be \$100 per day after the substantial completion date of October 12, 2011.

**F. Reporting Required:**

1. This project is subject to title 36 Public Contracts State of Alaska pamphlet No. 600 established rates and Article 6.12 City of Palmer 1998 Standard Specifications.
2. Submit anticipated Construction Schedule with bid with established completion date.
3. Submit copy of State of Alaska and City of Palmer business license prior to construction activities to Public Works Department.
4. Submit insurance certificate to the Public Works Department prior to construction activities as stated in Article 6.9 City of Palmer 1998 Standard Specifications.
5. Submit certified payroll prior to final payment as stated in Article 6.12 City of Palmer 1998 Standard Specifications.
6. Submit all warranty card information, testing requirements, building inspection reports, installation and maintenance manuals upon completion of project to Public Works Department.
7. Submit payment request upon completion of project along with supporting documents in accordance with City of Palmer 1998 Standard Specifications.

**G. Bids Submitted:**

1. Bids will be received until Thursday, August 12, 2011, at 11:00 a.m. Alaska Standard Time by the City of Palmer located at 231 Evergreen Ave, Palmer, Alaska 99645 at which time they will be publicly opened and read aloud. Submit sealed bids that are clearly marked on the front with the bidders name and the following information:

**Public Safety Boiler Replacement  
Work Order # 2584  
Attention: Tom Cohenour  
Director of Public Works.**



**CITY OF PALMER**  
**INFORMATION MEMORANDUM NO. 11-042**  
**RESOLUTION NO. 11-024**

**Subject:** Resolution No. 11-024: Establishing a Goal to Increase the City of Palmer's Undesignated Fund Balance to an Amount Equal to Three Months of General Fund Operating Expenses

**Agenda of: August 30, 2011**

**Council Action:** \_\_\_\_\_

**Approved for presentation by:**

**City Manager**  
**City Attorney**  
**City Clerk**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Certification of Funds:**

Total amount of funds listed in legislation: \$ 0

This legislation (√):

Has no fiscal impact

Funds are budgeted from this (these) line item(s): ➤

Funds are not budgeted. Budget modification is required. Affected line item(s):

Unrestricted/undesignated fund balance (after budget modification) \$ \_\_\_\_\_

Director of Finance signature certifying funds: \_\_\_\_\_

**Attachment(s):**

- Resolution No. 11-024

**Summary statement:** As a way to provide the City Manager guidance in the preparation of the 2012 budget, it was suggested that a resolution be brought forward for City Council discussion regarding the need for a policy or goal regarding the size of the City of Palmer's Undesignated Fund Balance. The attached resolution does not develop the three month expense fund balance as a policy, but rather sets it as a goal. This direction will be useful in the development of a plan to increase the undesignated fund balance.

**Administration recommendation:** Approve resolution no. 11-024.



Introduced by: City Manager Griffin

Date: August 30, 2011

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

RESOLUTION NO. 11-024

A RESOLUTION OF THE PALMER CITY COUNCIL ESTABLISHING A GOAL TO INCREASE THE CITY OF PALMER'S UNDESIGNATED FUND BALANCE TO AN AMOUNT EQUAL TO THREE MONTHS OF GENERAL FUND OPERATING EXPENSES

WHEREAS, it is prudent to maintain a reserve undesignated fund balance in order to have adequate resources to address emergencies and unforeseen circumstances; and

WHEREAS, adequate reserves are also needed to in ensure efficient and timely payment of contractors while the City waits for grant payments from State and Federal agencies; and

WHEREAS, the Government Finance Officers of America recommend that municipal governments maintain an undesignated fund balance equal to two to four months of normal operating expenses; and

WHEREAS, the City of Palmer, due to contingencies has reduced its undesignated fund general balance; and

WHEREAS, the City of Palmer wishes to increase its undesignated fund balance while maintaining its present level of service and addressing deferred maintenance of its buildings and equipment; and

WHEREAS, sales tax revenues are steadily increasing from one year to the next, but other sources of revenue are less predictable over the next four years; and

WHEREAS, a strict policy that binds future city councils is too restrictive and does not allow future councils to address future unpredictable circumstances; and

WHEREAS, the Palmer City Council wishes to give the City Manager and his staff direction and goals for increasing the undesignated fund balance as part of the development of the 2012 operating and capital budget; and

WHEREAS, the goal of obtaining a three month fund balance over several years will allow for the maintenance of present service levels and addressing of deferred maintenance and equipment replacement.

NOW, THEREFORE, BE IT RESOLVED the Palmer City Council establishes a savings and budget surplus program with the goal of building the City's undesignated fund balance to a level equal to three months of general operating expenses by no later than December 31, 2015.

Passed and approved by the City Council of the City of Palmer, Alaska this thirtieth day of August, 2011.

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Delena Goodwin Johnson, Mayor

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Janette M. Bower, MMC, City Clerk

**CITY OF PALMER**  
**INFORMATION MEMORANDUM NO. 11-043**  
**RESOLUTION NO. 11-025**

**Subject:** Resolution No. 11-025: Accepting a list of Capital Projects for Consideration for Palmer Capital Projects Submission to the Alaska Legislature for Funding During the 2012 Legislative Session

**Agenda of: August 30, 2011**

**Council Action:** \_\_\_\_\_

**Approved for presentation by:**

**City Manager**  
**City Attorney**  
**City Clerk**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Certification of Funds:**

Total amount of funds listed in legislation: \$ 0

This legislation (√):

Has no fiscal impact

Funds are budgeted from this (these) line item(s):

Funds are not budgeted. Budget modification is required. Affected line item(s):

Unrestricted/undesignated fund balance (after budget modification) \$ \_\_\_\_\_

Director of Finance signature certifying funds: \_\_\_\_\_

**Attachment(s):**

- Resolution no. 11-025

**Summary statement:** On May 25, 2010, the Palmer City Council adopted a process for developing, considering, and approving capital projects for the year. These projects would be considered as part of the budget and prepared for submission to the Alaska Legislature for funding by the State of Alaska. The City has followed the process and schedule by conducting a project nomination process and holding a project fair/open house. Projects have also been nominated formally and informally by City Council members and have been added to the list. Further cost estimates and narratives are still needed for some of the newer projects. This work will be completed by September 15, 2011.

**Administration recommendation:** Approve resolution no. 11-025.



Introduced by: City Manager Griffin

Date: August 30, 2011

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

RESOLUTION NO. 11-025

A RESOLUTION OF THE PALMER CITY COUNCIL ACCEPTING A LIST OF CAPITAL PROJECTS FOR CONSIDERATION FOR PALMER CAPITAL PROJECTS SUBMISSION TO THE ALASKA LEGISLATURE FOR FUNDING DURING THE 2012 LEGISLATIVE SESSION

WHEREAS, it is the City of Palmer's desire to provide a complete and accurate plan for the City's capital improvement project needs; and

WHEREAS, on May 25, 2010 the Palmer City Council approved a process to seek community and city staff nominations for capital project requests; and

WHEREAS, the City of Palmer has followed the process approved by the City Council; and

WHEREAS, earlier this year the City Manager opened up the capital project process for nominations from the public; and

WHEREAS, the nomination period was announced open at a Greater Palmer Chamber of Commerce meeting; and

WHEREAS, the nomination process was also advertised on the City of Palmer website and in newspaper notices; and

WHEREAS, as part of the public review process a project fair was held on May 23, 2011 at the Palmer Train Depot to get additional public input; and

WHEREAS, many of the projects listed were nominated in prior years, have gone through a public review process, but have not yet been funded and remain on the list for consideration; and

WHEREAS, during the course of City Council meetings City Council members have nominated projects they wished to see included in the Palmer Capital Projects listing; and

WHEREAS, the Alaska Legislature looks more favorably on project requests that have been vetted through a public process;

WHEREAS, the Palmer City Council may amend, add, remove, combine, and rank projects in priority order as part of its legislative prerogatives.

NOW, THEREFORE, BE IT RESOLVED the Palmer City Council accepts the following list of projects for consideration, discussion, and as the initial step of City Council deliberation in putting together its Palmer Capital Projects priorities for 2012.

Replacement of Fire Station 3-1 Roof  
Waste Water Treatment Plant Master Plan  
Replacement Fire Tanker  
City Office Paved Parking  
City Hall Renovations and Boiler Replacement  
Palmer Bicycle Pump Track  
A Walk to the Fair Revisited  
Brittney Estates Park  
Darron Drive Park Upgrade  
New Trail Connections  
Sport Court Basketball Court  
Teen Park  
Airport Small Aircraft Wash Areas  
Police Vehicle Replacement Program  
Heating Power Plant Efficiency Analysis for City Buildings  
Public Works Shop Boiler Replacement  
Roadway Resurfacing on S. Valley Way  
Central Water Meter Read System  
Garbage Truck  
N. Denali and E. Eagle Water Main Tie-In  
Palmer Sherrod Storm Water Improvements  
Palmer South Storm Water Improvements  
Public Works Van  
Purchase Property Adjacent to the Palmer Waste Water Treatment Plant  
Utility Truck (1 ton) Public Works Department  
Utility Truck (1 ton) Sewer Department  
Utility Truck (1 ton) Water Department  
ADA Sidewalk Compliance  
Electrifying the Quad

Passed and approved by the City Council of the City of Palmer, Alaska this thirtieth day of August, 2011.

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Delena Goodwin Johnson, Mayor

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Janette M. Bower, MMC, City Clerk



## **Committee of the Whole**

### **2012 Budget**





Douglas B. Griffin  
City Manager

City of Palmer  
231 W. Evergreen Avenue  
Palmer, Alaska 99645-6952  
Phone (907) 761-1317  
dgriffin@palmerak.org  
www.cityofpalmer.org

## MEMORANDUM

**TO:** The Honorable Mayor and Members of the Palmer City Council  
**FROM:** Douglas B. Griffin, City Manager  
**DATE:** August 23, 2011  
**RE:** Discussion Items for August 30, 2011 Meeting on 2012 Budget

As I continue to work with my staff on preparation of the 2012 budget, I have tried to come up with some discussion items that would be useful for me in developing the budget. I list these discussion points and some of the options available to provide some direction going forward. The options listed may not be all-inclusive.

1) How and what level of financial commitment does the City wish to pursue economic development activity? What emphasis, if any, should the City place on partnering with the Mat-Su Borough, Greater Palmer Chamber of Commerce, and other organizations in generating beneficial economic activity and expanding the City's tax base and revenue stream?

How:

- a) Hire part-time or full time economic development person,
- b) contract out for economic development services, and/or
- c) use existing staff, Mayor with or without contract funding.

Level of financial commitment: \$\_\_\_\_\_.

2) How much should the City budget to address deferred maintenance on its buildings, building systems, parking lots and equipment? What should the City shoulder on its own and what should it use as match for legislative requests?

How much: For planning purposes, I am considering \$100,000 for deferred maintenance to address aging buildings, roof repairs, parking lot repairs and other life/safety/ priorities. Work is on-going to see if this is adequate to address maintenance items. Some of the budget may go toward match for legislative funding requests to address more expensive repairs, like the fire station roof replacement.

- 3) Should the overall operating budget reflect a “maintenance” level or should the City consider new programs and initiatives that will require additional expenditure or realigning of priorities?

At this time, I am working on an assumption that the City will be proposing a “maintenance” level budget that will reflect less grant funded activity, gradual growth in utility customers, normal levels of snow fall, and normal numbers of water/sewer line repairs.

- 4) Should the City consider a cost-of-living adjustment for wages and an increase/decrease in benefits?

For planning purposes, I am not considering a COLA adjustment and will attempt to absorb the increased cost of benefits (medical insurance) for another year as an off-set to increased pay levels.

- 5) Should the City consider budgeting for lobbying services?

I am planning on setting aside money for the funding of in-house lobbying efforts similar to 2011.

- 6) Is it important to build up the City’s undesignated general fund balance and how rapidly should the City undertake to increase this reserve?

See Resolution 11-024 and IM 11-042

- 7) At what level should we budget for support staff for the City Manager and Mayor?

The City Manager’s office operations have been materially affected by the elimination of the Special Assistant position and the additional staff support required by the Mayor. While the City Manager, his remaining staff, and Department heads are readjusting, there should be a discussion on trade-offs and limitations of operating with fewer support resources for the City Manager.



**Committee of the Whole**  
**City of Palmer Pay Plan**



**CITY OF PALMER PAY PLAN -- APPROVED JUNE 14, 2011**  
**(Beginning of pay period)**

Implement:  
 Approved: City Council - June 14, 2011      2 yrs      4 yrs      7 yrs      10 yrs  
 3.5% increase after employee reaches step 9

Level Classification by Job Title	LEVEL/STEP	1	2	3	4	5	6	7	8	9	15	16	17	18	
Library Technician PT	1	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/15	1/16	1/17	1/18	
		10.42	10.84	11.27	11.72	12.20	12.68	13.18	13.71	14.26	Hourly	14.75	15.26	15.80	16.36
		833.60	867.20	901.60	937.60	976.00	1014.40	1054.40	1096.80	1140.80	Bi-weekly	1180.00	1220.80	1264.00	1308.80
		21,674	22,547	23,442	24,378	25,376	26,374	27,414	28,517	29661	Annual	30,680	31,741	32,864	34,029
Ice Arena Attendant PT Library Assistant, Library Specialist Janitor/ Light Maintenance	2	2/1	2/2	2/3	2/4	2/5	2/6	2/7	2/8	2/9	2/15	2/16	2/17	2/18	
		11.92	12.39	12.89	13.40	13.94	14.49	15.07	15.68	16.30	Hourly	16.87	17.46	18.07	18.69
		953.60	991.20	1031.20	1072.00	1115.20	1159.20	1205.60	1254.40	1304.00	Bi-weekly	1349.60	1396.80	1445.60	1495.20
		24,794	25,771	26,811	27,872	28,995	30,139	31,346	32,614	33,904	Annual	35,090	36,317	37,586	38,875
Ice Arena Attendant PT Groundskeeper Laborer - Public Works Receptionist & Cashier PT	3	3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/15	3/16	3/17	3/18	
		13.40	13.94	14.49	15.07	15.68	16.30	16.95	17.63	18.33	Hourly	18.97	19.63	20.32	21.03
		1072.00	1115.20	1159.20	1205.60	1254.40	1304.00	1356.00	1410.40	1466.40	Bi-weekly	1517.60	1570.40	1625.60	1682.40
		27,872	28,995	30,139	31,346	32,614	33,904	35,256	36,670	38,126	Annual	39,458	40,830	42,266	43,742
Admin Asst - CD (2), PW Receptionist & Cashier Solid Waste Collector	4	4/1	4/2	4/3	4/4	4/5	4/6	4/7	4/8	4/9	4/15	4/16	4/17	4/18	
		14.85	15.45	16.07	16.71	17.38	18.07	18.79	19.54	20.32	Hourly	21.03	21.76	22.53	23.32
		1188.00	1236.00	1285.60	1336.80	1390.40	1445.60	1503.20	1563.20	1625.62	Bi-weekly	1682.40	1740.80	1802.40	1865.60
		30,888	32,136	33,426	34,757	36,150	37,586	39,083	40,643	42266	Annual	43,742	45,261	46,862	48,506
Admin Asst - Public Safety Arena Operations & Groundskeeper Foreman Maintenance Worker Planning & Code ComplianceTech	5	5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8	5/9	5/16	5/16	5/17	5/18	
		16.37	17.03	17.71	18.42	19.16	19.92	20.71	21.54	22.40	Hourly	23.19	24.00	24.84	25.71
		1309.60	1362.40	1416.80	1473.60	1532.80	1593.60	1656.80	1723.20	1792.00	Bi-weekly	1855.20	1920.00	1987.20	2056.80
		34,050	35,422	36,837	38,314	39,853	41,434	43,077	44,803	46,592	Annual	48,235	49,920	51,667	53,477
Accounting Technician I, Dispatcher I Evidence & Records Custodian Library Services Coordinator W/WW Operator I	6	6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/15	6/16	6/17	6/18	
		17.87	18.58	19.32	20.10	20.90	21.73	22.60	23.50	24.44	Hourly	25.30	26.18	27.10	28.05
		1429.60	1486.40	1545.60	1608.00	1672.00	1738.40	1808.00	1880.00	1955.20	Bi-weekly	2024.00	2094.40	2168.00	2244.00
		37,170	38,646	40,186	41,808	43,472	45,198	47,008	48,880	50,835	Annual	52,624	54,454	56,368	58,344
Building Inspector, Dispatcher II Equipment Operator, Grants & Contracts Coord Mechanic, Police Officer I Utility Meter Reader & Laborer W/WW Operator II,	7	7/1	7/2	7/3	7/4	7/5	7/6	7/7	7/8	7/9	7/15	7/16	7/17	7/18	
		19.36	20.14	20.94	21.77	22.65	23.56	24.49	25.47	26.49	Hourly	27.42	28.38	29.37	30.40
		1548.80	1611.20	1675.20	1741.60	1812.00	1884.80	1959.20	2037.60	2119.20	Bi-weekly	2193.60	2270.40	2349.60	2432.00
		40,269	41,891	43,555	45,282	47,112	49,005	50,939	52,978	55,099	Annual	57,034	59,030	61,090	63,232
Accounting Technician II, Arena Manager Assistant Dispatch Supervisor, Deputy City Clerk Executive Secretary /Marketing Materials Specialist Utilities Foreman	8	8/1	8/2	8/3	8/4	8/5	8/6	8/7	8/8	8/9	8/15	8/16	8/17	8/18	
		20.84	21.67	22.54	23.44	24.38	25.36	26.37	27.42	28.51	Hourly	29.51	30.54	31.61	32.71
		1667.20	1733.60	1803.20	1875.20	1950.40	2028.80	2109.60	2193.60	2280.80	Bi-weekly	2360.80	2443.20	2528.80	2616.80
		43,347	45,074	46,883	48,755	50,710	52,749	54,850	57,034	59,301	Annual	61,381	63,523	65,749	68,037
Dispatch Supervisor, Electrician Fire Training Coordinator Police Officer II Quality Control & Project Coordinator	9	9/1	9/2	9/3	9/4	9/5	9/6	9/7	9/8	9/9	9/15	9/16	9/17	9/18	
		22.34	23.24	24.16	25.13	26.14	27.19	28.28	29.42	30.59	Hourly	31.66	32.77	33.92	35.10
		1787.20	1859.20	1932.80	2010.40	2091.20	2175.20	2262.40	2353.60	2447.20	Bi-weekly	2532.80	2621.60	2713.60	2808.00
		46,467	48,339	50,253	52,270	54,371	56,555	58,822	61,194	63,627	Annual	65,853	68,162	70,554	73,008
Library & Arena Director Maintenance Superintendent Police Detective Sergeant Police Sergeant	10	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/15	10/16	10/17	10/18	
		23.82	24.78	25.77	26.80	27.87	28.98	30.15	31.35	32.61	Hourly	33.75	34.94	36.16	37.43
		1905.60	1982.40	2061.60	2144.00	2229.60	2318.40	2412.00	2508.00	2608.80	Bi-weekly	2700.00	2795.20	2892.80	2994.40
		49,546	51,542	53,602	55,744	57,970	60,278	62,712	65,208	67,829	Annual	70,200	72,675	75,213	77,854
Commander, Controller Human Resource Specialist Special Assistant	11	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/15	11/16	11/17	11/18	
		25.31	26.32	27.37	28.46	29.60	30.79	32.02	33.30	34.63	Hourly	35.84	37.10	38.40	39.74
		2024.80	2105.60	2189.60	2276.80	2368.00	2463.20	2561.60	2664.00	2770.40	Bi-weekly	2867.20	2968.00	3072.00	3179.20
		52,645	54,746	56,930	59,197	61,568	64,043	66,602	69,264	72,030	Annual	74,547	77,168	79,872	82,659
Chief of Police Fire Chief	12	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/15	12/16	12/17	12/18	
		29.06	30.22	31.43	32.68	33.99	35.35	36.76	38.23	39.76	Hourly	41.15	42.59	44.08	45.63
		2324.80	2417.60	2514.40	2614.40	2719.20	2828.00	2940.80	3058.40	3180.80	Bi-weekly	3292.00	3407.20	3526.40	3650.40
		60,445	62,858	65,374	67,974	70,699	73,528	76,461	79,518	82,701	Annual	85,592	88,587	91,686	94,910
Directors, CD, Finance, PS, PW	13	13/1	13/2	13/3	13/4	13/5	13/6	13/7	13/8	13/9	13/15	13/16	13/17	13/18	
		31.96	33.24	34.57	35.95	37.39	38.88	40.44	42.06	43.73	Hourly	45.26	46.85	48.49	50.19
		2556.80	2659.20	2765.60	2876.00	2991.20	3110.40	3235.20	3364.80	3498.40	Bi-weekly	3620.80	3748.00	3879.20	4015.20
		66,477	69,139	71,906	74,776	77,771	80,870	84,115	87,485	90,958	Annual	94,141	97,448	100,859	104,395

Pay Increments for Longevity

A. Pay increments at a rate of 3.5% of the employee's current wage or salary shall be effective on their anniversary date after an employee has remained in that pay step of the current position for two years or more prior to the effective date. The employee must have worked continuously as a full-time employee for the City and must have received an overall rating of "satisfactory" or higher on the annual performance evaluation.

B. Additional increments, each computed at the rate of 3.5% of the employee's wage or salary then in effect, shall be provided under the same restrictions as provided in A of this section when the employee has remained in the top pay step for four, six and eight years.



## 2011 City of Palmer Expanded Pay Plan

Approved by City Council on June 14, 2011

Level (Based on the Classification Plan): 1

	<i>Job Title:</i>	Library Technician
<b>Number of Authorized Full-Time Positions:</b>		0
<b>Number of Authorized Part-Time Positions:</b>		4 @ .5
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		4 @ .12
<b>Number of Authorized Temporary Positions:</b>		
<b>Total Number of Positions for Library Technician:</b>		8
<b>Total Number of FTE for this Level:</b>		2.48

### Steps (Level 1)

	1	2	3	4	5	6	7	8	9
Hourly	10.42	10.84	11.27	11.72	12.20	12.68	13.18	13.71	14.26
Bi-weekly	833.60	867.20	901.60	937.60	976.00	1014.40	1054.40	1096.80	1140.80
Annual	21,674.00	22,547.00	23,442.00	24,378.00	25,376.00	26,374.00	27,414.00	28,517.00	29,661.00

### \*Longevity Increments

	15	16	17	18
Hourly	14.75	15.26	15.80	16.36
Bi-weekly	1180.00	1220.80	1264.00	1308.80
Annual	30,680.00	31,741.00	32,864.00	34,029.00

**2011 City of Palmer Expanded Pay Plan**  
**Approved by City Council on June 14, 2011**

**Level (Based on the Classification Plan): 2**

	<i>Job Title:</i>	Janitor/Light Maintenance
	<b>Number of Authorized Full-Time Positions:</b>	3
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of FTE for Janitor/Light Maintenance:</b>	3
<hr/>		
	<i>Job Title:</i>	Library Assistant
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of FTE for Library Assistant:</b>	1
<hr/>		
	<i>Job Title:</i>	Library Specialist
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of Positions for Library Specialist:</b>	1
	<b>Total Number of FTE for this Level:</b>	5

**Steps (Level 2)**

	1	2	3	4	5	6	7	8	9
Hourly	11.92	12.39	12.89	13.40	13.94	14.49	15.07	15.68	16.30
Bi-weekly	953.60	991.20	1031.20	1072.00	1115.20	1159.20	1205.60	1254.40	1304.00
Annual	24,794.00	25,771.00	26,811.00	27,872.00	28,995.00	30,139.00	31,346.00	32,614.00	33,904.00

**\*Longevity Increments**

	15	16	17	18
Hourly	16.87	17.46	18.07	18.69
Bi-weekly	1349.60	1396.80	1445.60	1495.20
Annual	35,090.00	36,317.00	37,586.00	38,875.00

**2011 City of Palmer Expanded Pay Plan**  
**Approved by City Council on June 14, 2011**

**Level (Based on the Classification Plan): 3**

	<i>Job Title:</i>	Arena Attendant PT
	<b>Number of Authorized Full-Time Positions:</b>	0
	<b>Number of Authorized Part-Time Positions:</b>	3 @ .5
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of FTE for Arena Attendant:</i>	1.5
	<i>Job Title:</i>	Groundskeeper
	<b>Number of Authorized Full-Time Positions:</b>	0
	<b>Number of Authorized Part-Time Positions:</b>	1 @ .31 & 4 @ .23
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of FTE for Groundskeeper:</i>	1.23
	<i>Job Title:</i>	Public Works Laborer**
	<b>Number of Authorized Full-Time Positions:</b>	0
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	**
	<i>Total Number of FTE for Public Works Laborer:</i>	0
	<i>Job Title:</i>	Receptionist & Cashier PT
	<b>Number of Authorized Full-Time Positions:</b>	0
	<b>Number of Authorized Part-Time Positions:</b>	1 @ .7
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of FTE for Receptionist &amp; Cashier PT:</i>	.7
	<b>Total Number of FTE or this Level:</b>	3.43**

**2011 City of Palmer Expanded Pay Plan**  
**Approved by City Council on June 14, 2011**

<b>Steps (Level 3)</b>									
	1	2	3	4	5	6	7	8	9
Hourly	13.40	13.94	14.49	15.07	15.68	16.30	16.95	17.63	18.33
Bi-weekly	1072.00	1115.20	1159.20	1205.60	1254.40	1304.00	1356.00	1410.40	1466.40
Annual	27,872.00	28,995.00	30,139.00	31,346.00	32,614.00	33,904.00	35,256.00	36,670.00	38,126.00

<b>*Longevity Increments</b>				
	15	16	17	18
Hourly	18.97	19.63	20.32	21.03
Bi-weekly	1517.60	1570.40	1625.60	1682.40
Annual	39,458.00	40,830.00	42,266.00	43,742.00

**2011 City of Palmer Expanded Pay Plan**  
**Approved by City Council on June 14, 2011**

**Level (Based on the Classification Plan): 4**

	<i>Job Title:</i>	Administrative Assistant – Community Development (2) Public Works
	<b>Number of Authorized Full-Time Positions:</b>	2
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of Positions for Administrative Assistant</b>	2
<hr/>		
	<i>Job Title:</i>	Receptionist & Utility Cashier
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of Positions for Receptionist &amp; Utility Cashier:</b>	1
<hr/>		
	<i>Job Title:</i>	Solid Waste Collector
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of Positions for Solid Waste Collector:</b>	1
	<b>Total Number of Positions for this Level:</b>	4

**Steps (Level 4)**

	1	2	3	4	5	6	7	8	9
Hourly	14.85	15.45	16.07	16.71	17.38	18.07	18.79	19.54	20.32
Bi-weekly	1188.00	1236.00	1285.60	1336.80	1390.40	1445.60	1503.20	1563.20	1625.62
Annually	30,888.00	32,136.00	33,426.00	34,757.00	36,150.00	37,586.00	39,083.00	40,643.00	42,266.00

**\*Longevity Increments**

	15	16	17	18
Hourly	21.03	21.76	22.53	23.32
Bi-weekly	1682.40	1740.80	1802.40	1865.60
Annual	43,742.00	45,261.00	46,862.00	48,506.00

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**Level (Based on the Classification Plan): 5**

	<i>Job Title:</i>	Administrative Assistant – Public Safety
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Administrative Assistant – Public Safety:</i>	1
<hr/>		
	<i>Job Title:</i>	Arena Operations/Groundskeeper Foreman
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Arena Operations/Groundskeeper Foreman:</i>	1
<hr/>		
	<i>Job Title:</i>	Maintenance Worker
	<b>Number of Authorized Full-Time Positions:</b>	2
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Maintenance Worker:</i>	2
<hr/>		
	<i>Job Title:</i>	Planning and Code Compliance Technician
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Planning and Code Compliance Technician:</i>	1
	<b>Total Number of FTE for this Level:</b>	5

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<b>Steps (Level 5)</b>									
	1	2	3	4	5	6	7	8	9
Hourly	16.37	17.03	17.71	18.42	19.16	19.92	20.71	21.54	22.40
Bi-weekly	1309.60	1362.40	1416.80	1473.60	1532.80	1593.60	1656.80	1723.20	1792.00
Annually	34,050.00	35,422.00	36,837.00	38,314.00	39,853.00	41,434.00	43,077.00	44,803.00	46,592.00

<b>*Longevity Increments</b>				
	16	16	17	18
Hourly	23.19	24.00	24.84	25.71
Bi-weekly	1855.20	1920.00	1987.20	2056.80
Annual	48,235.00	49,920.00	51,667.00	53,477.00

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Level (Based on the Classification Plan): 6

	<i>Job Title:</i>	Accounting Technician I
	<b>Number of Authorized Full-Time Positions:</b>	2
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	**
	<i>Total Number of Positions for Accounting Technician 1:</i>	2
<hr/>		
	<i>Job Title:</i>	Dispatcher I (probation 18 months then II)
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Dispatcher 1:</i>	1
<hr/>		
	<i>Job Title:</i>	Library Services Coordinator
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Library Service Coordinator:</i>	1
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	<i>Job Title:</i>	Evidence and Records Custodian
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Evidence and Records Custodian:</i>	1
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	<i>Job Title:</i>	Water and Waste Water Operator I
	<b>Number of Authorized Full-Time Positions:</b>	2
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Water and Waste Water Operator I:</i>	2
	<b>Total Number of Positions for this Level:</b>	7

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<b>Steps (Level 6)</b>									
	1	2	3	4	5	6	7	8	9
Hourly	17.87	18.58	19.32	20.10	20.90	21.73	22.60	23.50	24.44
Bi-weekly	1429.60	1486.40	1545.60	1608.00	1672.00	1738.40	1808.00	1880.00	1955.20
Annually	37,170.00	38,646.00	40,186.00	41,808.00	43,472.00	45,198.00	47,008.00	48,880.00	50,835.00

<b>*Longevity Increments</b>				
	15	16	17	18
Hourly	25.30	26.18	27.10	28.05
Bi-weekly	2024.00	2094.40	2168.00	2244.00
Annual	52,624.00	54,454.00	56,368.00	58,344.00

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**Level (Based on the Classification Plan): 7**

	<i>Job Title:</i>	Building Inspector
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Building Inspector:</i>	1
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	<i>Job Title:</i>	Dispatcher II
	<b>Number of Authorized Full-Time Positions:</b>	9
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Dispatcher II:</i>	9
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	<i>Job Title:</i>	Equipment Operator
	<b>Number of Authorized Full-Time Positions:</b>	3
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	**
	<i>Total Number of Positions for Equipment Operator:</i>	3
<hr/>		
	<i>Job Title:</i>	Grants and Contracts Coordinator
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Grants and Contracts Coordinator:</i>	1
<hr/>		
	<i>Job Title:</i>	Mechanic
	<b>Number of Authorized Full-Time Positions:</b>	2
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Mechanic:</i>	2
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	<i>Job Title:</i>	Police Officer I
	<b>Number of Authorized Full-Time Positions:</b>	0
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of Positions for Police Officer I:</b>	0
	<i>Job Title:</i>	Utility Meter Reader/Laborer
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of Positions for Utility Meter Reader/Laborer:</b>	1
	<i>Job Title:</i>	Water and Waste Water Operator II
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of Positions for Water and Waste Water Operator II:</b>	1
	<b>Total Number of Positions for this Level:</b>	18

	<b>Steps (Level 7)</b>								
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Hourly	19.36	20.14	20.94	21.77	22.65	23.56	24.49	25.47	26.49
Bi-weekly	1548.80	1611.20	1675.20	1741.60	1812.00	1884.80	1959.20	2037.60	2119.20
Annually	40,269.00	41,891.00	43,555.00	45,282.00	47,112.00	49,005.00	50,939.00	52,978.00	55,099.00

	<b>*Longevity Increments</b>			
	15	16	17	18
Hourly	27.42	28.38	29.37	30.40
Bi-weekly	2193.60	2270.40	2349.60	2432.00
Annual	57,034.00	59,030.00	61,090.00	63,232.00

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**Level (Based on the Classification Plan): 8**

	<i>Job Title:</i>	Accounting Technician II
	<b>Number of Authorized Full-Time Positions:</b>	2
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Accounting Technician II:</i>	2
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	<i>Job Title:</i>	Assistant Dispatch Supervisor
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Assistant Dispatch Supervisor:</i>	1
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	<i>Job Title:</i>	Deputy City Clerk
	<b>Number of Authorized Full-Time Positions:</b>	0
	<b>Number of Authorized Part-Time Positions:</b>	1 @ .7
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of FTE for Deputy City Clerk:</i>	1
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	<i>Job Title:</i>	Executive Secretary – City Manager and Mayor/ Marketing Materials Specialist
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Executive Secretary – City Manager and Mayor/ Marketing Materials Specialist:</i>	1
<hr/>		
	<i>Job Title:</i>	Arena Manager
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0

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	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of Positions for Arena Manager:</b>	1
	<i>Job Title:</i>	Utility Foreman
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of Positions for Utility Foreman:</b>	1
	<b>Total Number of FTE for this Level:</b>	6.7

<b>Steps (Level 8)</b>									
	1	2	3	4	5	6	7	8	9
Hourly	20.84	21.67	22.54	23.44	24.38	25.36	26.37	27.42	28.51
Bi-weekly	1667.20	1733.60	1803.20	1875.20	1950.40	2028.80	2109.60	2193.60	2280.80
Annually	43,347.00	45,074.00	46,883.00	48,755.00	50,710.00	52,749.00	54,850.00	57,034.00	59,301.00

<b>*Longevity Increments</b>				
	15	16	17	18
Hourly	29.51	30.54	31.61	32.71
Bi-weekly	2360.80	2443.20	2528.80	2616.80
Annual	61,381.00	63,523.00	65,749.00	68,037.00

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Level (Based on the Classification Plan): 9

	<i>Job Title:</i>	Dispatch Supervisor
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Dispatch Supervisor:</i>	1
	<i>Job Title:</i>	Electrician
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Electrician:</i>	0
	<i>Job Title:</i>	Fire Training Coordinator
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Fire Training Coordinator:</i>	1
	<i>Job Title:</i>	Police Officer II
	<b>Number of Authorized Full-Time Positions:</b>	10
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Police Officer II:</i>	10
	<i>Job Title:</i>	Quality Control and Project Coordinator
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Quality Control and Project Coordinator</i>	1

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Total Number of Positions for this Level: 13

<b>Steps (Level 9)</b>									
	1	2	3	4	5	6	7	8	9
Hourly	22.34	23.24	24.16	25.13	26.14	27.19	28.28	29.42	30.59
Bi-weekly	1787.20	1859.20	1932.80	2010.40	2091.20	2175.20	2262.40	2353.60	2447.20
Annually	46,467.00	48,339.00	50,253.00	52,270.00	54,371.00	56,555.00	58,822.00	61,194.00	63,627.00

<b>*Longevity Increments</b>				
	15	16	17	18
Hourly	31.66	32.77	33.92	35.10
Bi-weekly	2532.80	2621.60	2713.60	2808.00
Annual	65,853.00	68,162.00	70,554.00	73,008.00

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Level (Based on the Classification Plan): 10

	<i>Job Title:</i>	Library & Arena Director
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of Positions for Library &amp; Arena Director:</b>	1
<hr/>		
	<i>Job Title:</i>	Maintenance Superintendent
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of Positions for Maintenance Superintendent:</b>	1
<hr/>		
	<i>Job Title:</i>	Police Detective Sergeant
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of Positions for Police Detective Sergeant:</b>	1
<hr/>		
	<i>Job Title:</i>	Police Sergeant
	<b>Number of Authorized Full-Time Positions:</b>	2
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<b>Total Number of Positions for Police Sergeant:</b>	2
<hr/>		
	<b>Total Number of Positions for this Level:</b>	5

	Steps (Level 10)								
	1	2	3	4	5	6	7	8	9
Hourly	23.82	24.78	25.77	26.80	27.87	28.98	30.15	31.35	32.61
Bi-weekly	1905.60	1982.40	2061.60	2144.00	2229.60	2318.40	2412.00	2508.00	2608.80
Annually	49,546.00	51,542.00	53,602.00	55,744.00	57,970.00	60,278.00	62,712.00	65,208.00	67,829.00

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**\*Longevity Increments**

	15	16	17	18
Hourly	33.75	34.94	36.16	37.43
Bi-weekly	2700.00	2795.20	2892.80	2994.40
Annual	70,200.00	72,675.00	75,213.00	77,854.00

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**Level (Based on the Classification Plan): 11**

	<i>Job Title:</i>	Commander
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Commander:</i>	1
	<i>Job Title:</i>	Controller
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Controller:</i>	1
	<i>Job Title:</i>	Human Resources Specialist
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Human Resources Specialist:</i>	1
	<i>Job Title:</i>	Special Assistant
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Special:</i>	1
	<b>Total Number of Positions for this Level:</b>	4

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<b>Steps (Level 11)</b>									
	1	2	3	4	5	6	7	8	9
Hourly	25.31	26.32	27.37	28.46	29.60	30.79	32.02	33.30	34.63
Bi-weekly	2024.80	2105.60	2189.60	2276.80	2368.00	2463.20	2561.60	2664.00	2770.40
Annually	52,645.00	54,746.00	56,930.00	59,197.00	61,568.00	64,043.00	66,602.00	69,264.00	72,030.00

<b>*Longevity Increments</b>				
	15	16	17	18
Hourly	35.84	37.10	38.40	39.74
Bi-weekly	2867.20	2968.00	3072.00	3179.20
Annual	74,547.00	77,168.00	79,872.00	82,659.00

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Level (Based on the Classification Plan): 12

	<i>Job Title:</i>	Fire Chief
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Fire Chief:</i>	1
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	<i>Job Title:</i>	Chief of Police
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Chief of Police:</i>	1
	<b>Total Number of Positions for this Level:</b>	2

Steps (Level 12)									
	1	2	3	4	5	6	7	8	9
Hourly	29.06	30.22	31.43	32.68	33.99	35.35	36.76	38.23	39.76
Bi-weekly	2324.80	2417.60	2514.40	2614.40	2719.20	2828.00	2940.80	3058.40	3180.80
Annually	60,445.00	62,858.00	65,374.00	67,974.00	70,699.00	73,528.00	76,461.00	79,518.00	82,701.00

*Longevity Increments				
	15	16	17	18
Hourly	41.15	42.59	44.08	45.63
Bi-weekly	3292.00	3407.20	3526.40	3650.40
Annual	85,592.00	88,587.00	91,686.00	94,910.00

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**Level (Based on the Classification Plan): 13**

	<i>Job Title:</i>	Director of Finance
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Director of Finance:</i>	1
	<i>Job Title:</i>	Director of Community Development
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Director of Community Development:</i>	1
	<i>Job Title:</i>	Director of Public Safety
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Director of Public Safety:</i>	1
	<i>Job Title:</i>	Director of Public Works
	<b>Number of Authorized Full-Time Positions:</b>	1
	<b>Number of Authorized Part-Time Positions:</b>	0
<b>Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):</b>		0
	<b>Number of Authorized Temporary Positions:</b>	0
	<i>Total Number of Positions for Director of Public Works:</i>	1
	<b>Total Number of Positions for this Level:</b>	4

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<b>Steps (Level 13)</b>									
	1	2	3	4	5	6	7	8	9
Hourly	31.96	33.24	34.57	35.95	37.39	38.88	40.44	42.06	43.73
Bi-weekly	2556.80	2659.20	2765.60	2876.00	2991.20	3110.40	3235.20	3364.80	3498.40
Annually	66,477.00	69,139.00	71,906.00	74,776.00	77,771.00	80,870.00	84,115.00	87,485.00	90,958.00

<b>*Longevity Increments</b>				
	15	16	17	18
Hourly	45.26	46.85	48.49	50.19
Bi-weekly	3620.80	3748.00	3879.20	4015.20
Annual	94,141.00	97,448.00	100,859.00	104,395.00

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**Summary**

<b>Total Number of Authorized Full-Time Positions:</b>	73.00
<b>Total Number of Authorized Part-Time Positions:</b>	6.13
<b>Total Number of Authorized On-Call Positions:</b>	.48
<b>Total Number of Authorized Temporary Positions:</b>	* *

**\*Pay Increments for Longevity**

- A. Pay increments at a rate of three and one-half percent (3.5%) of the employee's current wage or salary shall be effective on their anniversary date after an employee has remained at increment 15 of their current position for two years or more prior to the effective date. The employee must have worked continuously as a full or part time employee for the City and must have received an overall rating of "satisfactory" or higher on the annual performance evaluation.
- B. Additional increments, each computed at the rate of three and one-half percent (3.5%) of the employee's wage or salary then in effect, shall be provided under the same restrictions as provided in A of this section when the employee has remain the top pay step for four, seven, and ten years.

**\*\*Temporary Employees**

The following amounts are budgeted for temporary employees such as laborers, equipment operators and grounds keepers:

- \$10,000 in Public Works Administration;
- \$37,222 in Public Works Roads;
- \$68,744 in Public Works Parks & Recreation.

**\*\*\*Paid On-Call Responders**

Paid on-call responders are paid at the rate of \$9.50 per hour. Their pay is budgeted in the Department of Public Safety Fire Division.