

SPECIAL CITY COUNCIL MEETING
6 PM THURSDAY, DECEMBER 8, 2011
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER
www.cityofpalmer.org



MAYOR DELENA JOHNSON
COUNCIL MEMBER RICHARD BEST
COUNCIL MEMBER LINDA COMBS
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. Committee of the Whole – 2012 City of Palmer Budget
- F. Adjournment



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: December 2, 2011
RE: Response to City Council Questions and Summary of Actions on Proposed 2012 Budget

Attached please find the calculations done by the Department of Finance in response to amendments the City Council made at the November 22, 2010 meeting on the proposed 2012 budget. These are enclosed in the following Attachments A – C.

Attachment D is an explanation based on an analysis from the City's Human Resources Specialist regarding how the position downgrades for Groundskeepers and Arena Attendants should be implemented to be as fair and consistent as possible and to protect the City from potential liability.

The next document is a response with options for transitioning to higher rates at the Community Center (Depot), marked as Attachment E. The manner in which that is done will affect the amount of revenue projected to come from these higher rates.

Finally, all of the projected out-of-state travel for City staff with justification for each planned trip is provided in Attachment F as requested.

Attachment A

BUDGET CHANGES 2012

Executive Secretary Remains At Level 8:

Status:
Passed

Line Item	Description	Before	After	Variance
01-01-05-6011	Regular Salaries	212,008	210,510	(1,498)
01-01-05-6012	Regular Benefits	100,725	100,250	<u>(475)</u>
				(1,973)

Administrative Assistant Remains at Level 4:

Passed

Line Item	Description	Before	After	Variance
01-17-10-6011	Regular Salaries	451,084	450,306	(778)
01-17-10-6012	Regular Benefits	359,814	359,568	<u>(246)</u>
				(1,024)

Arena Attendant Remains at Level 2:

Passed

Line Item	Description	Before	After	Variance
01-19-40-6013	P/T Employees	47,164	45,458	(1,706)
01-19-40-6012	Regular Benefits	66,362	66,114	<u>(248)</u>
				(1,954)

Library Assistant Remain at Level 2:

Passed

Line Item	Description	Before	After	Variance
01-19-10-6011	Regular Salaries	193,426	192,046	(1,380)
01-19-10-6012	Regular Benefits	173,331	172,893	<u>(438)</u>
				(1,818)

Groundskeeper from Level 3 to Level 1

Passed

Line Item	Description	Before	After	Variance
01-17-90-6013	PT Salaries	55,000	38,594	(16,406)
01-17-90-6012	Regular Benefits	26,032	22,781	<u>(3,251)</u>
				(19,657)

Note: The savings listed above may not materialize depending on whether seasonal employees currently employed return and/or Council approval to terminate existing employees.

Add Maintenance Worker (5/2) instead of Construction Technician (6/3)

Postponed

Line Item	Description	Before	After	Variance
01-17-10-6011	Regular Salaries	451,084	446,217	(4,867)
01-17-10-6012	Regular Benefits	359,814	358,107	<u>(1,707)</u>
				(6,574)

BUDGET CHANGES 2012

Solid Waste Collector from (7/2) to (6/4)

Passed

Line Item	Description	Before	After	Variance
05-01-10-6011	Regular Salaries	42,947	42,864	(83)
05-01-10-6012	Regular Benefits	38,445	38,412	(33)
	Total Solid Waste Fund			(116)

Fee Increases

Increase Ice Rental Fee Effective 8/1/2012 (\$185 to \$190, \$150 to \$155)

Passed

Line Item	Description	Before	After	Variance
01-00-00-3001	Ice Rental	225,000	229,500	4,500

Increase Community Center Rental (\$175 to \$200 M-T, \$200 to \$250 F-S, \$200 F-S) Postponed
 Intermittent (\$125 to \$150 M-T, \$150 to \$200 F-S, Consecutive day \$125 to \$150 M-T, \$150 to \$200 F-S)

Line Item	Description	Before	After	Variance
01-00-00-3473	Community Center Fees	35,000	43,500	8,500
	TOTAL FEE INCREASES			13,000

Summary of Payroll Changes 2011 vs 2012

Positions Cut/Unfunded 2011	Department	Level/Step	(Savings)	
Special Assistant	City Manager	11/9	(50,259.00)	Position cut 8/1/11
Library Administrative Ass't	Library	4/1	(36,982.00)	Employee terminated employment, unfunded 5/15/11
Electrician	Public Works	9/4	(60,271.00)	Employee terminated employment, unfunded 5/10/11
Quality Control & Safety Rep	Public Works	9/2	-	Position cut 9/16/11, due to grant slow down
			(147,512.00)	Net Change
Positions Cut/Unfunded/Added 2012				
	Department		Level/Step	Cost (Savings)
Part time Administrative Ass't	City Manager	4/1		21,738.00
Library Administrative Ass't	Library	4/1		62,000.00
Maintenance Worker	Public Works	5/1		69,939.00
Grants/Contract Tech	Public Works	7/8		(88,956.00)
Electrician	Public Works	9/4		(90,000.00)
				(25,279.00)
				Net Change

City of Palmer Fee Schedule

Attachment C

Description of Fee	Proposed	
	2007 Rate	2012 Rate
<u>Public Safety - Fire/Police</u>		
<u>Fire Department</u>		
<u>False fire alarms: (within 12 month period)</u>		
1st false alarm	0.00	0.00
2nd false alarm	125.00	150.00
3rd false alarm	150.00	175.00
4th false alarm	175.00	200.00
5th false alarm	200.00	225.00
6th false alarm	225.00	250.00
7th false alarm	250.00	275.00
8th false alarm	275.00	300.00
9th false alarm	300.00	325.00
10th false alarm	325.00	350.00
Each false alarm in excess of 10	400.00	400.00
<u>Fire Training Center Rental:</u>		
Classroom items:		
Classroom, each - per day (includes A/V & restrooms)	100.00	100.00
Copy machine - per copy	0.30	0.30
CPR Mannequins, each - per day	20.00	20.00
First-aid Training Kit - per day	10.00	10.00
Airway Training Kit - per day	20.00	20.00
Firefighting Small Classroom props - per day	10.00	10.00
Fire Behavior Carmody Kit - per day	20.00	20.00
Hydrant Cutaway Large Prop - per day	20.00	20.00
Pump Cutaway Large Prop - per day	20.00	20.00
<u>Fire Training Ground Items:</u>		
Training Ground (Includes Hydrant Usage and Field) daily	80.00	80.00
Smoke House - per hour	30.00	30.00
**Smoke Generator Machine - per day	20.00	20.00
Tower Building - per hour	30.00	30.00
**Burn Room - per hour	50.00	50.00
Confined Space and Technical Rescue Props - per hour	30.00	30.00
Vehicle Extrication Training Grounds (Owned & Operated by MTR) - approx. per day	100.00	100.00
**Roof Simulator - per hour	30.00	30.00
Hazmat Props - per hour	20.00	20.00
**Live Fire Class A Exterior Props - per hour	20.00	20.00
**Live Fire Class B Exterior Props - per hour	50.00	50.00
Portable Fire Extinguishers 2.5 LB - per day	10.00	10.00
Portable Fire Extinguishers 20 LB - per day	10.00	10.00
Portable Fire Extinguishers 10 LB - per day	15.00	15.00

City of Palmer Fee Schedule

Proposed

Description of Fee	2007 Rate	2012 Rate
<u>Fire Equipment Items:</u>		
**Fire/Rescue Apparatus, each (Includes STD Tools on Vehicle) per day	500.00	500.00
**Portable Fire Pumps - per hour	50.00	50.00
Portable Tank - per day	50.00	50.00
Fire Hose, each section (all sizes) - per day	20.00	20.00
** Self-contained Breathing Apparatus (SCBA) - per day	100.00	100.00
SCBA Spare Cylinder (includes refilling) per day	25.00	25.00
Additional fees will be charged for replacement of consumable items used (i.e. fuel for fires, wood supplies, etc.)		
** Additional fees will be charged for an Operator/Supply Officer of these items at the rate of \$18.00 per hour.		
Response to Fire Call		500.00
<u>Police Department</u>		
Chauffeur's license	35.00	0.00
Loud equipment permit - valid for eight hours	25.00	25.00
Permit fee for noise-issued by PPD	25.00	25.00
Animal license - dog/cat - expire 3 years from date of issue	10.00	10.00
Lost tag - animal license - expires 3 years from original date	2.00	2.50
Dangerous/vicious animal registration - 1 time fee	25.00	25.00
Penalty for dangerous/vicious animal within one year:		
Vicious animal at large - first offense	100.00	100.00
Vicious animal at large - second offense	200.00	200.00
Vicious animal at large - third or more offenses - each	300.00	300.00
Dangerous animal at large - first offense	50.00	50.00
Dangerous animal at large - second offense	100.00	100.00
Dangerous animal at large - third offense	150.00	150.00
Civil penalty if owner fails to meet any of the duties set out in PMC 6.14.045(D) - Dog determined vicious.	300.00	300.00
Civil penalty if owner fails to meet any of the duties set out in PMC 6.14.045(D) - dog determined dangerous.	250.00	250.00
The penalty for all other violations within one year:		
First offense	50.00	75.00
Second offense	100.00	150.00
Third and every offense thereafter	300.00	300.00

City of Palmer Fee Schedule

Proposed

Description of Fee	2007 Rate	2012 Rate
<u>False burglar alarms: (within a 12 month period):</u>		
1st false alarm	0.00	0.00
2nd false alarm	0.00	0.00
3rd false alarm	0.00	75.00
4th false alarm	0.00	100.00
5th false alarm	50.00	125.00
6th false alarm	75.00	150.00
7th false alarm	100.00	175.00
8th false alarm	125.00	200.00
9th false alarm	150.00	225.00
10th false alarm	175.00	250.00
Each false alarm in excess of 10	300.00	300.00
<u>Administration</u>		
Business License - annual fee	25.00	25.00
Sidewalk vendor license payable to City Clerk	50.00	50.00
License - Failure to apply - penalty - 5% added to the fee for each additional 30 days, not exceeding 25% in the aggregate.	5.00%	25.00 Failure to apply before business opens 25.00 Late Fee through Feb 1 and an add'l \$25 on March 1 not to exceed \$50.00 in late fees
Non Sufficient Funds (NSF) per item - Cornerstone Coll.	30.00	30.00
Utility late fees 10% of balance owed	10.00%	10.00%
Notary Fee	5.00	5.00
Recount ballot application	100.00	100.00
Palmer Sales Tax 3% - CAP \$1,000.00 per item/service	3.00%	3.00%
Local Improvement District (LID) billing fee	0.00	3.00
LID Schedule Delinquency Interest - annual	6.00%	Based on Alaska Municipal Bond Bank's general obligation bond effective rate.
Failure to file timely personal property tax return	15.00%	15.00%
Penalty on late property tax = 5% 1st mth, 10% 2nd mth, cap @ 15% for 3rd mth and older. A penalty of 15% tax due shall accrue upon the late return of personal property assessments.	5.00%	5.00%
Penalty for person convicted of a violation of any provision of Chapter 3 shall be punishable by a fine of not more than \$300.00	300.00	300.00 First Offense \$75 plus \$10 State surcharge 2nd violation of the same ordinance w/in 365 days of the 1st, \$150 plus \$10 State surcharge 3rd violation of the same ordinance w/in 365 days of the first offense, \$300 plus \$10 state surcharge
Conviction of a person knowingly failing to file a tax statement, or knowingly making a false affidavit to a statement required by a tax ordinance.	1,000.00	1,000.00
Recorded sales tax lien on delinquent taxes	150.00	150.00
Admin.costs at 5% of the tax for the 1st month, additional 5% for each additional month, until total admin cost of 15% has been accrued.	5.00%	5.00%
Delinquent tax interest rate per year	8.00%	8.00%
For continuing violations, the civil penalty shall be \$25.00 per day	25.00	25.00
for each violation for each of the first 10 days and shall be \$100.00 per day for each violation thereafter; not to exceed \$5,250. (60 day limit).	100.00	100.00

City of Palmer Fee Schedule

Proposed

Description of Fee	2007 Rate	2012 Rate
Collection cost on Traffic Ticket Judgments (SOA. code)	25.00	25.00
<u>Depot</u>		
Security Deposit (AM No. 06-094)	150.00	150.00
****add*** Projector Screen Remote Deposit	65.00	65.00
Daily rental Monday thru Thursday	150.00	200.00
Daily rental Friday thru Sunday	175.00	250.00
Intermittent Use - minimum 10 calendar days per year		
Monday thru Thursday	100.00	150.00
Friday thru Sunday	100.00	200.00
Minimum 5 consecutive day rental - per day fee:		
Monday thru Thursday	100.00	150.00
Friday thru Sunday	125.00	200.00
Security Deposit	300.00	150.00 rolls over each year.
Re-hanging of ceiling noise baffles per hour	55.00	55.00
Two-hour minimum overtime fee for any City employee called out after work hours for any problems.		75.00
<u>Community Services</u>		
<u>Ice Rink</u>		
Dasher (advertising) boards annual fee	1,200.00	0.00
Zam/Dasher Agreement annual fee	10,000.00	0.00
Ice Rental per prime hour	175.00	190.00
Ice Rental non-prime hour	145.00	155.00
<u>Public Skate Fees effec. 11/1/07</u>		
Ages 5 - 16	3.00	3.00
Ages 17 & up	4.00	4.00
Family of 4 rate	11.00	11.00
Family rate plus \$2.00 for each additional person over 4	2.00	2.00
Senior rate	3.00	3.00
Birthday party fee for locker room use	25.00	25.00
Birthday party fee per adult or child	2.00	2.00
Birthday party fee per skate rental	2.00	2.00
Skate rental	3.00	3.00
Shinny Hockey	7.00	7.00
<u>Library</u>		
Administrative Fee	5.00	5.00
Overdue items - fee per day, max \$5.00 per item	0.25	0.25
Meeting room rental - yearly (group use 2 x monthly)	40.00	25.00 hours minimum 2 hours
		100.00 annually (nonprofit) entitles renter to two uses per month
<u>Books</u>		
Chewed edge corner per corner	2.00	2.00
Chewed spine, top or bottom	2.00	2.00
<u>Rebinding</u>		

City of Palmer Fee Schedule

Proposed

Description of Fee	2007 Rate	2012 Rate
* Rebinding fee if only the cover is damaged		Rebinding cost of item plus
* Replacement cost plus administrative fee		administrative fee
<u>Water/fluid damage:</u>		
Mildew: Replacement cost plus admin fee		Mildew: Replacement cost plus admin fee
Missing barcodes and spine labels per book	1.00	1.00
Missing or damaged book jacket	2.00	2.00
<u>Videos/DVDs/CDs</u>		
Actual cost of repair plus admin fee (damaged)		Damaged: actual cost of repair plus admin fee
Taping over a library video - replacement value fine		Replacement cost
Broken or lost case	2.00	2.00
<u>Audio Tapes</u>		
Minor repairable damage	5.00	5.00
Un-repairable damage - replacement cost		Replacement: replacement cost
<u>Equipment</u>		
Equipment loaned out per day	5.00	5.00
Damages to equipment - actual repair cost plus admin. fee		Actual repair cost plus admin fee
<u>Airport</u>		
Transient parking - per day	4.00	5.00
Tie-down parking per quarter + 3% tax	75.00	75.00
Tie-down parking annually + 3% tax	250.00	250.00
Long Term large aircraft - per quarter + 3% tax	300.00	300.00
<u>Community Development</u>		
<u>Building Permit Fees based on Total Valuation</u>		
<u>\$1.00 to \$500.00</u>	24.50	25.00
<u>\$501.00 to \$2,000.00</u> - \$24.50 for the first \$500.00 plus \$3.20 for each additional \$100.00, or fraction thereof, to and including \$2,000.00	24.50	25.00 for the \$500 plus \$3.30 for each add'l \$100, or fraction thereof, to and including \$2,000.00
<u>\$2001.00 to \$25,000.00</u> - \$72.50 for the first \$2000.00 plus \$14.70 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00	72.50	74.50 for the first \$2000 plus \$15.14 for each add'l \$1,000, or fraction thereof, to and including \$25,000
<u>\$25,001.00 to \$50,000.00</u> - \$410.50 for the first \$25,000.00 plus \$10.60 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00	410.50	422.50 for the first \$25,000 plus \$10.92 for each add'l \$1,000, or fraction thereof, to and including \$50,000
<u>\$50,001.00 to \$100,000.00</u> - \$675.50 for the first \$50,000.00 plus \$7.35 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00	675.50	695.50 for the first \$50,000 plus \$7.57 for each add'l \$1,000, or fraction thereof, to and including \$100,000
<u>\$100,001.00 to \$500,000.00</u> - \$1,043.00 for the first \$100,000.00 plus \$5.88 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00	1,043.00	1,074.00 for the first \$100,000 plus \$6.06 for each add'l \$1,000, or fraction thereof, to and including \$500,000
<u>\$500,001.00 to \$1,000,000.00</u> - \$3,395.00 for the first \$500,000.00 plus \$4.98 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00	3,395.00	3,498.00 for the first \$500,000 plus \$5.13 for each add'l \$1,000, or fraction thereof, to and including \$1,000,000
<u>\$1,000,001.00 and up</u> - \$5,885.00 for the first \$1,000,000.00 plus \$3.83 for each additional \$1,000.00, or fraction thereof	5,885.00	6,063.00 for the first \$1,000,000 plus \$3.94 for each add'l \$1,000 or fraction thereof

City of Palmer Fee Schedule

Proposed

Description of Fee	2007 Rate	2012 Rate
<u>Other inspection and fees:</u>		
Inspections outside normal business hours - per hour (two hour minimum)	100.00	100.00
Re-inspection fees assessed under provisions of Section 305.8 (per hour)	75.00	75.00
Inspection for which no fee is specifically indicated Minimum one hour	75.00	75.00
For use of outside consultants for plan checks and inspections, or both. *Actual Costs*		Actual Costs
Fence permits	24.50	24.50
Fire report requests	10.00	10.00
<u>Signs</u>		
Non-electrical signs - fee plus \$1.50 per sq. ft of sign area	25.00	25.00 plus \$1.50 per sq ft of sign area
Electrical signs - fee plus \$3.00 per sq. ft of sign area	50.00	50.00 plus \$3.00 per sq st of sign area
Variance application	250.00	250.00
Appeals to commission	250.00	250.00
Appeals to council - fee plus transcript costs	250.00	250.00 plus transcript costs
Mobile home park application fee	500.00	500.00 (nonrefundable)
Final Plat - fee plus \$1. per lot up to 10 lots and \$.50 per lot above 10.	25.00	25.00
App. filing fee-large retail establishment (C-G)	500.00	500.00 (nonrefundable)
App filing fee - (Nonrefundable) Conditional Use Permit	250.00	250.00 (nonrefundable)
App. filing fee - (Nonrefundable) Variance Request	250.00	250.00 (nonrefundable)
App filing fee - (Nonrefundable) Planned Unit Development (PUD)	250.00	250.00 (nonrefundable)
App filing fee - (Nonrefundable) Accessory Dwelling Unit		50.00 (nonrefundable)
App filing fee - (Nonrefundable) Bed & Breakfast		50.00 (nonrefundable)
Appeal to hearing officer:		
Nonrefundable application filing fee	300.00	300.00 (nonrefundable)
Deposit for preparation of the appeal record	500.00	500.00
<u>Public Works</u>		
<u>Solid Waste Collection Rates Effec. 6/1/04</u>		
96 gal. Residential Container	17.00	17.00
Each additional container/bag @ 30 gal. or less	2.50	2.50
96 gal. Residential Container Replacement Cost	75.00	75.00
3 or 4 Cubic Yard Container - Residential Delivery/Removal fee ea.	10.00	10.00

City of Palmer Fee Schedule

Proposed

Description of Fee	2007 Rate	2012 Rate
3 Cubic Yard Container - Residential - each dump	17.75	17.75
4 Cubic Yard Container - Residential - each dump	22.00	22.00
3, 4 & 8 Cubic Yard Container - <u>Commercial</u> Delivery/Removal fee e	10.00	10.00
3 Cubic Yard Cont. - Commercial - Mthly fee for 1 dump a week	71.00	71.00
3 Cubic Yard Cont. - Commercial - Mthly fee for 2 dumps a week	142.00	142.00
3 Cubic Yard Cont. - Commercial - Mthly fee for 3 dumps a week	213.00	213.00
4 Cubic Yard Cont. - Commercial - Mthly fee for 1 dump a week	88.00	88.00
4 Cubic Yard Cont. - Commercial - Mthly fee for 2 dumps a week	176.00	176.00
4 Cubic Yard Cont. - Commercial - Mthly fee for 3 dumps a week	264.00	264.00
4 Cubic Yard Cont. - Commercial - Mthly fee for 4 dumps a week	352.00	352.00
8 Cubic Yard Cont. - Commercial - Mthly fee for 1 dump a week	176.00	176.00
8 Cubic Yard Cont. - Commercial - Mthly fee for 2 dumps a week	352.00	352.00
Locking Dumpster (3 or 4 yard includes delivery & pickup)		150.00
<u>Water & Sewer Charges</u>		
Wastewater discharge permits:		
Connection fee - water (new homes)	300.00	300.00
Connection fee - sewer (new homes)	375.00	375.00
Deposit - water and sewer (new active customers)	50.00	50.00
<u>Treatment rates: revised by city council</u>		
Effective Date 11-1-07 "0 - 5000" gallons	41.70	41.70
over 5001 - \$41.70 plus fee per 100 gallons	0.635	0.635
Sewer/Water utility connection abandonment	500.00	500.00
Sand per yard	150.00	150.00
Maintenance of right-of-ways & roads (DOT fee)	16,000.00	16,000.00
Hourly fee charged to consumer for repair to damaged City property.		
Compactor Wacker Vpc160R	35.00	35.00
Compressor Emglo # Ku	40.00	40.00
Generator Cat-Xq 125	65.00	85.00
12.5 Kw Genset Kohler	45.00	50.00
21" Push Mower John Deere-JS40	25.00	25.00
30 Kw Genset	45.00	50.00
Backhoe Drott	90.00	
Backhoe John Deere 410E	70.00	95.00
Backhoe Attach John Deere 47	45.00	45.00
Brushhog Bumford / B457	25.00	30.00
Bucket Truck Chevrolet	55.00	85.00
Bucket Truck GMC / 7000	85.00	95.00
Cement Mixer Stow Western	45.00	45.00
Chainsaw	35.00	30.00
Chipper Busy Beaver	25.00	
Compressor Ingersoll P160Wjd	45.00	68.00
Contour Ford	20.00	25.00
Cut Off Sawpartner K-700	25.00	25.00

City of Palmer Fee Schedule

Proposed

Description of Fee	2007 Rate	2012 Rate
Dozer Case	70.00	95.00
Drain Cleaner Obrien 213-J	35.00	50.00
Dredgepit Hog / RCLPEH50HP	200.00	200.00
Drive Motor Cummins Well 4&5	65.00	
Dump Truck	65.00	98.00
Expedition Ford	25.00	30.00
Flat Bed Ford	25.00	30.00
Flat Bed Chevrolet	35.00	40.00
Flat Bed/ Plowford F450	65.00	70.00
Fuel / Flat Bed Ford	10.00	25.00
Garbage Truck Ford	65.00	85.00
Garbage Truck Peterbuilt	85.00	98.00
Generator Northern Lights	45.00	50.00
Generator	25.00	30.00
Genset/50 KW	65.00	75.00
Grader	65.00	102.00
Hot Pacher Spaulding	65.00	75.00
Jumping Jackwacker BS524	35.00	35.00
Loader	65.00	98.00
Mower Honda	35.00	40.00
Mower Craftsman 917271023	25.00	30.00
Mower Husqvarna	40.00	40.00
Mower John Deere	45.00	50.00
Paint Truck Ford	55.00	
Paver Layton	55.00	65.00
Pickup Truck	25.00	30.00
Pressure Wash Excell 2000	25.00	25.00
Pump	25.00	25.00
Push Mower Toro	25.00	25.00
Road Striper Power Liner / 4000	45.00	45.00
Roller Bomag	45.00	45.00
Rototiller barreto	35.00	35.00
Sand Box Ice Breaker	65.00	65.00
Sand Truck International	65.00	98.00
Sand Truck Ford	55.00	55.00
Snow Blowers & Attachment	210.00	210.00
Spreader Frontier SS1067B	25.00	25.00
Steam Truck International	80.00	95.00
Sweeper Sterling / Elgin	68.00	98.00
Trailer Zieman	55.00	55.00
Trailer Home Made	25.00	25.00
Trailer Tilster/Miller	45.00	45.00
Trash Pump Godwin	55.00	55.00
Utility Truck	25.00	25.00
Vactor International	85.00	98.00
Vactor Ford	65.00	85.00
Vent Fan Homelite 111B-1B	25.00	25.00
Water Reel Kifco	30.00	30.00

City of Palmer Fee Schedule

Description of Fee	Proposed	
	2007 Rate	2012 Rate
Weed Blower Stihl / BR420C	25.00	25.00
Weed Eater	25.00	25.00
Welder Miller/ AEAD200LE	35.00	35.00



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: December 2, 2011
RE: Employee Leveling for Groundskeepers and Arena Attendants

During the budget process, the City Council took action to change the Groundskeeper position from a level 3 to a level 1; to eliminate the level 3 Arena Attendant position; and elected to keep the level 2 Arena Attendant positions.

Current Groundskeeper and Arena Attendant employees:

	<u>Employee Title</u>	<u>Date of Hire</u>	<u>Level/Step</u>	<u>Wages/Hour</u>
Groundskeepers:				
	Groundskeeper #1	5-24-11	3/1	\$13.40
	Groundskeeper #2	5-10-11	3/1	\$13.40
	Groundskeeper #3	5-16-08	3/4	\$15.07
Arena Attendants:				
	Attendant #1	8-28-07	3/1	\$13.40
	Attendant #2	11-2-10	3/2	\$13.94
	Attendant #3	9-24-08	2/6	\$14.49

The budget being presented on December 8, 2011 has projected wages for the three Arena Attendants at a comparable wage at level 2. However, it has also projected the wages for all Groundskeepers at level 1 step 1.

The City of Palmer retains groundskeepers and arena attendants from year to year, although they only work for a few months annually. They are not terminated at the close of the summer season. This practice helps with continuity and eliminates the need for additional training and supervision.

If the budget is passed with all Groundskeepers at a level 1 step 1, to then be fair and consistent in our hiring practices we will need to budget the Arena Attendants at level 2, step 1 for 2012. At the end of the season, the City would then need to terminate each employee and offer them the opportunity to go through the hiring process again each year.

Alternately, to be fair and consistent to City employees, if we want to keep our Arena Attendants at level 2, steps 5 and 6, then the City will need to budget the current Groundskeepers at level 1, steps 8 and 16. In the future, Groundskeepers can then be hired at level 1, step 1 and Arena Attendants can be hired at level 2, step 1.

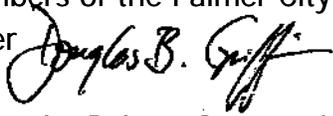
It is my hope that these additional considerations will help in your decision-making process.



Douglas B. Griffin
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MEMORANDUM

TO: The Honorable Mayor and Members of the Palmer City Council
FROM: Douglas B. Griffin, City Manager 
DATE: December 1, 2011
RE: Transition for Increasing Fees at the Palmer Community Center
(Depot)

The City Attorney has looked specifically at the matter of changing rental fees at the Community Center as part of his overall review of the Rental Agreement and Rules for the facility. On the question of changing rates, the City Attorney has stated in a draft memorandum that:

"At the same meeting the Council questioned whether rental agreements currently in effect may be subject to increased fees even though the agreement only includes the current year's rental fee schedule. There are two options to resolve this issue. First, the intermittent use provision can be eliminated and the rental of the facility may only be scheduled for the current year. This may or may not be practical from an operational and revenue perspective. Second, the following notice could be placed in the rental fee section of the application in bold and capitals:

NOTICE: RENTAL RATES LISTED ABOVE ARE ONLY VALID FOR THE CURRENT CITY BUDGET YEAR. RENTAL RATES MAY INCREASE IN ACCORDANCE WITH THE ANNUAL ADOPTED FEE SCHEDULE.

Finally, the rental fee section of the application states the listed fees are effective based on the 2011 adopted fee schedule. This notifies applicants the fee schedule may change with the next year's budget."

I think this advice gives the City Council the ability to exercise a wide range of options regarding the transition to higher fees. Groups who book numerous days each year in advance (intermittent use) can be told that rates are subject to change. This advice can also be given to others who book events at the facility. I am told by staff that the City now is foregoing a deposit and is instead asking for full payment up front. From an operational point of view, there will be a lot of time and effort expended in contacting customers to request additional payment. With this consideration, and holding to a high customer service standard, I recommend honoring the lower rate for currently prepaid customers.



ATTACHMENT F

Douglas B. Griffin
City Manager

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Palmer, Alaska 99645-6952
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MEMORANDUM

TO: The Honorable Mayor and Members of the Palmer City Council
FROM: Douglas B. Griffin, City Manager
DATE: December 1, 2011
RE: Out-of-State Travel Projections for 2012

In response to a Council request for an overview of expected future out-of-state travel, the following is a synopsis of 2012 projected business travel from each City department, but not including proposed travel for the Mayor and Council or Clerk's offices. Please consider that while some staff training is paid or reimbursed through grants, others represent required continuing education in our employees' professions that provide direct and tangible benefits to the City of Palmer.

Manager's Office

Travel for:

- Human Resources Specialist

For the purpose of recertification, the HR Specialist attends an annual Society for Human Resource Management (SHRM) training conference; a required training to maintain the Human Resources office certification. The total cost is approximately \$3,000. Equivalent training is not offered in state, and this training provides updates on current changes to state and federal personnel laws, including FMLA, ADA and FLSA, which ensures that the City remains in compliance with all applicable laws.

Community Development: Library & Arena

Travel for:

- Library & Arena Director
- Library Services Coordinator

Est. Out of State Travel	Cost for One Attendee	Total for Both	Revised Total (Sharing Lodging)
Travel Costs	\$ 700.00	\$1,400.00	\$1,400.00
Registration	\$ 582.50	\$1,165.00	\$1,165.00
Lodging	\$1,194.00	*\$2,388.00	*\$1,314.00
Per Diem (\$60/day)	\$ 360.00	\$ 720.00	\$ 720.00
Total Estimated Cost	\$2,836.50	\$ 5,673.00	\$4,599.00

Travel will be to the Public Library Association (PLA) 2012 Conference March 13- March 17, 2012, in Philadelphia. Both individuals were awarded funding for Continuing Education from the Alaska State Library for \$1,500 each for a total of \$3,000.00. The cost to the City of Palmer after the grant award is \$1,599.00. The benefit of the training is that it meets the Continuing Education requirements for obtaining the Alaska Public Library Assistance Grant that is applied and awarded yearly. The amount of the grant award varies each year from \$6,300.00 up to \$10,000.00. The grant amount is determined by how many Public Libraries qualify for the grant that year. Every other year, thousands of public librarians, exhibitors, educators and others interested in public libraries come together at the largest national conference devoted exclusively to public librarianship. PLA Conferences offer top-quality continuing education programs and special events, including preconference, author programs, and a bustling exhibits hall. The array of professional development programs are the highlight of the PLA Conference. There are nine unique program tracks to include, Administration/Management, Collections/ Technical Services, Facilities, Leadership, Marketing/ Fundraising/Partnerships, Serving Adults, Serving Youth, Staffing and Technology. The conference sessions start at 7:00 A.M. running through 5:15 P.M, with guest speakers and authors planned each night of the conference. The conferences tracks are packed with important information and training from “Shrinking Funding”, to “Make Your Library a Community Leader” to “One Simple Goal: Help People Get Jobs”, to “Meeting the Teen Demand” plus many more. The conference attendees are from Public Libraries throughout the United States. The benefits of attending these classes are insights on different ways to handle problems and hurdles that public libraries face in this day and age. There is in-state travel for the Alaska Library Association (AkLA) Conference in Fairbanks. The PLA conference is considered a world premier event for public library professionals. The AkLA conference provides very good training with emphasis on Alaska issues.

Community Development: Planning, Building Inspections, Code Compliance

Travel for:

- Director
- Building Inspector
- Planning & Code Compliance Technician

Out of State Travel	APA Conference L.A.	ICC Class Las Vegas	Total
Travel	900.00	850.00	1,750.00
Registration	1,000.00	895.00	1,895.00
Lodging	1,400.00	600.00	2,000.00
Per Diem (\$60/day)	500.00	450.00	950.00
Total	3,800.00	2,795.00	6,595.00

The APA Conference gives our staff valuable knowledge that keeps us up-to-date on issues that could affect our community. The information obtained in this conference ranges from the best practices for writing municipal codes to how to run Planning & Zoning meetings legally and ethically. Networking with communities both in state and throughout the nation ensures new insights for developing codes that best suit our community.

The ICC certification training in Las Vegas prepares our building inspector to take the International Code Council's Certified Inspector tests. Currently, the building inspector's certifications are in the commercial building inspections area. All of the residential building inspection certificates still need to be obtained. During the recent Building Department ISO review, we were able to lower our rating for Commercial/Industrial buildings from a 4 to a 3 due to the additional training and certifications completed by the Building Inspector in the past three years. Currently, the Building Inspector has eight certifications that must be maintained with continuing education credits and/or additional certifications. To ensure the City maintains or lowers the ISO rating, additional training should be continued.

Community Development is always looking for grants or other funding available for training. Unfortunately, at this time, no sources have been identified. In state training is utilized as much as possible. Due to the nature of some of the topics taught or discussed, these can only be obtained in a larger venue.

Public Safety Airport:

Travel for:

- Director

The director would like to attend a Basic Airport Safety and Operations Specialist School (ASOS) to gain a good overview of 14 CFR Part 139 compliance. This is a 3 day school offered June 12-14, 2012 in Seattle. The director has been unable to find any comparable training in state. Travel & lodging expenses are estimated at \$1,400., not including the school tuition. The benefit to the City would be beginning training for the airport manager to help prevent future compliance issues. Eventually, he may seek Advanced ASOS training (a similar 3 day school). This training is offered through the American Association of Airport Executives (AAAE).

Public Safety Dispatch:

Travel for:

- Dispatcher
- Dispatcher

Once a year we try to send two dispatchers to National Emergency Numbers Association (NENA) conference. The borough pays for one dispatcher and the City for the other. NENA works with 9-1-1 professionals nationwide, public policy leaders, emergency services and telecommunications industry partners, like-minded public safety associations, and other stakeholder groups to develop and carry out critical programs and initiatives, to facilitate the creation of an IP-based Next Generation 9-1-1 system, and to establish industry leading standards, training, and certifications. This is an opportunity for continuing education for the dispatchers and to earn credits to maintain their EMD certification. NENA is in Long Beach California June 9-14, approximately \$3,000 per person.

We also send dispatchers to the Navigator Conference; an educational event relevant to Police, Fire, and Medical emergency communications and we have the

same set up with the borough. They pay for one and we pay for the other. Navigator conference is designed to present the most up-to-date information for those working in police, fire, and medical emergency communications. Navigator provides continuing education classes such as Exploring the risks of NG911, Protocol implementation, communication within the control room and customer service to name just a few. (about 100 classes to choose from) Navigators is geared primarily toward Emergency Medical Dispatch (EMD) issues. This training provides continuing education credits to maintain our Emergency Medical Dispatch certifications. Besides classes they will have keynote speakers in the communications field and an exhibit hall with new technologies in our field. Navigator is in Baltimore Maryland April 17-20 approximately \$2,200 per person with airfare, registration, hotel and per diem. The borough pays for one dispatcher and the City for the other.

Both NENA and Navigators conferences help to mitigate liability issues for the City. The 2012 APCO (Association of Public Safety Communications) Western Regional Conference is being hosted by the Alaska Chapter of APCO February 29 – March 2. This is the first time this conference has been held in Alaska.

Public Safety Fire:

Travel for:

- Fire Chief
- Assistant Fire Chief

Fire Department Instructors Conference (FDIC) 16-22 April 2012 in Indianapolis, IN. Travel Cost per person- \$2000.00 includes airfare, baggage, mileage and hotel. Per Diem cost per person- \$450.00. Non-reimbursable for the City.

Chief Officers receive command level training from Fire and Rescue professionals throughout the United States. Training items that are covered are operational activities as well as administration functions and life safety issues. Also covered are new training issues and techniques that can be brought back to Palmer to pass on to the responders. Consequences that can be anticipated would be lack of training for the Fire Chief. Command level training in the State of Alaska is few and far between this conference is a chance for the Chief to reach out to other Fire professionals around the country and gain knowledge. In-state training opportunities exist but are limited. There is an Alaska State Fire Chiefs conference in January, in Juneau, where the state chiefs meet and discuss issues facing Alaska fire services. There is also the Alaska Fire Conference in September which occurs in a different part of the State each year. Fire training courses are put on for all of the responders in the entire state that can attend the training. Most classes at this conference are designed toward the firefighter and company officer level with a few chief level courses. National Fire Academy (NFA): Periodically NFA offers in state training, which our personnel often participate in. There is no tuition, but if out of the Anchorage area (such as Fairbanks) travel and lodging expenses are incurred. We also anticipate sending fire fighters to NFA campus in Emmitsburg, Maryland; tuition is free, and airfare is reimbursed (about 90%) federally.

Public Safety Police:

Travel for:

- One Officer
- One Officer

One officer: Front Sight Firearms Course in Nevada. \$2000 *tuition* cost for one officer is being sponsored by Deputy Fire Chief Bruce Axtell at no cost to the City. The City would be responsible for airfare, lodging, tuition (approximately \$2,400). This course is in March or April. This type of training is not done in state. The benefit of this training is developing firearms expertise in an officer who would be selected based upon the need to improve their firearms skills.

One officer: Cell phone forensics. Undetermined location, but if offered it will be in the lower 48 due to the specialization of the training. Cost would be about \$3,000, including travel and tuition (estimate) and would be paid from the Drug Seizure account (Fund 50). Cell phone forensics are used to recover deleted text messages, GPS locations, etc from the cell phones of suspects. This technology has proved very helpful in major criminal case investigations.

Police, Fire, Dispatch:

Travel for 5 persons:

- Director
- Command Staff (Police)
- Command Staff (Fire & Emergency Services)

Every year or year and a half, the director takes a team of staff to the Emergency Management Institute (EMI) in Emmitsburg, Maryland, operated by FEMA. About 90% of the airfare is federally reimbursed to the City. There is no tuition for EMI.

Public Works

Travel for:

- Mechanic (2x)
- Mechanic
- Water System Operator
- Water System Operator
- Water System Operator

1. Mechanic: Emergency Vehicle Technician certification. 1 week in Minneapolis. Projected travel cost = \$800. Projected per diem = (\$60 food + \$80 lodging = \$140) x 7 days = \$980. No reimbursement is expected. Benefit is having certified mechanics working on fire trucks. Consequences for both short and long term are increased liability for improperly trained mechanics. No in-state alternate training is available.

2. Two Mechanics: Compressed Air Foam certification. 1 week in Minneapolis. Projected travel cost = \$1,600. Projected per diem = (\$60 food + \$80 lodging

= \$140 per person x 2 = \$280) x 7 days = \$1960. No reimbursement is expected. Benefit is having certified mechanics working on fire trucks. Consequences for both short and long term are increased liability for improperly trained mechanics. No in-state alternate training is available.

3. Water System Operator: Backflow Preventer certification. 1 week in Clackamas, Oregon. Projected travel cost = \$600. Projected per diem = (\$60 food + \$80 lodging = \$140) x 6 days = \$840. No reimbursement is expected. Benefit is having certified water operator running our public water system. Consequences for both short and long term are increased liability for improperly trained water operators. In-state alternate training is available if Alaska Rural Water Association has enough people enroll. Last year they did not.

4. Water System Operator: Backflow Preventer certification. 1 week in Clackamas, Oregon. Projected travel cost = \$600. Projected per diem = (\$60 food + \$80 lodging = \$140) x 6 days = \$840. No reimbursement expected. Benefit is having certified water operator running our public water system. Consequences for both short and long term are increased liability for improperly trained water operators. In-state alternate training is available if Alaska Rural Water Association has enough people enroll. Last year they did not.

5. Water System Operator: Badger Water Meter certification. 1 week in Milwaukee, WI. Projected travel cost = \$800. Projected per diem = (\$60 food + \$80 lodging = \$140) x 6 days = \$840. No reimbursement expected. Benefit is having certified water operator running our public water system meters. Consequences for both short and long term are increased liability for improperly trained water operators. No in-state training is available.

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