

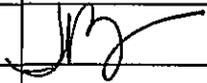
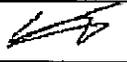
CITY OF PALMER ACTION MEMORANDUM No. 09-010

SUBJECT: Authorize a Line Item Transfer in the Amount of \$6712 from the Clerk's Salary and Benefit Line Item to the Council/Clerk Capital Improvement Program Fund 08 Line Item to Fund Upgrades to the Records Center and Direct the Manager to Prepare a Budget Amendment to Appropriate the Funds

AGENDA OF: January 27, 2009

Council action:
Authorized

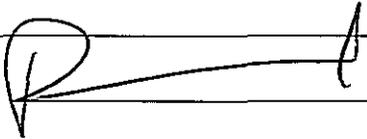
Approved for presentation by B.B. Allen, City Manager 

Route To:	Department/Individual:	Initials:	Remarks:
X	Originator – City Clerk		
	City Clerk		
X	City Attorney		
	Director of Administration		
	Director of Community Services		
	Director of Public Safety		
	Director of Public Works		

Attachment(s): Summary of Economic Impact

Fiscal note:

	No fiscal impact.	
	Funds are budgeted from this account number:	
X	Funds are not budgeted. Budget modification is required. Affected account number:	From: 0102-10-6011 – 6019 To: Fund 08

Finance Director Signature: 

Summary statement: The Clerk's Office is charged by the Palmer Municipal Code to implement and manage a city-wide records management program. To facilitate this mandate, a central records storage center is needed. The Clerk has identified the main area of the City Hall basement as a potential site and requested funding through the 2009 Capital Improvement Program to complete the project. Due to the lack of funding for all capital improvement projects, the request is currently unfunded.

The Clerks proposes that \$6712 be moved from the Clerk's salary line item to fund the capital improvement request. It is not known at this time if the amount is sufficient to cover the entire

project but it is adequate to complete the bulk of the work.

Should the request be approved, the Clerk will obtain the necessary permits and quotes prior to beginning the work.

Administration recommendation: Approve Action Memorandum No. 09-010.



City of Palmer • Summary of Economic Impact

Proposed Legislative Action:

Action Memorandum 09-010: Authorize a Line Item Transfer in the Amount of \$6712 from the Clerk's Salary and Benefit Line Item to the Council/Clerk Capital Improvement Program Fund 08 Line Item to Fund Upgrades to the Records Center and Direct the Manager to Prepare a Budget Amendment to Appropriate the Funds

List all of the costs associated with enactment of the legislation:

List the corresponding funding source:

		Source:		Amount:
Implementation:	\$		\$	
Capital:	\$ 6712	0102-10-6011 through 6019	\$	6712
Operation:	\$		\$	
Maintenance:	\$		\$	
Total:	\$ 6712		Total: \$	6712

Revenues (list the affected line item name and number):

Operating funds:	FY09	FY10	FY11	FY12
Line item transfer from 0102-10-6011 through 6019	\$ 6712	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Total:	\$ 6712	\$	\$	\$

Enterprise funds:	FY09	FY10	FY11	FY12
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Total:	\$	\$	\$	\$

Capital funds:	FY09	FY10	FY11	FY12
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Total:	\$	\$	\$	\$

Expenses (list the affected line item name and number):

Operating funds:	FY09	FY10	FY11	FY12
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____	\$ _____

Enterprise funds:	FY09	FY10	FY11	FY12
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
Total:	\$ _____	\$ _____	\$ _____	\$ _____

Capital funds:	FY09	FY10	FY11	FY12
Line Item transfer to Fund 08	\$ 6712	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
Total:	\$ 6712	\$ _____	\$ _____	\$ _____

Are new positions required? Yes No

Position Title:	Position Type (full-time, part-time, temporary):	Approximate Cost:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

List impacts on existing programs created by the proposed legislation:
 The proposed legislation would enable the creation of a records storage center.

Fiscal effects of not passing the legislation:

If the legislation is not passed, the center could not be created. If this were to occur, a capital improvement program request would be made in the 2010 Fiscal Year budget.

CITY OF PALMER
COUNCIL DEPARTMENT

PROPOSED

Employee Name	Level/ Step	Hourly Rate	Mos/Hrs	Salary	Benefits	Total	WC Code	Leave Accrual	2006 Vacation	2009 Vacation Less 4 wks
Full Time Position										
City Clerk		40.70	2080	84,656	45,429	130,085	8810	9.85	10,423	10,423
Janette Bower		-		-						
Budgeted amount										
City Clerk										
Janette Bower		38.47	2080	80,018	43,926	123,943	8810	9.85	9,852	9,852
Proposed Amount		-	0	-						
Increase				4,638	1,503	6,141			571	571

[Empty Box]

BENEFITS		
Health Ins per mo per person	\$1,500	18,000
FICA & MEDICARE		7.65%
Unemployment		2.00%
Workers Comp		0.75%
PERS (Tier I,II,III)		22.00%
		32.40%

Regular PT Benefits	
FICA & MEDICAI	7.65%
Unemployment	2.00%
Workers Comp	0.75%
PERS (Tier I,II,III)	0.00%
	10.40%