

City of Palmer
CITY OF PALMER

2021

Proposed Budget



61.5994° N, 149.1146° W

CITY OF PALMER
PROPOSED BUDGET
FOR
CALENDAR YEAR JANUARY 1, 2021 - DECEMBER 31, 2021

AS SUBMITTED BY:

John Moosey
City Manager

TO THE PALMER CITY COUNCIL

Edna DeVries, Mayor
Julie Berberich
Richard Best
Steve Carrington
Sabrina Combs
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Prepared By Department of Finance
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MEMORANDUM

TO: The Honorable Mayor and Members of the Palmer City Council
FROM: John Moosey, City Manager
DATE: October 15, 2020
RE: FY 2021 Proposed Operating and Capital Improvements Budgets

I submit for your consideration, discussion, amending, and approval, the proposed City of Palmer Operating Budget and Five-Year Capital Improvements Plan for the fiscal year beginning January 1, 2021.

COVID-19 has and will have a significant impact on the State of Alaska and the City of Palmer. South Central Alaska has seen a 9% decrease in jobs from August 2019 to August 2020. The cost of living index is a negative 1.7%.

During this crisis, property taxes and sales tax do not show a significant decline. Strong reason for the lack of decline has been the infusion of a federal stimulus package that has provided significant unemployment benefits as well as housing and utility assistance. 2021 is expected to be held at bay and only by 2023 will south central Alaska return to what was considered normal in 2019.

Building investment in Palmer saw quite a decline in 2020, posting its second worst year of the past decade. The worldwide pandemic can be viewed as the main culprit for the decline.

The approach to the FY2021 proposed budget is to maintain City services at present levels with no reductions in service despite the potential for stagnant revenues in the out years.

The operating expenditures of the City have increased from last year. This proposed budget as presented has expenditures at \$11,612,724, which is up \$110,002 from the adopted 2020 budget (minus capital funding).

Estimates of sales tax revenue for FY2021 are slightly higher from 2020. Sales tax revenue is estimated at \$7,625,000 for FY2021. Due to economic concerns as a result of COVID-19 pandemic, sales tax revenues for 2021 are being projected at 2019 actuals with a small increase for online sales tax. On March 24, 2020 the City of Palmer passed the Alaska Remote Sellers sales tax code. For FY2021 the total tax on internet sales are estimated at \$250,000 with approximately \$50,000 being paid to the Alaska Remote Sellers Sales Tax Commission for collections.

GENERAL FUND REVENUE

2021 General Fund revenue shows an increase of \$34,564 from \$11,608,593 in the 2020 adopted budget to \$11,643,157 in the 2021 proposed budget.

GENERAL FUND EXPENDITURES

2021 General Fund expenditures shows an increase of \$110,002 from \$11,502,722 in the 2020 adopted budget to \$11,612,724 in the 2021 proposed budget (not including capital funding).

General Fund Surplus

The total General Fund budget as proposed is balanced with a surplus of \$30,433.

Capital Project Plan

City code requires an annual transfer of ten percent of the unappropriated General Fund reserves to the Capital Improvement Project funds. The amount of that transfer in 2021 should be a minimum of \$294,532. These funds are not yet allocated to projects in 2021 in the attached Five-Year Capital Improvement Project plan. The FY2021 portion of this plan is the first year of the five-year rolling plan and includes projects that are either already funded or are proposed for funding under the 2021 budget.

General Fund Unassigned Fund Balance and Surplus

The Government Finance Officer Association best practices recommended that \$1,935,841 (16.67% of \$11,612,724 proposed 2021 General Fund expenditures) be the minimum forecast for the unassigned fund balance. For the FY2021 proposed budget, the forecast is \$2,975,752 (or 25.6%), which is above the GFOA recommendation. This balance is slightly more than three months of payroll, routine average accounts payable and anticipated contractor (reimbursable) payments and emergencies.

I would like to thank the department directors and other employees who contributed to the effort to produce the 2021 proposed budget. Special thanks go to Finance Director Gina Davis and Finance Manager Michele Tefft for their diligent work on assembling this project. We welcome discussions with the City Council as we move through the budget process.

####

Department Highlights:

City Manager

(\$674,099 from \$679,306 ~ down \$5,207)

The City Manager's department budget decrease is due to benefits, although there was trimming across the budget in most areas.

Finance

(\$957,903 from \$946,701 ~ up \$11,202)

The Finance budget increase is primarily due to the increase in property and casualty insurance and City Hall IT needs.

Community Development

(\$694,974 from \$808,854 ~ down \$113,880)

The Community Development budget decrease is due primarily from the decrease in Annexation Planning project and Community Planning.

City Hall Complex

(\$78,570 from \$74,201 ~ up \$4,369)

The City Hall Complex budget is up from 2020 expenditures primarily due to the cost of WIFI made available to the public at the Library parking lot and increase in property and casualty insurance.

Tourist Center

(\$191,230 from \$189,870 ~ up \$1,360)

The Tourist Center budget is slightly higher due to the increase in property and casualty insurance.

Community Center/Depot

(\$43,000 from \$43,705 ~ down \$705)

The Depot expenditures are down due to a decrease in operating supplies and repair & maintenance.

Non-Departmental Expenses

The Transfers Out line item contains a transfer of \$86,214 to the Airport Fund and \$71,000 for the City's portion of the Opiate Task Force Officer.

Mayor/Council/Clerk

(\$494,693 from \$491,582 ~ up \$3,111)

The Mayor/Council/Clerk budget has a slight increase due to salaries and the increase to property and casualty insurance.

Police Department

(\$2,742,674 from \$2,688,112 ~ up \$54,562)

The Police Department budget (including Police Administration, Animal Control, State Trooper Building, Jail and Police Building) increased due to salaries including overtime, training, operating supplies, property and casualty insurance and police building repair and maintenance. Some of these increases are due to the 2020 purchase of the police canine.

Communication Center

(\$1,049,401 from \$1,057,053 ~ down \$7,652)

The Communication Center budget decrease is due to salaries and benefits.

Fire Department

(\$1,012,160 from \$975,271 ~ up \$36,889)

The Fire Department budget increased due to salaries, benefits, airport land lease, property and casualty insurance, repair and maintenance and equipment. Included in this year's budget is a support specialist for radios, a current on call position being moved to a regular part-time position at 20 hours a week. The Mat-Su Borough provides \$494,102 in funding for the Greater Palmer Fire Service Area and Rescue Services.

Public Works

(\$2,180,080 from \$2,076,384 ~ up \$103,696)

The Public Works budget includes Administration, Roads, Vehicle Maintenance, Parks and Recreation, Engineering, and Street Light Maintenance. The department budget increased due to salaries, property and casualty insurance, contractual services for snow removal, road painting services and fuel.

Library

(\$741,358 from \$746,821 ~ down \$5,463)

The Library budget shows a decrease primarily due to benefits.

MTA Events Center

(\$582,768 from \$592,676 ~ down \$9,908)

The MTA Events Center has a decrease in numerous line items including benefits, contractual services and repair and maintenance.

ENTERPRISE FUNDS

Water and Sewer Fund

(\$2,719,452 from \$2,742,751 ~ down \$23,299)

There is a 9.0% sewer rate increase and a 3% water rate increase built into the 2021 rates. Total revenues for the water and sewer fund for 2021 are projected at \$3,231,250 compared to \$3,092,400 in 2020. Budgeted water utility expenses increased from \$1,194,493 in 2020 to \$1,197,998 in 2021. Sewer utility expenses decreased from \$1,548,258 in 2020 to \$1,521,454 in 2021.

Solid Waste

(\$791,728 from \$795,669 ~ down \$3,941)

Revenues increase \$26,000 in 2021 primarily due to the rate increase of 2020 for the first three months of 2021. Primary decrease in expenses is due to benefits.

Warren "Bud" Woods Palmer Municipal Airport

(\$403,783 from \$400,019 ~up \$3,764)

The budget includes a transfer of \$86,214 from General Fund to balance the Airport 2021 budget which is a decrease of \$33,472 from 2020. The increase in expense is due primarily to property and casualty insurance and general administrative expense.

Palmer Golf Course

(\$572,570 from \$585,559 ~ down \$12,989)

The 2021 budget for the Palmer Golf Course shows revenue and expenses with a surplus of \$24,930 but does not reflect any capital funding for equipment.

Personnel Items

The following positions are recommended to be reclassified in the 2021 Employee Pay Plan to be adopted with the budget.

Library Assistant to a Level 5. A job evaluation was completed for this position revealing additional duties and responsibilities including serving as Library Director in her absence, assisting Library Director in building maintenance oversight, equipment maintenance and repair and assisting the Library director in the development of department goals, and in the implementation and evaluation of programs to meet those goals to name a few. The addition of these duties requires an individual with a higher level of experience and/or education in addition to the ability to exercise sound judgement and work independently.

City Manager Administrative Assistant to a Level 5. During the 2017 budget process administrative assistants were reclassified to a level 5 for Public Works and Community Development. The administrative assistant to the City Manager is being reclassified to be in-line with the other administrative assistant positions with the City's system all of which are a level 5 and have the same knowledge, skills, ability and qualification requirements although the duties will vary based on the department.

Finance Receptionist/Cashier to a Level 5. The level of responsibility required for this position has increased over time and warrants an increase in compensation. The level of confidentiality required of this position, the vast amount of knowledge that needs to be known about the City to disperse information and answer phone calls and detailed accounting processes.

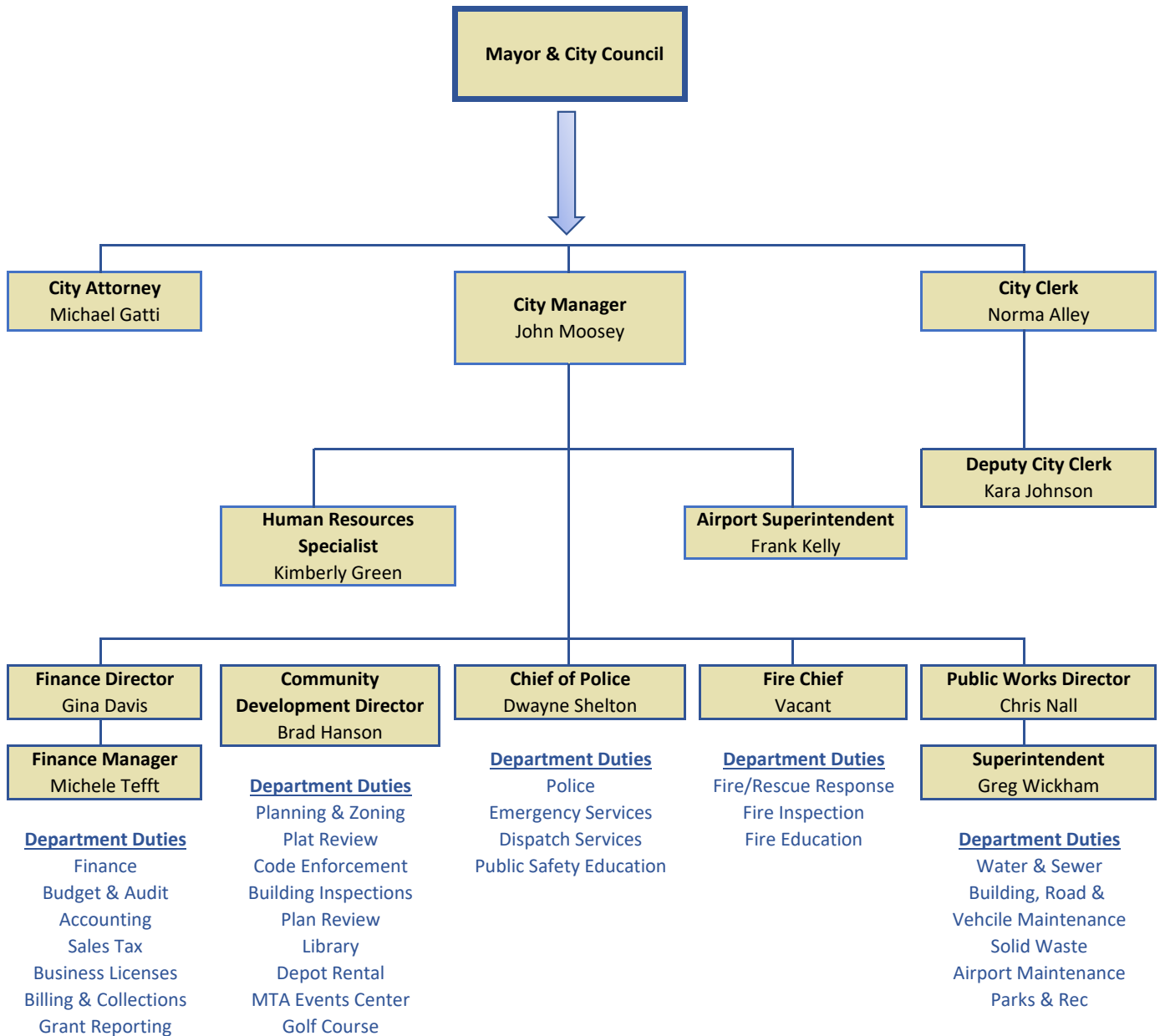
Health Insurance

In December 2019, the City of Palmer did an RFP for Healthcare Brokerage Services. The City entered into a three-year agreement with USI Insurance Brokers. In April of 2020, the City terminated health insurance coverage with Alaska Public Utility Insurance Trust and entered a two-year agreement with Premera Health Insurance. The savings in budgeted 2020 health insurance with changing to Premera in April is \$178,137. By signing a two-year agreement with Premera the City is guaranteed a locked premium increase of 9% for April 2021 through March 2022. The 2021 proposed budget used the 9% increase for health insurance coverage estimating an increase to health insurance of \$57,468 from the estimated actual of 2020. The City will not have insurance rates until February due to our cycle year with Premera being April 1 through March 30. Employees contributions budgeted for 2021 are the same as 2020 for dependent coverage.

	Monthly	Annually
Employee:	\$-0-	\$-0-
Employee and Spouse:	\$196.90	\$2,363.00
Employee and Children:	\$172.98	\$2,076.00
Employee and Family:	\$377.22	\$4,527.00



2021 City of Palmer Organizational Chart



RECONCILIATION OF FUND BALANCE
GENERAL FUND
FUND 01

	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	2021 PROPOSED BUDGET
TOTAL REVENUES	\$ 11,462,299	\$ 12,074,286	\$ 11,651,654	\$ 11,643,157
TOTAL EXPENDITURES	\$ 11,450,805	\$ 12,227,219	\$ 12,071,193	\$ 11,612,724

Nonspendable Fund Balance (Prepaid Ins, Adv to other funds)	\$ 2,355,823
Assigned Fund Balance (Vested Unpaid Vacation)	\$ 404,763
Unassigned fund balance 12/31/2019	\$ 3,364,858

Fiscal Year 2020 operations:

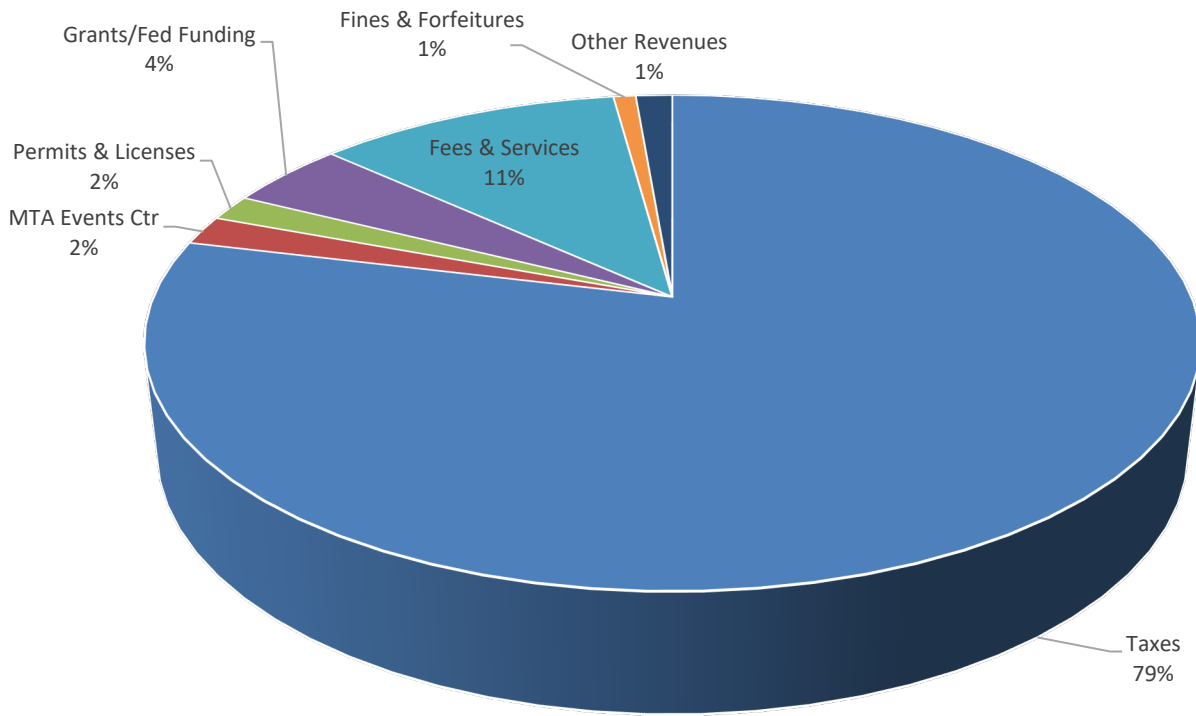
Budgeted operating revenues	\$ 11,608,593	
Budgeted operating expenditures	\$ (11,383,036)	
Transfers Out	\$ (667,986)	
Resolution 20-005-A	\$ 22,890	
Estimated adjustment to fund balance		\$ (419,539)
Estimated unassigned fund balance 12/31/2020		\$ 2,945,319

Fiscal Year 2021 Operations:

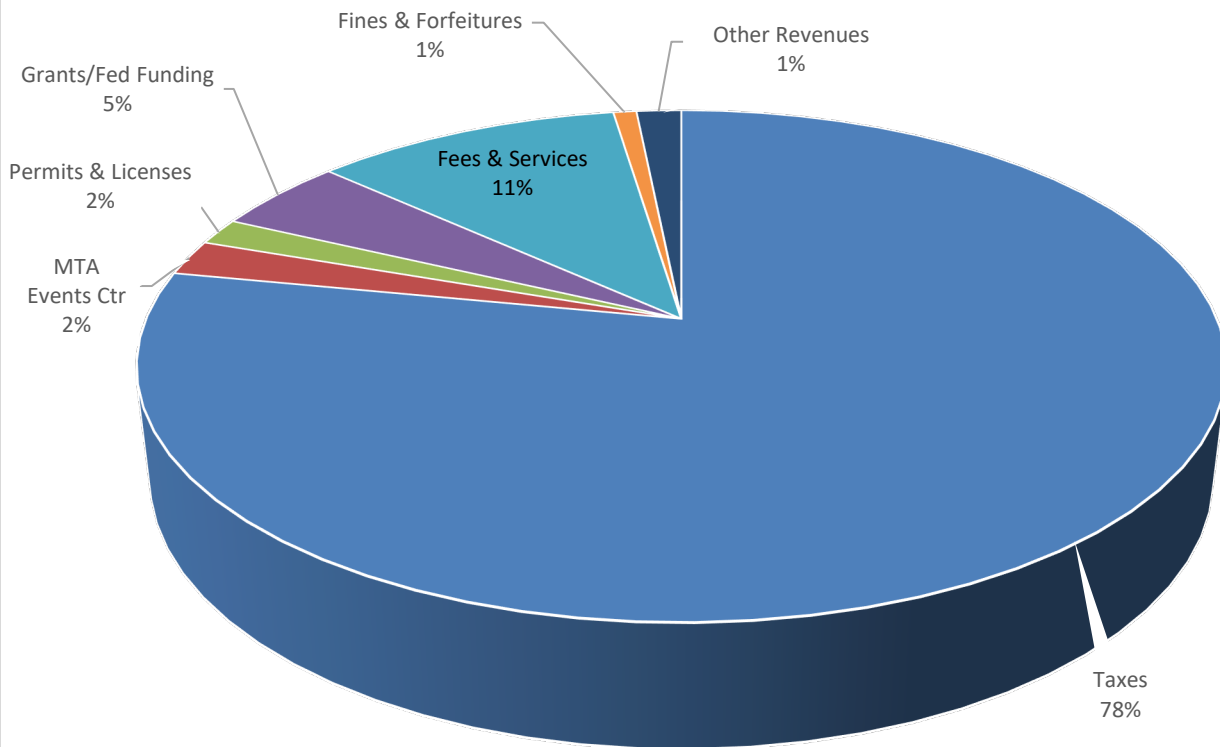
Budgeted operating revenues	\$ 11,643,157	
Budgeted operating expenditures	\$ (11,612,724)	
Estimated adjustment to fund balance		\$ 30,433
Estimated unassigned fund balance 12/31/2021		\$ 2,975,752

Two months of operating expenditures	\$ 1,897,173
Three months of operating expenditures	\$ 2,845,760

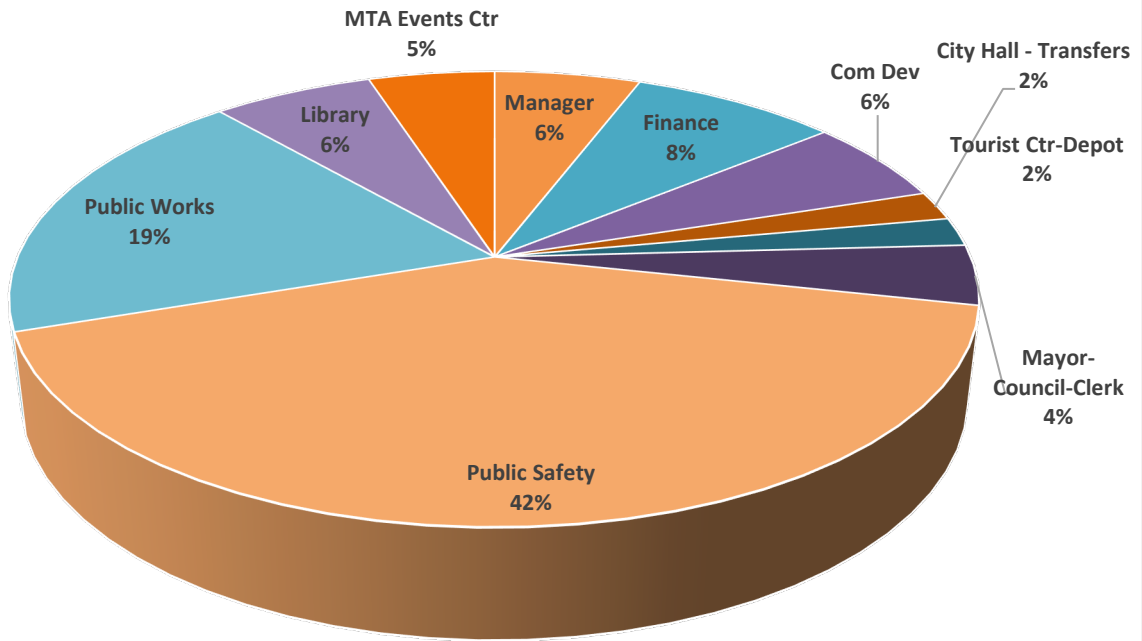
2021 PROPOSED GENERAL FUND REVENUES



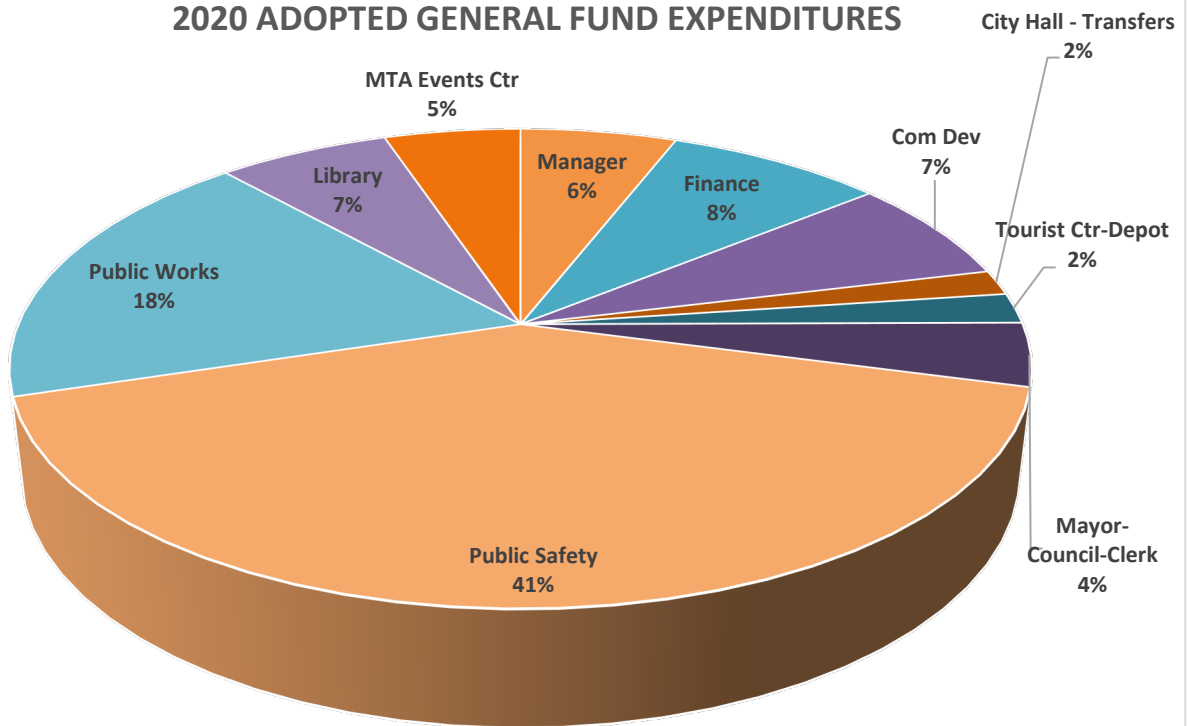
2020 ADOPTED GENERAL FUND REVENUES



2021 PROPOSED GENERAL FUND EXPENDITURES



2020 ADOPTED GENERAL FUND EXPENDITURES



**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund

REVENUES	2017	2018	2019	2020	2021	\$Incr.(Decr.)
MTA Events Center	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET	
01-00-00-3001 Ice Rental	191,439	204,526	192,243	200,000	185,000	(15,000)
01-00-00-3002 Arena Rental	10,000	3,550	450	8,000	4,000	(4,000)
01-00-00-3004 Ice Skate Rental	2,132	1,320	1,087	1,500	1,500	0
01-00-00-3005 Advertising Income	15,000	15,000	1,500	15,000	7,500	(7,500)
01-00-00-3006 Tournaments	2,170	0	6,049	2,000	2,000	0
01-00-00-3007 Open Skate	9,536	7,724	5,613	8,000	5,000	(3,000)
01-00-00-3008 Skate Sharpening Revenue	2,433	3,661	4,032	2,000	4,500	2,500
01-00-00-3009 Shinny Hockey	5,014	2,566	3,134	6,000	2,500	(3,500)
01-00-00-3011 Clinics	4,539	1,767	2,402	4,000	2,000	(2,000)
01-00-00-3014 Learn to Skate	6,449	7,448	1,919	8,000	2,000	(6,000)
01-00-00-3016 Vending Machines	7,220	6,421	5,363	4,500	4,000	(500)
01-00-00-3018 Arena Concession Lease	1,122	1,061	2,442	1,950	1,500	(450)
01-00-00-3002 MTA Gym	0	0	275	0	1,000	1,000
TOTAL MTA Events Center	257,054	255,045	240,008	260,950	222,500	(38,450)
Taxes						
01-00-00-3110 Real & Personal Property Taxes	1,302,296	1,294,866	1,329,970	1,344,000	1,350,000	6,000
01-00-00-3111 Motor Vehicle Tax	32,438	54,939	213,441	52,500	124,000	71,500
01-00-00-3130 Sales Tax	6,933,360	7,216,565	7,423,981	7,600,000	7,625,000	25,000
01-00-00-3131 Sales Tax Penalty & Interest	66,333	63,150	76,331	65,000	75,000	10,000
TOTAL Taxes	8,334,427	8,629,521	9,043,723	9,061,500	9,174,000	112,500
Permits & Licenses						
01-00-00-3210 Business Licenses	59,720	61,765	54,750	60,000	60,000	0
01-00-00-3211 Business License Penalty & Int	14,525	7,610	6,050	12,000	12,000	0
01-00-00-3215 DD Solicitors License	150	50	0	0	0	0
01-00-00-3218 Building Plans Review Revenue	20,702	51,702	90,844	50,000	50,000	0
01-00-00-3221 Building Permits	61,334	129,801	176,484	75,000	75,000	0
01-00-00-3222 Animal License	380	320	520	300	300	0
TOTAL Permit & Licenses	156,811	251,248	328,648	197,300	197,300	0
Grants/ Fed Funding						
01-00-00-3310 Payment In Lieu Of Taxes	243,842	256,487	254,123	265,884	276,645	10,761
01-00-00-3343 Library Grants	8,250	1,453	10,500	13,900	6,900	(7,000)
01-00-00-3344 Vfa - Fire Grant	7,500	7,500	3,641	0	0	0
01-00-00-3350 Municipal Aid	230,289	196,076	165,318	120,000	75,000	(45,000)
01-00-00-3351 Liquor License	12,500	12,700	15,000	13,000	17,000	4,000
01-00-00-3362 Co-Op Taxes Elec & Tele	143,742	135,143	130,774	140,000	130,000	(10,000)
TOTAL Grants/Fed Funding	646,123	609,359	579,355	552,784	505,545	(47,239)

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

	2017	2018	2019	2020	2021	
	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	\$Incr.(Decr.)
				BUDGET	BUDGET	
Fees & Services						
01-00-00-3412 Library Fees	17,035	20,372	19,204	15,000	15,000	0
01-00-00-3413 Library Meeting Room Rental	1,350	2,025	1,400	2,200	1,500	(700)
01-00-00-3421 Fire Service Fees	1,000	250	990	1,500	1,000	(500)
01-00-00-3422 Dispatching	456,543	0	0	0	0	0
01-00-00-3423 E911 Surcharge Revenues	90,000	90,000	90,000	90,000	90,000	0
01-00-00-3425 Fire Service Contract	351,505	375,713	387,075	410,900	444,102	33,202
01-00-00-3426 Fire Training Inc - State	1,230	0	50	0	0	0
01-00-00-3427 Planning And Zoning	1,466	5,353	779	3,000	3,000	0
01-00-00-3428 Rescue Svcs Contract	50,000	50,000	50,000	50,000	50,000	0
01-00-00-3440 Grants Administrative Overhead	41,198	5,708	14,205	5,000	5,000	0
01-00-00-3455 Administrative Services Fees	630,127	621,718	638,905	644,172	643,665	(507)
01-00-00-3473 Community Center Fees (Depot)	39,380	39,600	40,870	42,000	40,000	(2,000)
TOTAL Fees & Services	1,680,835	1,210,738	1,243,478	1,263,772	1,293,267	29,495
Fines & Forfeitures						
01-00-00-3510 Fines & Forfeitures	29,565	23,700	27,459	30,000	30,000	0
01-00-00-3511 Fines & Forfeitures-Deliq	51,309	91,321	79,651	65,000	65,000	0
TOTAL Fines & Forfeitures	80,874	115,021	107,110	95,000	95,000	0
Other Revenues						
01-00-00-3610 Interest/Investments Earnings	22,760	36,000	113,015	55,000	55,000	0
01-00-00-3612 Interest Earnings Assessments	2,686	3,736	2,382	3,000	3,000	0
01-00-00-3623 Assessment Billing Fee	243	225	198	200	200	0
01-00-00-3624 Public Safety No# 2, Rental	43,887	48,071	52,256	43,887	53,037	9,150
01-00-00-3625 Jail Rental	16,006	16,025	16,044	16,006	16,308	302
01-00-00-3632 Street Assessments Earnings	32,027	22,902	14,523	20,000	18,000	(2,000)
01-00-00-3640 Credit Card Admin Fee	0	6	364	0	0	0
01-00-00-3662 Property & Equip Sales PW	10,003	0	10,515	10,000	10,000	0
01-00-00-3663 Property & Equip Sales PS	0	0	5,362	0	0	0
01-00-00-3673 Transfers From Other Funds	0	0	0	35,694	0	(35,694)
01-00-00-3685 SART Revenue	2,861	1,428	3,375	8,171	0	(8,171)
01-00-00-3687 Misc Revenue - PW	119	972	340	17,870	0	(17,870)
01-00-00-3688 Misc Income-Comm Services	226	3,974	247	0	0	0
01-00-00-3689 Misc Income-Public Safety	9,446	16,922	36,266	10,020	0	(10,020)
01-00-00-3690 Miscellaneous Income	6,126	12,610	13,509	0	0	0

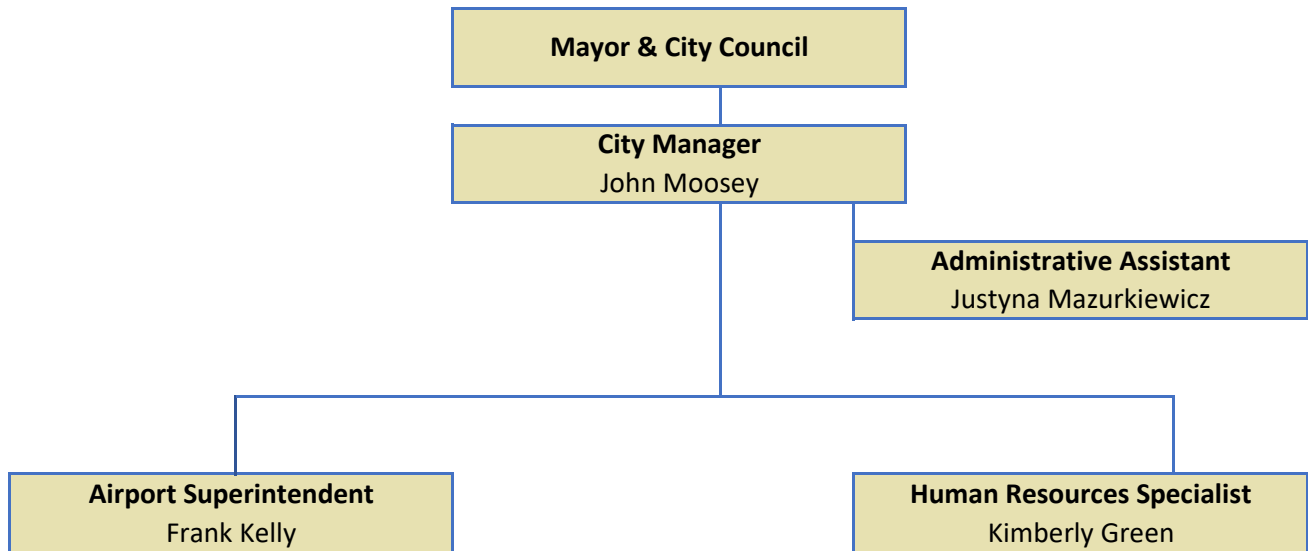
**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

	2017	2018	2019	2020	2021	
	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	\$Incr.(Decr.)
Other Revenues				BUDGET	BUDGET	
01-00-00-3691 NPO Write Off/PERS Relief	158,349	180,392	262,069	0	0	0
01-00-00-3693 Insurance Reimbursement	0	48,106	0	0	0	0
01-00-00-3697 AK State Fair Parade	0	0	1,500	500	0	(500)
01-00-00-3699 Land Sales Revenue	384,400	0	0	0	0	0
01-00-00-3700 Restitution Revenue-Police	25	0	0	0	0	0
TOTAL Other Revenues	689,164	391,368	531,964	220,348	155,545	(64,803)
TOTAL REVENUES	11,845,286	11,462,299	12,074,286	11,651,654	11,643,157	(8,497)



2021 City Manager's Office Organizational Chart

TOTAL EMPLOYEES:
Full Time: 4



Department Duties

City Administration
Departmental Oversight
Human Resources
Airport Oversight
Business & Community Relations
Legislative Priority Development
Council Liaison
Economic Development
City Website
Risk Management

City of Palmer
FY 2021
Department Budget
City Manager's Office

Manages the property, financial, and personnel resources of the City of Palmer in an effective and efficient manner. Implements policy decisions of the City Council, develops and promotes plans and actions that enhance the city's ability to provide a safe and attractive environment for commercial and residential development.

Highlights for 2021:

- Seek enhancements to city operations in order to provide consistent in service delivery
- New and enhanced personnel system to create efficiencies, statistically track performance and employee activities
- Continue with marketing the city through local events and resources
- Promote aesthetic improvements within the City of Palmer
- Establish, with the City Council, a unified guiding blueprint

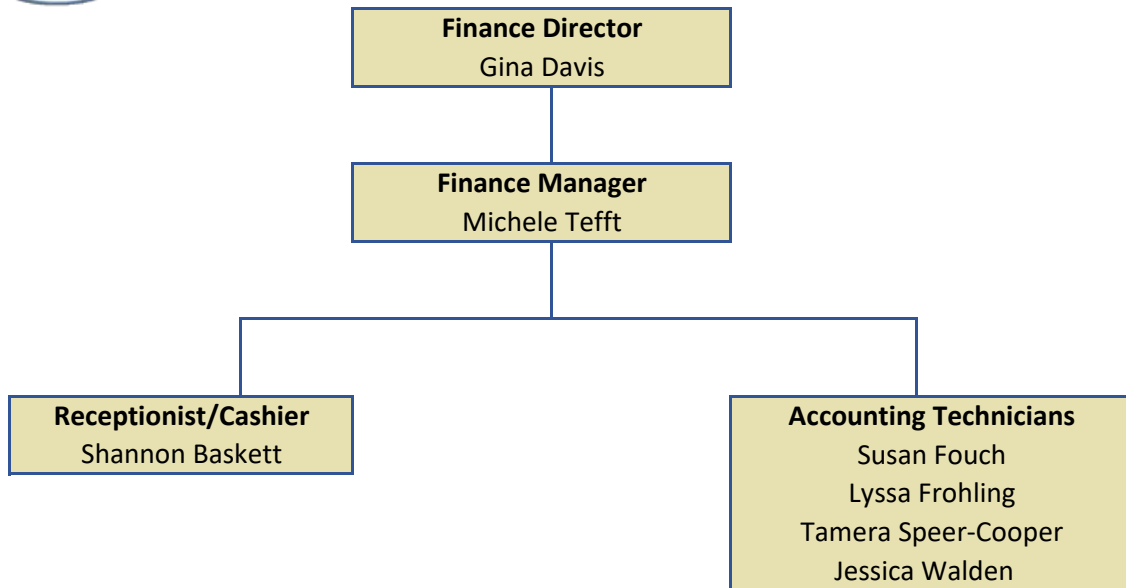
**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund	2017	2018	2019	2020	2021	
City Manager Expenditures	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	\$Incr.(Decr.)
				BUDGET	BUDGET	
01-01-05-6011 Regular Salaries	260,167	260,321	254,552	242,310	264,880	22,570
01-01-05-6012 Regular Benefits	146,913	143,244	154,371	182,817	170,679	(12,138)
01-01-05-6015 Regular-Overtime	0	0	0	0	750	750
01-01-05-6019 Leave Expense	2,047	2,076	6,784	2,000	2,500	500
01-01-05-6022 Advertising	9,642	7,698	9,645	9,000	1,800	(7,200)
01-01-05-6023 Subscriptions & Dues	3,484	3,321	983	2,000	2,500	500
01-01-05-6024 Travel	4,944	3,258	819	4,000	4,000	0
01-01-05-6026 Training	2,045	3,996	1,035	3,000	1,800	(1,200)
01-01-05-6027 Legal Fees	18,727	5,277	4,903	5,000	5,000	0
01-01-05-6029 Services	7,641	1,950	1,819	3,000	3,000	0
01-01-05-6030 Contractual Services	16,875	8,037	16,968	15,000	3,500	(11,500)
01-01-05-6031 Telephone	3,667	5,276	2,932	3,500	3,750	250
01-01-05-6035 Fuel	409	313	243	500	750	250
01-01-05-6037 Insurance	5,243	5,813	7,952	9,393	12,650	3,257
01-01-05-6038 Vehicle Insurance	450	500	500	586	540	(46)
01-01-05-6041 Office Supplies	4,465	3,264	5,534	3,000	3,000	0
01-01-05-6044 Operating Supplies	0	1,988	0	0	0	0
01-01-05-6045 Repair & Maintenance	0	0	2,774	0	500	500
01-01-05-6054 Office Equipment	848	5,211	5,659	4,000	2,000	(2,000)
01-01-05-6057 Printing	0	0	0	500	500	0
01-01-05-6059 Board Stipends	2,450	2,050	1,650	4,200	2,500	(1,700)
01-01-05-6065 Wellness Fund	8,432	8,847	1,930	10,000	5,000	(5,000)
01-01-05-6069 Discretionary Funds	7,517	0	5,103	5,000	5,000	0
01-01-05-6070 AK State Fair Exp	0	0	1,784	1,500	1,500	0
01-01-05-6072 Unemployment Taxes	0	0	0	18,000	18,000	0
01-01-05-6075 Employee Recognition	548	794	1,555	1,000	1,000	0
01-01-05-6096 Computer Services	121,492	115,990	120,828	135,000	140,000	5,000
01-01-05-6103 Marketing	13,732	15,203	15,185	15,000	17,000	2,000
TOTAL City Manager	641,739	604,428	625,508	679,306	674,099	(5,207)



2021 Department of Finance Organizational Chart

TOTAL EMPLOYEES:
Part Time:0
Full Time:7



Department Duties

Finance
Budget & Audit
Accounting
Sales Tax
Business License
Payroll
Billing & Collections
Grant Reporting

City of Palmer
FY 2021
Department Budget
Finance

Responsible for the collection and reporting of all city revenues, expenditures, maintaining the city budget, and providing quarterly financial statements. Provide a high degree of customer service for the residents, businesses, and city departments.

Highlights for 2021:

- Move forward with online business license and sales tax payments and processes
- Pursue additional means to receive and process forms electronically (utility sign up)

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund	2017	2018	2019	2020	2021	
Finance Expenditures	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	\$Incr.(Decr.)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	
01-01-10-6011 Regular Salaries	373,905	395,385	410,015	416,658	412,360	(4,298)
01-01-10-6012 Regular Benefits	314,552	329,845	361,655	369,797	358,943	(10,854)
01-01-10-6013 Part Time Salaries	1,621	0	0	0	0	0
01-01-10-6015 Regular Overtime	358	223	218	500	500	0
01-01-10-6017 Gen Fund PERS On Behalf	158,349	180,392	262,069	0	0	0
01-01-10-6019 Leave Expense	30,829	9,923	20,138	0	6,000	6,000
01-01-10-6022 Advertising	1,009	0	0	500	500	0
01-01-10-6023 Subscriptions & Dues	666	359	499	500	600	100
01-01-10-6024 Travel	973	593	615	1,500	800	(700)
01-01-10-6025 ARSSTC Fees	0	0	0	0	0	0
01-01-10-6026 Training	600	300	655	1,500	1,500	0
01-01-10-6027 Legal Fees	7,303	2,281	443	7,000	6,200	(800)
01-01-10-6029 Services	7,954	8,861	4,966	7,500	6,500	(1,000)
01-01-10-6030 Contractual Services	0	0	0	25,000	28,500	3,500
01-01-10-6031 Telephone	7,286	5,108	6,421	6,000	6,000	0
01-01-10-6037 Insurance	7,503	6,592	9,457	11,246	16,500	5,254
01-01-10-6041 Office Supplies	9,555	8,591	7,325	9,000	8,500	(500)
01-01-10-6045 Repair & Maintenance	893	0	0	1,500	1,500	0
01-01-10-6054 Office Equipment	3,658	3,943	14,573	8,500	12,000	3,500
01-01-10-6074 Bad Debts	0	469	322	0	0	0
01-01-10-6095 Genl Fund IT Hard/Software	30,364	34,235	37,190	40,000	49,000	9,000
01-01-10-6096 Computer Services	29,537	30,490	31,637	40,000	42,000	2,000
TOTAL Finance	986,913	1,017,590	1,168,196	946,701	957,903	11,202

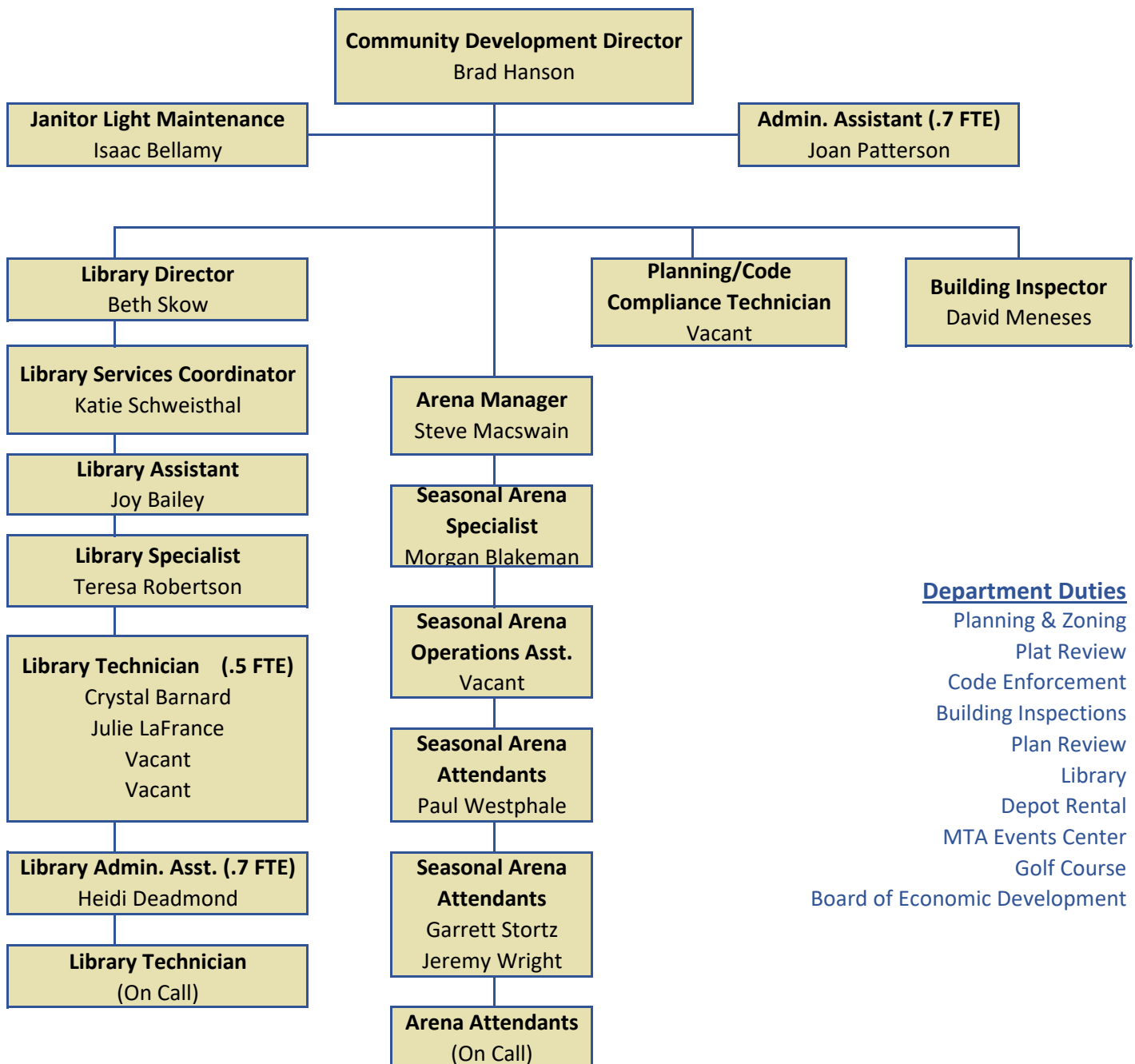
**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund	2017	2018	2019	2020	2021	
City Hall Complex Expenditures	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	\$Incr.(Decr.)
				BUDGET	BUDGET	
01-01-15-6029 Services	2,879	2,452	2,436	2,800	2,700	(100)
01-01-15-6031 Telephone	18,024	16,715	17,464	15,000	19,000	4,000
01-01-15-6032 Power	18,939	18,047	16,063	19,000	18,000	(1,000)
01-01-15-6033 Heat	2,449	2,525	2,507	3,000	2,800	(200)
01-01-15-6034 Water/Sewer/Garbage	1,395	1,417	1,592	1,500	2,000	500
01-01-15-6036 Rental & Lease	2,700	2,946	3,861	3,000	3,640	640
01-01-15-6037 Insurance	3,414	3,527	4,016	4,601	6,030	1,429
01-01-15-6041 Office Supplies	9,664	7,582	7,743	8,500	7,800	(700)
01-01-15-6045 Repair & Maintenance	13,342	11,876	8,690	7,000	7,000	0
01-01-15-6048 Janitorial Supplies	779	1,618	1,272	1,800	1,800	0
01-01-15-6053 Equipment	0	639	0	0	0	0
01-01-15-6058 Postage	2,200	7,621	6,993	8,000	7,800	(200)
TOTAL City Hall Complex	75,783	76,963	72,637	74,201	78,570	4,369
Non Departmental Expenditures						
01-01-70-6078 Transfers Out	949,346	1,199,812	1,205,808	667,986	157,214	(510,772)
01-01-70-6090 EOC Operations	3,054	3,129	3,805	3,400	3,500	100
TOTAL Non Departmental	952,400	1,202,941	1,209,613	671,386	160,714	(510,672)



2021 Department of Community Development Organizational Chart

TOTAL EMPLOYEES:
Full Time: 10
Part Time: 5



Department Duties

- Planning & Zoning
- Plat Review
- Code Enforcement
- Building Inspections
- Plan Review
- Library
- Depot Rental
- MTA Events Center
- Golf Course
- Board of Economic Development

City of Palmer
FY 2021
Department Budget
Community Development

Responsible for planning and zoning, building inspections, and code compliance to ensure that development of city infrastructure and processes encourage the economic growth and enhance the quality of life in Palmer. Oversee the operations of the Library, Community Center (Depot), Visitor Center and Museum, MTA Events Center and the Palmer Municipal Golf Course.

Highlights for 2021:

- Provide the highest level of customer service
- Continue PMC Title 17 review and prepare for council review and public hearings
- Complete annexation planning
- Continue upgrades at the depot, making it marketable to a wider range of user groups
- Review and revise policies, procedures, and code to promote economic development and quality of life
- Continue long-term planning for downtown Palmer
- Create and market “Visit Palmer Video”

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund	2017	2018	2019	2020	2021	
Community Development Expenditures	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	\$Incr.(Decr.)
	BUDGET			BUDGET	BUDGET	
01-01-12-6011 Regular Salaries	269,781	260,709	293,643	299,697	291,916	(7,781)
01-01-12-6012 Regular Benefits	200,600	184,156	222,784	271,631	254,405	(17,226)
01-01-12-6013 Part Time Salaries	184	31	0	0	0	0
01-01-12-6015 Regular Overtime	616	502	467	1,000	1,000	0
01-01-12-6019 Leave Expense	37,817	15,493	16,344	10,000	10,000	0
01-01-12-6022 Advertising	1,299	1,713	1,597	2,000	2,000	0
01-01-12-6023 Subscriptions & Dues	2,510	1,701	1,433	2,200	2,200	0
01-01-12-6024 Travel	1,139	0	0	3,000	3,000	0
01-01-12-6026 Training	1,585	1,466	1,354	3,000	3,000	0
01-01-12-6027 Legal Fees	12,893	8,136	3,148	7,500	7,500	0
01-01-12-6029 Services-Recording Plats	218	30	35	250	250	0
01-01-12-6030 Contractual Services	3,946	2,697	5,161	4,500	4,500	0
01-01-12-6031 Telephone	2,207	3,824	3,349	2,400	2,600	200
01-01-12-6032 Power	7,967	7,645	7,019	7,000	7,000	0
01-01-12-6033 Heat	3,029	2,760	2,407	2,500	2,500	0
01-01-12-6034 Water/Sewer/Garbage	1,672	1,494	1,600	1,500	1,500	0
01-01-12-6035 Fuel	1,377	1,737	1,732	1,500	1,500	0
01-01-12-6036 Rental & Leases	4,620	1,641	1,651	3,500	3,000	(500)
01-01-12-6037 Insurance	5,458	6,301	8,364	9,776	14,000	4,224
01-01-12-6038 Vehicle Insurance	750	800	1,288	800	800	0
01-01-12-6040 Credit Card Fees	1,366	2,584	2,532	1,300	1,400	100
01-01-12-6041 Office Supplies	4,446	4,057	3,336	3,300	3,300	0
01-01-12-6042 Vehicle Supplies	0	52	0	0	503	503
01-01-12-6044 Operating Supplies	0	215	133	0	0	0
01-01-12-6045 Repair & Maintenance	2,561	1,984	1,358	1,500	1,500	0
01-01-12-6048 Janitorial Supplies	530	603	513	800	800	0
01-01-12-6054 Office Equipment	15,559	4,874	3,781	6,500	6,000	(500)
01-01-12-6058 Postage	1,352	1,959	820	2,000	2,000	0
01-01-12-6059 Board Stipends	3,300	2,550	2,850	4,200	3,800	(400)
01-01-12-6070 Annexation Planning	0	0	0	125,000	48,000	(77,000)
01-01-12-6071 Community Planning	6,220	26	14,334	30,500	15,000	(15,500)
01-01-12-6072 Unemployment Taxes	21	1	0	0	0	0
TOTAL Community Development	595,023	521,739	603,032	808,854	694,974	(113,880)

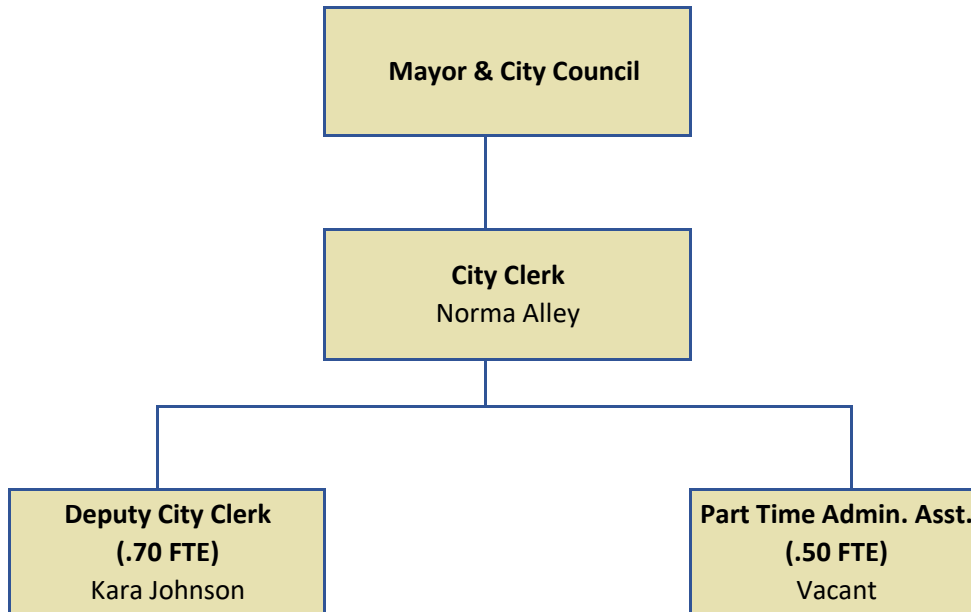
**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund	2017	2018	2019	2020	2021	\$Incr.(Decr.)
				AMENDED	PROPOSED	
Tourist Center Expenditures	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	
01-01-20-6030 Contractual Services	169,030	168,730	171,800	174,030	174,030	0
01-01-20-6031 Telephone	2,225	2,305	2,479	2,100	2,100	0
01-01-20-6032 Power	3,965	3,406	3,137	4,000	3,800	(200)
01-01-20-6033 Heat	2,667	2,810	2,619	2,200	2,500	300
01-01-20-6034 Water/Sewer/Garbage	1,490	1,643	1,967	1,200	1,200	0
01-01-20-6037 Insurance	1,547	1,828	2,595	3,340	4,400	1,060
01-01-20-6045 Repair & Maintenance	1,140	5,207	765	2,000	2,000	0
01-01-20-6048 Janitorial Supplies	1,104	1,423	802	1,000	1,200	200
TOTAL Tourist Center	183,168	187,351	186,163	189,870	191,230	1,360
Community Center (Depot) Expenditures						
01-01-30-6030 Contractual Services	0	2,292	6,960	7,500	7,500	0
01-01-30-6031 Telephone	0	0	0	3,000	2,500	(500)
01-01-30-6032 Power	5,722	5,374	4,953	5,500	5,500	0
01-01-30-6033 Heat	5,248	5,045	4,416	5,000	5,000	0
01-01-30-6034 Water/Sewer/Garbage	2,539	2,557	3,356	2,500	2,500	0
01-01-30-6036 Rental and Lease	500	500	500	500	500	0
01-01-30-6037 Insurance	574	660	893	1,205	1,800	595
01-01-30-6044 Operating Supplies	1,004	2,612	2,485	3,500	3,200	(300)
01-01-30-6045 Repair & Maintenance	9,245	6,259	4,190	7,500	7,000	(500)
01-01-30-6048 Janitorial Supplies	2,673	1,490	1,555	2,500	2,500	0
01-01-30-6053 Equipment	8,386	0	6,292	5,000	5,000	0
TOTAL Community Center (Depot)	35,891	26,790	35,600	43,705	43,000	(705)



2021 City Clerk's Office Organizational Chart

TOTAL EMPLOYEES:
PartTime: 2
Full Time: 1



Department Duties

Ordinance & Resolution Preparation, Maintenance, Codification
Records Management & Retention
Election Administration
Information Research
Action Processing
Council & Attorney Liaison
Parliamentary Advisor to Council

City of Palmer
FY 2021
Department Budget
Mayor/Council/Clerk

Mayor and City Council function as the legislative body whose duties include enacting city laws; ratifying city policies; providing for the performance of all duties and obligations imposed upon the city by law; approving the annual budget, which includes funding for operations, maintenance and capital projects; setting both the city's sales tax and mill rate for property taxes; and appointing the city manager, city clerk, and city attorney.

The City Clerk's Office is responsible for administering city elections; supporting the council with research and serving as the parliamentary advisory; administering the citywide records management program; preparing legislation and oversees the codification of city ordinances; managing the dissemination of public records, which ensures public transparency and public accessibility to government; and serving as the city's public information officer.

Highlights for 2021:

- Administer the election in a fair, transparent and secure manner.
- Continue to improve and enhance records management in a secure and safe manner, while maintaining compliance with state and city public records laws.
- Continue to support council and departments with advice and research on legislation.

NOTES:

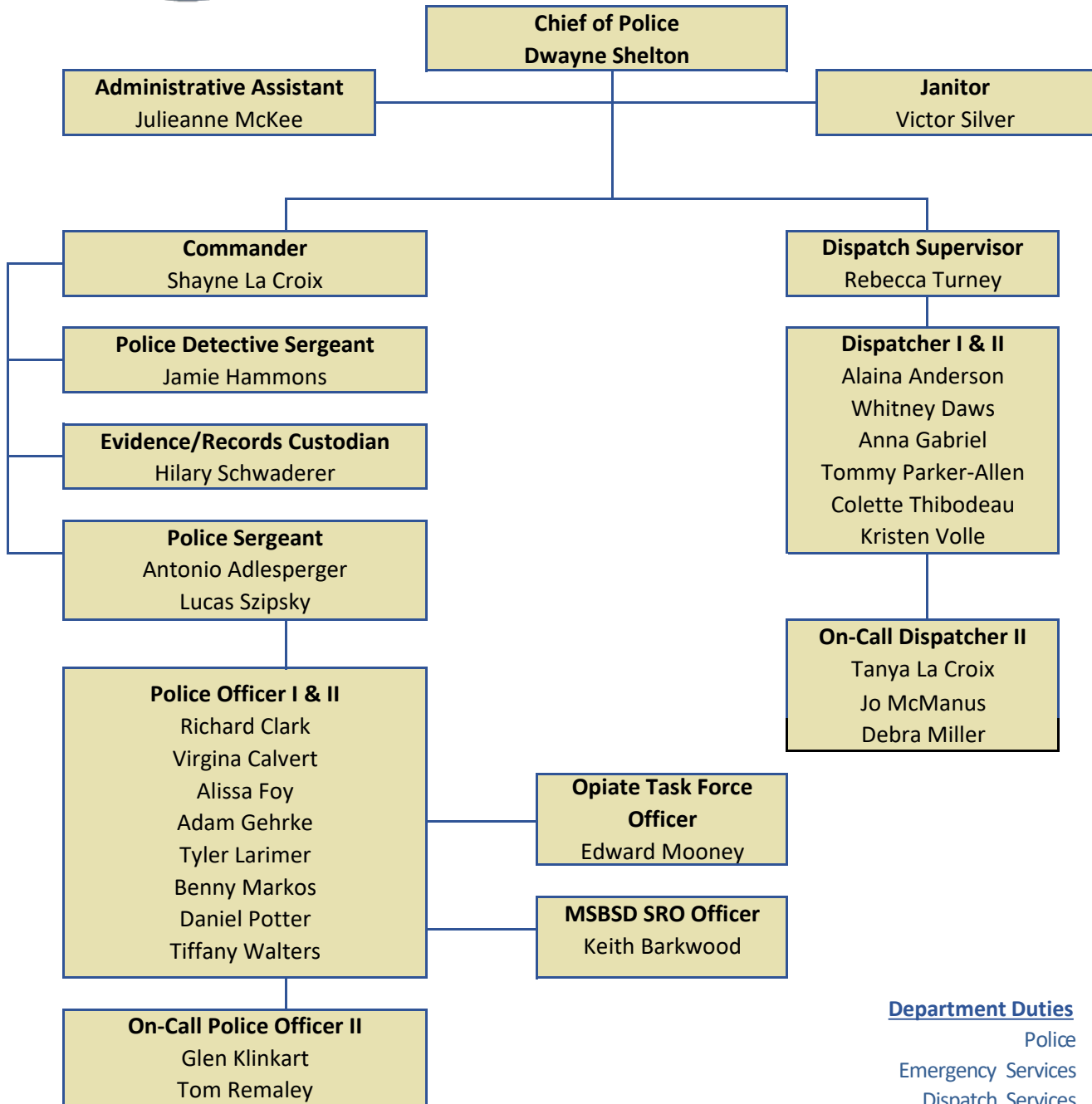
**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund Mayor/Council/City Clerk Expenditures	2017	2018	2019	2020	2021	\$Incr.(Decr.)
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET	
01-02-10-6011 Regular Salaries	84,501	88,037	92,106	94,893	98,080	3,187
01-02-10-6012 Regular Benefits	74,211	73,592	85,134	87,489	82,120	(5,369)
01-02-10-6013 PT Salaries	71,034	73,951	86,464	95,696	98,843	3,147
01-02-10-6016 Overtime-PT	0	381	283	650	650	0
01-02-10-6019 Leave Expense	2,686	4,887	4,412	5,000	5,000	0
01-02-10-6021 Audit	37,860	43,259	43,036	43,259	45,000	1,741
01-02-10-6022 Advertising	5,495	7,048	8,227	8,000	8,000	0
01-02-10-6023 Subscriptions & Dues	7,408	7,846	8,255	8,850	8,850	0
01-02-10-6024 Travel/Education-Council	6,776	8,222	9,081	12,000	10,000	(2,000)
01-02-10-6026 Training/Travel-Clerk	2,919	4,563	6,542	6,000	6,000	0
01-02-10-6027 Legal Fees	29,418	20,367	21,396	25,000	25,000	0
01-02-10-6029 Services	1,265	1,936	451	2,000	2,000	0
01-02-10-6031 Telephone	8,772	9,178	9,667	9,750	9,800	50
01-02-10-6037 Insurance	3,701	4,346	6,322	7,795	10,250	2,455
01-02-10-6041 Office Supplies-Clerk	1,593	5,548	2,020	6,000	6,000	0
01-02-10-6044 Operating Supplies	1,803	3,266	1,938	4,000	4,000	0
01-02-10-6045 Repair & Maintenance	998	998	1,642	1,000	1,000	0
01-02-10-6054 Office Equipment	6,402	5,339	14,999	6,100	6,000	(100)
01-02-10-6068 Community Council Grants	10,000	12,500	14,600	12,000	12,000	0
01-02-10-6069 Council Discretionary Funds	304	927	1,049	2,500	2,500	0
01-02-10-6072 Unemployment Taxes	1,800	6,480	0	0	0	0
01-02-10-6073 Council Meetings Broadcast	2,750	2,625	3,000	3,000	3,000	0
01-02-10-6090 Blackboard Connect Service	6,565	4,634	2,703	6,000	6,000	0
01-02-10-6099 Election Expenses	8,616	8,370	15,324	15,000	15,000	0
01-02-10-6101 Codification Consulting Svcs	6,610	5,478	5,754	8,600	8,600	0
01-02-10-6102 Records Management	7,034	5,220	8,510	7,500	7,500	0
01-02-10-6110 Sister City Program	2,781	5,124	7,225	13,500	13,500	0
TOTAL Mayor/Council/City Clerk	393,302	414,121	460,139	491,582	494,693	3,111



2021 Police Department Organizational Chart

TOTAL EMPLOYEES:
Full Time: 25
Part Time: 0



Department Duties

- Police
- Emergency Services
- Dispatch Services
- Public Safety Education
- Opiate Task Force
- MSBSD SRO Program

City of Palmer
FY 2021
Department Budget
Police

Responsible for the protecting the lives, freedom, rights and privacy of the community through the honest enforcement of the law, respect for the public, restraint, humility and the unwavering pursuit of justice.

Highlights for 2020:

Initiated and implemented a K9 program.

Updated In-Car video and Body Cameras for Officers including the addition of a cloud-based storage system to streamline digital media evidence management.

Purchased a Speed Cart to improve traffic calming measures.

Made significant progress towards making records digital and accessible remotely.

Updated interview room with sound proofing.

Hired two Police Officer I's, two Police Officer II's and an On-Call Police Officer II.

Hired 3 new full-time dispatchers.

Our School Resource Officer (SRO) retired from law enforcement and a new SRO was selected to fill the vacancy.

2021 Projects and Initiatives:

- Remodel PPD evidence facility and storage room.
- Expand squad room to accommodate additional personnel.
- The Police Department has the need for personnel to complete the following training during fiscal year 2021: Firearms Instructor, Emergency Vehicle Operation and Control Instructor, Radar Instructor, Datamaster Supervisor, Standardized Field Sobriety Instructor, Control Tactics Instructor, Charlie Mike (Critical Incident Response training), National Association of School Resource Officer Advanced instruction, Law Enforcement Records Management conference, Dispatch Navigator, National Emergency Number Association (911) conference, First Line Supervisor School.
- Update and publish Policy, Standard Operating Procedures and Firearms Manuals.
- Continue to convert historical paper records and documents to digital files.
- Continue to provide excellent customer service to the citizens of Palmer while seeking new ways to better protect and serve the community.

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund	2017	2018	2019	2020	2021	
Police Administration Expenditures	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	\$Incr.(Decr.)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	\$Incr.(Decr.)
01-12-10-6011 Regular Salaries	1,009,407	1,033,875	1,064,086	1,072,101	1,084,454	12,353
01-12-10-6012 Regular Benefits	882,445	882,270	996,765	966,297	938,375	(27,922)
01-12-10-6013 PT Salaries	20,767	13,046	4,579	10,000	25,000	15,000
01-12-10-6015 Regular Overtime	216,416	196,249	196,908	160,000	170,145	10,145
01-12-10-6016 PT Overtime	0	0	0	0	5,000	5,000
01-12-10-6019 Leave Expense	40,588	37,565	68,522	40,000	40,000	0
01-12-10-6020 Uniform Allowance Reimbursement	8,680	8,190	7,910	9,000	9,000	0
01-12-10-6022 Advertising	1,202	0	460	500	500	0
01-12-10-6023 Subscriptions & Dues	250	482	490	700	700	0
01-12-10-6024 Travel	17,333	5,141	17,704	10,000	10,000	0
01-12-10-6026 Training	6,165	22,497	8,434	25,000	30,000	5,000
01-12-10-6027 Legal Fees	3,420	58,649	17,768	20,000	20,000	0
01-12-10-6028 Court System Admin Fees	3,057	2,374	2,493	4,000	4,000	0
01-12-10-6029 Services	30,308	23,973	25,383	43,171	35,000	(8,171)
01-12-10-6031 Telephone	12,250	10,895	11,507	15,000	15,000	0
01-12-10-6035 Fuel	24,491	32,864	29,920	35,000	35,000	0
01-12-10-6037 Insurance	25,954	28,725	37,901	43,166	59,000	15,834
01-12-10-6038 Vehicle Insurance	23,704	27,047	26,750	29,500	28,000	(1,500)
01-12-10-6039 Video Security System	0	0	2,103	5,600	5,600	0
01-12-10-6041 Office Supplies	8,885	7,824	7,033	8,000	8,000	0
01-12-10-6042 Vehicle Supplies	155	0	0	0	0	0
01-12-10-6043 Uniform Expenditure	17,638	7,224	6,774	10,000	12,000	2,000
01-12-10-6044 Operating Supplies	12,063	16,260	15,623	15,000	20,000	5,000
01-12-10-6046 Small tools and equipment	13,272	20,866	21,318	25,000	20,000	(5,000)
01-12-10-6053 Equipment	935	2,349	770	2,000	3,000	1,000
01-12-10-6054 Office Equipment	10,195	31,019	23,098	35,000	40,000	5,000
01-12-10-6058 Postage	432	518	651	400	1,000	600
01-12-10-6071 Community Planning	2,755	5,154	5,023	3,000	3,000	0
01-12-10-6072 Unemployment Taxes	409	0	0	0	0	0
01-12-10-6100 SART Donation	2,500	2,500	2,500	2,500	2,500	0
01-12-10-6112 Rowland Memorial Fund Expense	1,000	2,000	2,000	2,000	2,000	0
TOTAL Police Administration	2,396,674	2,479,553	2,604,474	2,591,935	2,626,274	34,339

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund	2017	2018	2019	2020	2021	
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET	\$Incr.(Decr.)
Animal Control Expenditures						
01-12-30-6030 Contractual Services	16,487	20,298	20,298	20,500	22,000	1,500
TOTAL Animal Control	16,487	20,298	20,298	20,500	22,000	1,500
State Trooper Building Expenditures						
01-12-40-6030 Contractual Services	0	0	0	1,000	0	(1,000)
01-12-40-6033 Heat	5,828	6,370	5,561	6,000	7,500	1,500
01-12-40-6034 Water/Sewer/Garbage	2,494	2,588	2,680	2,500	3,000	500
01-12-40-6037 Insurance	1,222	1,252	1,490	2,003	2,800	797
01-12-40-6045 Repair & Maintenance	2,308	8,731	9,701	10,000	10,000	0
01-12-40-6048 Janitorial Supplies	1,782	1,063	454	500	1,000	500
TOTAL State Trooper Building	13,633	20,005	19,887	22,003	24,300	2,297
Jail Expenditures						
01-12-50-6045 Repair & Maintenance	4,272	2,341	12,640	5,500	5,500	0
TOTAL Jail	4,272	2,341	12,640	5,500	5,500	0
Police Building Expenditures						
01-12-60-6029 Services	1,463	0	0	2,000	2,000	0
01-12-60-6032 Power	23,130	24,265	23,323	22,000	22,000	0
01-12-60-6033 Heat	12,314	10,386	10,168	11,000	13,000	2,000
01-12-60-6034 Water/Sewer/Garbage	7,413	6,781	6,804	7,000	7,500	500
01-12-60-6037 Insurance	1,503	1,570	1,837	2,345	3,100	755
01-12-60-6045 Repair & Maintenance	4,465	13,141	13,139	10,000	13,000	3,000
01-12-60-6048 Janitorial Supplies	1,738	1,479	1,945	2,000	4,000	2,000
TOTAL Police Building	52,026	57,621	57,216	56,345	64,600	8,255

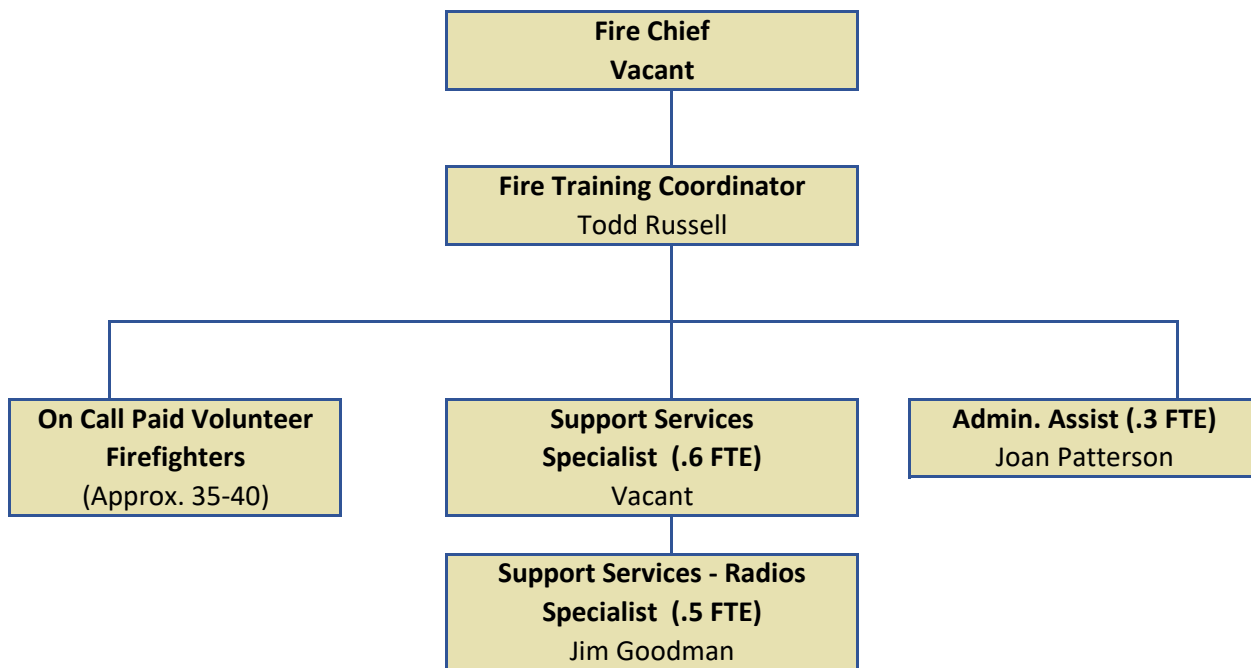
**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund	2017	2018	2019	2020	2021	
Communication Center Expenditures	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET	\$Incr.(Decr.)
01-12-70-6011 Regular Salaries	506,752	445,124	459,188	465,321	441,734	(23,587)
01-12-70-6012 Regular Benefits	417,266	332,844	349,321	407,992	380,544	(27,448)
01-12-70-6013 PT Salaries	31,976	14,915	10,933	10,000	25,000	15,000
01-12-70-6015 Regular Overtime	120,204	103,084	102,497	60,000	70,000	10,000
01-12-70-6016 PT Overtime	5,209	652	1,420	0	5,000	5,000
01-12-70-6019 Leave Expense	19,737	8,318	32,397	8,500	10,000	1,500
01-12-70-6024 Travel	3,325	5,057	7,634	2,500	4,000	1,500
01-12-70-6026 Training	2,434	3,587	3,439	2,000	3,500	1,500
01-12-70-6027 Legal Fees	308	0	0	0	0	0
01-12-70-6029 Services	0	0	0	49,123	49,123	0
01-12-70-6030 Contractual Services	3,940	9,028	8,784	7,500	8,500	1,000
01-12-70-6031 Telephone	6,126	7,134	7,828	7,000	7,000	0
01-12-70-6032 Power	14,666	15,054	14,111	12,000	12,000	0
01-12-70-6034 Water-Sewer-Garbage	1,733	1,798	1,863	2,000	2,000	0
01-12-70-6037 Insurance	11,902	10,649	11,957	12,117	18,000	5,883
01-12-70-6041 Office Supplies	2,166	1,340	894	1,500	1,500	0
01-12-70-6043 Uniform Expenditure	0	0	0	2,500	2,500	0
01-12-70-6044 Operating Supplies	312	648	0	1,000	1,000	0
01-12-70-6045 Repair & Maintenance	14	2,334	1,422	2,000	2,000	0
01-12-70-6054 Office Equipment	8,117	10,693	7,470	4,000	6,000	2,000
01-12-70-6072 Unemployment Taxes	543	0	0	0	0	0
TOTAL Communication Center	1,156,730	972,260	1,021,157	1,057,053	1,049,401	(7,652)
Police Vehicle Maintenance						
01-12-80-6042 Vehicle Supplies	0	0	0	0	0	0
TOTAL Police Vehicle Maintenance	0	0	0	0	0	0
TOTAL Police Department	3,639,821	3,552,079	3,735,671	3,753,336	3,792,075	38,739



2021 Fire Department Organizational Chart

TOTAL EMPLOYEES:
Full Time: 2
Part Time: 2



Department Duties

Fire Rescue Response
Fire Inspection
Fire Safety Education

City of Palmer
FY 2021
Department Budget
Fire

Responsible for the safety and welfare of the public through preservation of life, property and the environment by responding to fire calls, motor vehicle accidents, rescue efforts, and public safety education.

Highlights for 2021:

- Continue to work on recruitment and retention of responders
- Continue the lifecycle replacement of firefighting personnel protective equipment

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund	2017	2018	2019	2020	2021	
Fire Administration Expenditures	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	\$Incr.(Decr.)
	BUDGET			BUDGET	BUDGET	
01-13-10-6011 Regular Salaries	181,192	183,372	174,075	190,143	200,375	10,232
01-13-10-6012 Regular Benefits	144,167	143,576	159,549	168,266	173,985	5,719
01-13-10-6013 PT Salaries	218,947	197,315	266,693	300,000	300,000	0
01-13-10-6015 Regular Overtime	4,265	4,674	3,855	5,000	6,000	1,000
01-13-10-6019 Leave Expense	5,400	5,495	7,188	7,200	8,000	800
01-13-10-6023 Subscriptions & Dues	2,964	743	3,539	3,000	4,000	1,000
01-13-10-6024 Travel	7,788	8,032	12,760	11,000	8,000	(3,000)
01-13-10-6026 Training	10,511	13,364	9,287	13,000	10,000	(3,000)
01-13-10-6027 Legal Fees	779	164	84	2,000	2,000	0
01-13-10-6029 Services	18,878	15,372	9,315	15,000	16,000	1,000
01-13-10-6030 Contractual Services	10,519	9,780	11,526	20,000	17,500	(2,500)
01-13-10-6031 Telephone	8,864	9,718	9,643	9,800	10,200	400
01-13-10-6032 Power	8,912	9,043	9,805	9,500	10,000	500
01-13-10-6033 Heat	6,641	6,478	6,068	7,000	7,000	0
01-13-10-6034 Water/Sewer/Garbage	2,367	2,943	5,239	4,000	4,500	500
01-13-10-6035 Fuel	20,723	20,958	22,149	30,000	26,000	(4,000)
01-13-10-6036 Rental & Lease	11,588	14,755	14,755	19,295	22,700	3,405
01-13-10-6037 Insurance	7,131	8,341	11,359	13,067	18,200	5,133
01-13-10-6038 Vehicle Insurance	16,252	18,100	18,100	20,000	19,000	(1,000)
01-13-10-6041 Office Supplies	1,480	3,265	3,408	3,000	3,200	200
01-13-10-6043 Uniform Expenditure	2,109	4,058	2,493	4,000	6,000	2,000
01-13-10-6044 Operating Supplies	2,713	2,102	3,307	3,500	4,000	500
01-13-10-6045 Repair & Maintenance	13,244	12,679	22,117	17,000	23,000	6,000
01-13-10-6046 Small Tools & Equipment	23,230	19,872	13,716	14,000	14,000	0
01-13-10-6048 Janitorial Supplies	148	1,137	1,209	1,500	1,500	0
01-13-10-6053 Equipment	13,702	24,383	25,999	30,000	35,000	5,000
01-13-10-6054 Office Equipment	23,276	11,839	16,866	10,000	10,000	0
01-13-10-6055 Rescue Equipment	885	3,494	4,681	4,000	4,000	0
TOTAL Fire Administration	768,673	755,049	848,786	934,271	964,160	29,889

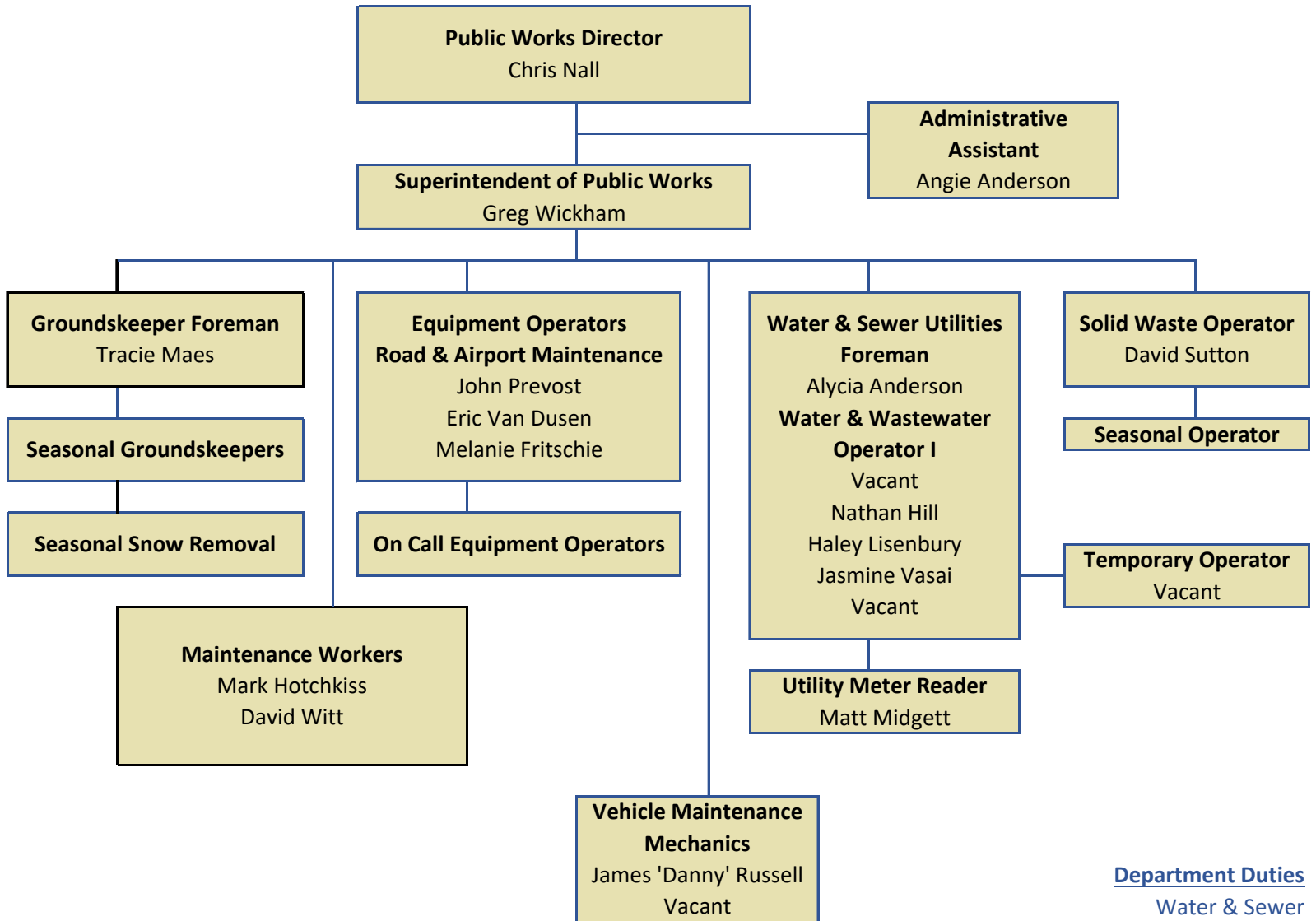
**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund	2017	2018	2019	2020	2021	
Fire Building Maintenance Expenditures	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	\$Incr.(Decr.)
	BUDGET			BUDGET	BUDGET	
01-13-30-6045 Repair & Maintenance	9,764	22,516	16,395	21,000	23,000	2,000
TOTAL Fire Building Maintenance	9,764	22,516	16,395	21,000	23,000	2,000
Fire Vehicle Maintenance Expenditures						
01-13-80-6042 Vehicle Supplies	31,996	14,045	21,166	20,000	25,000	5,000
TOTAL Fire Vehicle Maintenance	31,996	14,045	21,166	20,000	25,000	5,000
TOTAL Fire Department	810,433	791,611	886,347	975,271	1,012,160	36,889



2021 Department of Public Works Organizational Chart

TOTAL EMPLOYEES:
Full Time: 19
Part Time: 0



Department Duties

Water & Sewer
Building, Road & Vehicle Maintenance
Solid Waste
Airport Maintenance
Facilities Maintenance
Parks & Rec

City of Palmer
FY 2021
Department Budget
Public Works

Responsible for the construction and maintenance of city infrastructure which includes city water, sewer, roads, parks, buildings and solid waste collection.

Plans for 2021:

- Continue new snow plowing and snow removal plan that incorporates select sidewalks throughout the City to improve access during the winter months.
- Implement new snow removal and roads maintenance plan with newly acquired roads from the Glenn Highway expansion project and other subdivision developments.
- Oversight of the installation of clarifiers project at the WWTP.
- If CARES Act funds are available in to 2021, manage the HVAC system upgrade project at City Hall.

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund					2020	2021	
Public Works		2017	2018	2019	AMENDED	PROPOSED	
Administration Expenditures		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	\$Incr.(Decr.)
01-17-10-6011	Regular Salaries	373,789	375,374	354,860	351,688	358,061	6,373
01-17-10-6012	Regular Benefits	278,222	276,419	280,827	284,154	274,356	(9,798)
01-17-10-6013	PT Salaries	1,848	0	37	0	0	0
01-17-10-6015	Regular Overtime	691	2,879	1,067	2,000	2,000	0
01-17-10-6019	Leave Expense	7,764	11,081	9,253	5,500	5,500	0
01-17-10-6022	Advertising	173	0	128	500	500	0
01-17-10-6024	Travel	0	0	710	1,000	1,000	0
01-17-10-6026	Training	1,054	773	395	1,000	1,000	0
01-17-10-6027	Legal Fees	759	3,853	476	5,000	2,500	(2,500)
01-17-10-6029	Services	4,981	6,005	14,051	5,250	5,250	0
01-17-10-6030	Contractual Services	17,200	11,881	45,497	60,000	60,000	0
01-17-10-6031	Telephone	6,932	6,988	7,157	10,000	10,000	0
01-17-10-6032	Power	16,372	16,105	15,191	16,000	16,000	0
01-17-10-6033	Heat	19,032	16,851	14,365	15,000	17,500	2,500
01-17-10-6034	Water/Sewer/Garbage	10,238	10,653	11,385	9,500	10,000	500
01-17-10-6037	Insurance	18,547	19,768	26,414	30,689	42,288	11,599
01-17-10-6038	Vehicle Insurance	14,947	18,978	19,943	20,340	20,070	(270)
01-17-10-6041	Office Supplies	2,118	2,504	2,213	2,000	2,000	0
01-17-10-6045	Repair & Maintenance	11,148	6,633	11,860	10,000	12,000	2,000
01-17-10-6046	Small Tools & Equipment	929	747	628	500	1,000	500
01-17-10-6048	Janitorial Supplies	1,412	0	392	1,500	1,500	0
01-17-10-6053	Equipment	7,036	18,810	8,571	1,500	1,500	0
01-17-10-6054	Office Equipment	4,511	2,958	8,731	4,500	4,500	0
01-17-10-6058	Postage	0	0	0	500	500	0
01-17-10-6072	Unemployment Taxes	13	106	9,233	0	0	0
01-17-10-6096	Computer Services	0	0	5298	4,000	4,500	500
TOTAL PW Administration		799,715	809,367	848,684	842,121	853,525	11,404

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund				2020	2021	
PW Roads Expenditures	2017	2018	2019	AMENDED	PROPOSED	\$Incr.(Decr.)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	
01-17-40-6011 Regular Salaries	132,770	130,345	184,181	200,128	208,599	8,471
01-17-40-6012 Regular Benefits	139,794	143,070	188,848	191,551	187,210	(4,341)
01-17-40-6013 Part Time Salaries	29,077	37,016	22,518	10,000	25,000	15,000
01-17-40-6014 PW Standby Pay	5,129	4,150	3,724	6,000	6,000	0
01-17-40-6015 Regular Overtime	6,517	7,519	3,252	5,000	7,000	2,000
01-17-40-6016 PT Overtime	773	1,513	821	0	1,500	1,500
01-17-40-6019 Leave Expense	11,024	0	0	0	0	0
01-17-40-6030 Contractual Services	48,195	57,018	46,759	45,000	60,000	15,000
01-17-40-6036 Rental & Lease	7,100	9,567	17,170	6,679	7,659	980
01-17-40-6044 Operating Supplies	8,018	12,246	4,523	10,000	10,000	0
01-17-40-6045 Repair & Maintenance	15,241	16,819	23,782	15,000	15,000	0
01-17-40-6049 Chemicals & Dust Control	9,580	4,650	2,004	8,222	10,000	1,778
01-17-40-6065 Road Painting Services	57,023	60,895	57,553	60,000	70,000	10,000
01-17-40-6066 Road Salt And Sand	24,760	21,751	36,918	36,779	42,000	5,221
01-17-40-6067 Safety Equipment	632	2,496	1,946	1,500	1,500	0
01-17-40-6068 Crack Sealing	24,593	31,683	20,115	30,000	30,000	0
01-17-40-6075 Christmas Decorations	9,288	10,358	10,438	7,500	10,000	2,500
01-17-40-6079 Infared Pavement Repair	0	0	21,200	20,000	22,000	2,000
TOTAL PW Roads	529,514	551,096	645,751	653,358	713,468	60,109

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund				2020	2021		
Public Works	2017	2018	2019	AMENDED	PROPOSED		
Engineering Expenditures	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	\$Incr.(Decr.)	
01-17-50-6028 Engineering	7,481	8,613	825	7,500	5,000	(2,500)	
TOTAL PW Engineering	7,481	8,613	825	7,500	5,000	(2,500)	

Public Works							
Street Light Maintenance Expenditures							
01-17-60-6032 Power	112,278	105,301	101,130	110,000	110,000	0	
01-17-60-6044 Operating Supplies	1,957	2,787	3,600	4,000	4,000	0	
01-17-60-6045 Repair & Maintenance	40,668	16,534	29,198	10,000	16,000	6,000	
TOTAL PW Street Light Maintenance	154,904	124,622	133,929	124,000	130,000	6,000	

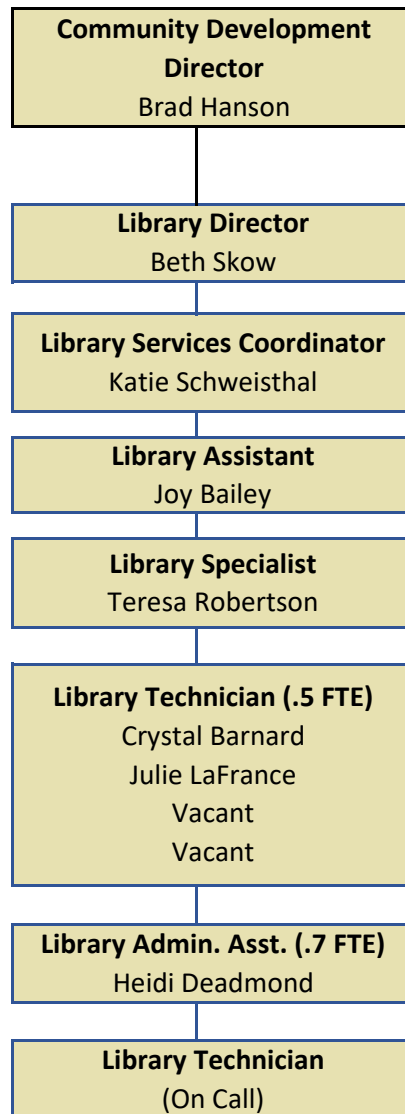
Public Works							
SOA Hwy Maintenance Expenditures							
01-17-70-6044 Operating Supplies	3,600	0		0	0	0	
01-17-70-6045 Repair & Maintenance	2,195	0		0	0	0	
TOTAL PW SOA Hwy Maintenance	5,795	0		0	0	0	

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund					2020	2021	
Public Works		2017	2018	2019	AMENDED	PROPOSED	
Vehicle Maintenance		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	\$Incr.(Decr.)
01-17-80-6011	Regular Salaries	66,504	67,311	68,925	124,668	125,073	405
01-17-80-6012	Regular Benefits	59,435	61,644	70,201	91,107	102,008	10,901
01-17-80-6015	Regular Overtime	1,850	3,258	3,230	1,000	1,000	0
01-17-80-6019	Leave Expense	6,262	4,697	6,462	0	0	0
01-17-80-6035	Fuel	31,761	39,790	28,400	30,000	40,000	10,000
01-17-80-6042	Vehicle Supplies	20,115	17,744	31,098	20,000	18,000	(2,000)
01-17-80-6045	Repair & Maintenance	46,252	28,937	45,401	25,000	28,000	3,000
01-17-80-6046	Small Tools & Equipment	7,938	2,348	7,408	2,500	2,500	0
01-17-80-6067	Safety Equipment	147	0	0	500	500	0
01-17-80-6083	Vehicle Supplies-Police	16,761	17,589	8,784	8,000	8,000	0
01-17-80-6084	Vehicle Supplies - Library	0	0	110	300	300	0
TOTAL PW Vehicle Maintenance		257,025	243,317	270,018	303,075	325,381	22,306
Public Works							
Parks & Recreation Operations Expenditures							
01-17-90-6011	Regular Salaries	14,883	0	0	25,000	25,669	669
01-17-90-6012	Regular Benefits	24,756	7,356	8,427	33,821	31,965	(1,856)
01-17-90-6013	PT Salaries	36,021	72,496	85,379	56,609	58,972	2,363
01-17-90-6015	Regular Overtime	0	0	0	1,000	1,000	0
01-17-90-6016	PT - Overtime	18	1,058	1,420	0	0	0
01-17-90-6029	Services	0	760	560	1,000	700	(300)
01-17-90-6032	Power	197	312	578	400	700	300
01-17-90-6034	Water/Sewer/Garbage	560	700	662	500	700	200
01-17-90-6035	Fuel	2,368	5,239	5,984	2,500	2,500	0
01-17-90-6044	Operating Supplies	10,199	18,867	28,299	15,000	15,000	0
01-17-90-6045	Repair & Maintenance	5,560	30,346	4,100	15,000	15,000	0
01-17-90-6067	Safety Equipment	192	246	1,492	500	500	0
01-17-90-6072	Unemployment Tax	1,344	5,754	1,938	0	0	0
TOTAL PW Park & Recreation Operations		96,098	143,135	138,839	151,330	152,706	1,376
TOTAL Public Works		1,850,532	1,880,150	2,038,046	2,081,384	2,180,080	98,696



2021 Library Organizational Chart



City of Palmer
FY 2021
Department Budget
Library

The Palmer Public Library provides open and equal access to resources for all people. The library does this through a broad collection of media, technology, internet, computers and more. Provides regular community programs for all ages to enhance learning and enrichment, and promoting education, discovery, creativity, freedom to learn, and community connections.

Highlights for 2021:

- Provide the highest level of customer service
- Continue development and adding of virtual community programs
- Develop outdoor activities
- Enhance advertising library information from programs to what is available on the website
- Work with other entities to share program information
- Pursue COVID-safe modifications to popular services
- Curate library Collections

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund	2017	2018	2019	2020	2021	\$Incr.(Decr.)
				AMENDED	PROPOSED	
Library Expenditures	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	
01-19-10-6011 Regular Salaries	205,270	204,814	224,384	221,408	228,540	7,132
01-19-10-6012 Regular Benefits	129,816	121,556	148,596	219,777	203,604	(16,173)
01-19-10-6013 PT Salaries	109,584	112,676	120,955	112,270	112,808	538
01-19-10-6015 Regular Overtime	0	0	183	172	172	0
01-19-10-6016 PT Overtime	518	173	179	172	0	(172)
01-19-10-6019 Leave Expense	0	781	8,969	0	0	0
01-19-10-6023 Subscriptions & Dues	449	498	112	400	400	0
01-19-10-6024 Travel	1,982	428	4,547	4,000	4,000	0
01-19-10-6026 Training	1,482	828	1,217	3,500	3,000	(500)
01-19-10-6029 Services	225	191	201	210	210	0
01-19-10-6030 Contractual Services	34,435	28,950	15,824	30,000	30,000	0
01-19-10-6031 Telephone	6,309	7,581	7,298	7,500	7,500	0
01-19-10-6032 Power	39,244	38,124	36,437	38,000	38,000	0
01-19-10-6033 Heat	6,571	5,103	4,898	7,700	7,700	0
01-19-10-6034 Water/Sewer/Garbage	3,974	3,967	4,161	4,400	4,400	0
01-19-10-6035 Fuel	440	112	272	200	200	0
01-19-10-6036 Rental & Lease	702	324	324	324	324	0
01-19-10-6037 Insurance	6,328	7,067	9,553	10,988	14,500	3,512
01-19-10-6038 Vehicle Insurance	300	300	300	400	350	(50)
01-19-10-6040 Supplies/Books/Subscriptions	44,112	44,485	41,095	40,000	40,000	0
01-19-10-6041 Office Supplies	2,272	2,415	1,439	2,500	2,500	0
01-19-10-6044 Operating Supplies	10,107	10,014	9,324	10,000	10,000	0
01-19-10-6045 Repair & Maintenance	20,199	9,375	11,940	10,000	10,000	0
01-19-10-6048 Janitorial Supplies	2,878	3,346	2,810	3,000	3,000	0
01-19-10-6054 Office Equipment	15,499	14,082	6,079	8,000	8,000	0
01-19-10-6058 Postage	3,999	4,511	5,206	5,000	5,250	250
TOTAL Library	646,697	621,701	666,303	739,921	734,458	(5,463)
Public Assistance Grants						
01-19-23-6040 Supplies/Books/Subscriptions	0	0	7,000	0	0	0
01-19-23-6044 Operating Supplies	8,331	0	0	13,900	6,900	(7,000)
01-19-23-6054 Office Equipment	1,600	3,391	0	0	0	0
TOTAL Public Assistance Grants	9,931	3,391	7,000	13,900	6,900	(7,000)
Other Grants						
01-19-27-6024 Travel	1,250	0	1,910	0	0	0
01-19-27-6026 Training	0	0	590	0	0	0
TOTAL Other Grants	1,250	0	2,500	0	0	0
TOTAL Library	657,878	625,092	675,803	753,821	741,358	(12,463)



2021 MTA Events Center Organizational Chart



City of Palmer
FY 2021
Department Budget
MTA Events Center

Responsible for maintaining and marketing events center to provide hockey associations, curling clubs, and special event groups a modern facility that is attractive and safe for year around events and activities.

Highlights for 2021:

- Provide the highest level of customer service
- Expand programs including curling, adult hockey, and a workout facility
- Increase marketing efforts for events
- Continue mechanical upgrades in compressor room
- Repair flooring in lobby area
- Develop a comprehensive maintenance logging and filing system

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

Public Works		2017	2018	2019	2020	2021	
					AMENDED	PROPOSED	
MTA Events Center Expenditures		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	\$Incr.(Decr.)
01-19-40-6011	Regular Salaries	100,846	80,787	75,158	74,610	74,610	0
01-19-40-6012	Regular Benefits	92,100	75,882	75,012	86,475	78,511	(7,964)
01-19-40-6013	PT Salaries	53,563	36,620	52,544	90,613	93,197	2,584
01-19-40-6015	Overtime-Regular	779	380	0	0	0	0
01-19-40-6016	Overtime-PT	1,273	794	1,662	1,500	1,500	0
01-19-40-6019	Leave Expense	0	1,668	5,381	0	0	0
01-19-40-6022	Advertising	8	156	0	1,500	1,500	0
01-19-40-6024	Travel	1,579	0	0	0	0	0
01-19-40-6026	Training	940	0	0	0	0	0
01-19-40-6027	Legal Fees	205	943	0	0	0	0
01-19-40-6029	Services	497	477	525	0	0	0
01-19-40-6030	Contractual Services	2,545	12,571	22,533	30,000	25,000	(5,000)
01-19-40-6031	Telephone	3,360	3,977	3,828	3,500	3,500	0
01-19-40-6032	Power	113,972	113,376	95,390	80,000	90,000	10,000
01-19-40-6033	Heat	45,033	35,889	32,696	40,000	40,000	0
01-19-40-6034	Water/Sewer/Garbage	17,473	14,959	7,635	10,000	10,000	0
01-19-40-6035	Fuel	3,548	4,494	2,001	4,000	3,500	(500)
01-19-40-6036	Rental & Lease	1,608	1,334	0	2,000	1,000	(1,000)
01-19-40-6037	Insurance	4,794	5,593	7,702	9,128	12,350	3,222
01-19-40-6040	Supplies/Vending Soda	3,959	2,717	2,369	2,500	2,500	0
01-19-40-6044	Operating Supplies	2,839	5,433	3,141	5,000	4,500	(500)
01-19-40-6045	Repair & Maintenance	54,072	29,227	24,328	35,000	25,000	(10,000)
01-19-40-6048	Janitorial Supplies	3,309	3,628	4,557	5,000	4,500	(500)
01-19-40-6054	Office Equipment	352	440	1,242	1,000	1,500	500
01-19-40-6060	Bond Principal	75,000	80,000	80,000	85,000	90,000	5,000
01-19-40-6062	Interest Expense	31,550	30,050	26,850	22,850	18,600	(4,250)
01-19-40-6072	Unemployment Taxes	0	168	0	0	0	0
01-19-40-6104	Learn to Skate	3,000	2,580	840	3,000	1,500	(1,500)
TOTAL MTA Events Center		618,202	544,143	525,391	592,676	582,768	(9,908)

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL FUND**

General Fund				2020	2021	
Public Works	2017	2018	2019	AMENDED	PROPOSED	
Parks & Recreation Planning Expenditures	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	\$Incr.(Decr.)
01-19-90-6012 Regular Benefits	222	134	123	200	200	0
01-19-90-6022 Advertising	1,118	1,542	841	1,500	1,500	0
01-19-90-6029 Services	1,424	1,569	1,608	2,200	2,200	0
01-19-90-6044 Operating Supplies	2,199	812	903	1000	1000	0
01-19-90-6059 Board Stipends	2,900	1,750	1,600	4,200	4,200	0
TOTAL Parks & Recreation Planning	7,863	5,808	5,074	9,100	9,100	0
TOTAL General Fund Expenditures	11,448,948	11,450,805	12,227,219	12,071,193	11,612,724	(458,469)
TOTAL Revenues Over (Under) Expenditures	396,338	11,495	(152,933)	(419,539)	30,433	

RECONCILIATION OF FUND BALANCE
WATER AND SEWER FUND
FUND 02

	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	2021 PROPOSED BUDGET
TOTAL REVENUES	\$ 2,841,896	\$ 3,388,391	\$ 3,092,400	\$ 3,231,250
TOTAL EXPENSES	\$ 4,425,708	\$ 4,238,985	\$ 2,742,751	\$ 2,719,452

Unrestricted Net Position 12/31/2019 \$ 577,146

Fiscal Year 2020 operations:

Budgeted operating revenues	\$ 3,092,400	
Budgeted operating expenses	\$ (2,592,751)	
Transfers Out	\$ (150,000)	
Estimated adjustment to net position		\$ 349,649

Estimated total unrestricted net position 12/31/2020 \$ 926,795

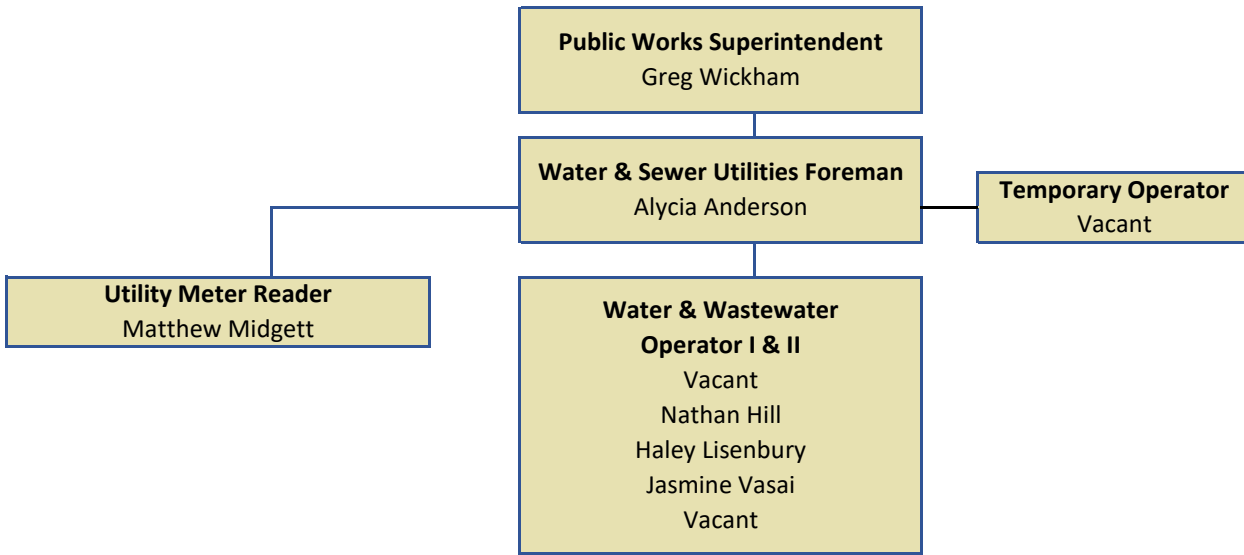
Fiscal Year 2021 Operations:

Budgeted operating revenues	\$ 3,231,250	
Budgeted operating expenses	\$ (2,719,452)	
Estimated adjustment to net position		\$ 511,798

Estimated unrestricted net position 12/31/2021 \$ 1,438,593



2021 Water & Sewer Organizational Chart



City of Palmer
FY 2021
Water-Sewer Fund 02

Provide an efficient and cost effective distribution of safe and clean drinking water and the collection and treatment of sewage from within the City of Palmer water and sewer service area.

Highlights for 2021:

- Continue to work to fine tune the new WWTP (MBBR) system and its integration into the entire Waste Water System.
- Installation of 2x clarifiers.
- Implement an annual dredging/maintenance schedule.
- Continue to hire and train Water and Wastewater Operators as required to operate the new WWTP (MBBR) and entire Water and Sewer System.
- Conduct daily operations to ensure the entire Water distribution and Waste Water Collection and Treatment system is running optimally.
- Cedar Hills water reservoir refurbishment project.
- Conduct inspections of reservoirs 1 and 2.

**CITY OF PALMER
2021 PROPOSED BUDGET
WATER/SEWER FUND**

Water/Sewer Fund 02

REVENUES			2020	2021		
	2017	2018	2019	AMENDED	PROPOSED	
Fees & Services	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	\$Incr.(Decr.)
02-00-00-3450 Water Charges	1,418,040	1,454,044	1,729,101	1,580,300	1,620,000	39,700
02-00-00-3451 Bulk Water Charges	0	0	40	0	0	0
02-00-00-3452 Service Fees	17,060	16,600	16,255	16,000	16,000	0
02-00-00-3470 Sewer Charges	1,188,516	1,287,615	1,560,076	1,456,600	1,555,750	99,150
TOTAL Fees & Services	2,623,616	2,758,259	3,305,472	3,052,900	3,191,750	138,850
Other Revenues						
02-00-00-3609 Penalty	26,944	30,665	29,155	20,000	20,000	0
02-00-00-3640 Credit Card Fees	5,252	6,226	6,973	4,500	4,500	0
02-00-00-3673 Transfer from Other Funds	154,746	0	0	0	0	0
02-00-00-3690 Miscellaneous Income	362	6,628	1,641	0	0	0
02-00-00-3691 NPO Write Off/PERS on behalf	12,948	6,518	24,349	0	0	0
02-00-00-3694 Connection Fee	17,600	33,600	20,800	15,000	15,000	0
TOTAL Other Revenues	217,851	83,637	82,919	39,500	39,500	0
TOTAL REVENUES	2,841,467	2,841,896	3,388,391	3,092,400	3,231,250	138,850

**CITY OF PALMER
2021 PROPOSED BUDGET
WATER/SEWER FUND**

Water/Sewer Fund 02

Expenses				2020	2021	
	2017	2018	2019	AMENDED	PROPOSED	\$Incr.(Decr.)
Water Administration	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	
02-01-10-6011 Regular Salaries	129,319	141,214	152,883	182,148	189,318	7,170
02-01-10-6012 Regular Benefits	117,030	108,197	113,827	165,835	158,976	(6,859)
02-01-10-6013 Part Time Salaries	862	10,794	16,207	40,373	40,373	0
02-01-10-6014 Water STAND BY	632	3,639	4,372	6,500	6,500	0
02-01-10-6015 Regular Overtime	1,943	3,302	3,594	3,200	3,200	0
02-01-10-6016 Part Time Overtime	55	28	302	0	0	0
02-01-10-6017 PERS on Behalf - OPEB	0	37,830	(101,571)	0	0	0
02-01-10-6018 PERS on Behalf	5,191	(51,091)	14,586	0	0	0
02-01-10-6019 Leave Expense	2,827	2,847	1,127	5,000	5,000	0
02-01-10-6021 Audit	10,372	11,851	11,789	11,851	11,851	0
02-01-10-6022 Advertising	1,978	2,043	2,083	2,500	2,500	0
02-01-10-6024 Travel	0	0	1,919	0	0	0
02-01-10-6026 Training	2,728	538	4,033	4,000	4,000	0
02-01-10-6027 Legal Fees	0	103	0	5,000	5,000	0
02-01-10-6028 Engineering	0	0	5,522	6,000	6,000	0
02-01-10-6029 Services	21,948	22,344	28,658	15,000	20,000	5,000
02-01-10-6030 Contractual Services	3,666	2,705	5,611	20,000	20,000	0
02-01-10-6031 Telephone	10,203	10,281	10,543	8,100	8,100	0
02-01-10-6032 Power	114,461	117,954	127,300	103,400	103,400	0
02-01-10-6033 Heat	10,336	10,357	6,114	10,000	10,000	0
02-01-10-6035 Fuel	5,918	6,447	7,271	6,000	6,000	0
02-01-10-6036 Rental & Lease	0	0	0	5,000	3,000	(2,000)
02-01-10-6037 Insurance	8,743	10,409	14,347	16,791	22,274	5,483
02-01-10-6038 Vehicle Insurance	4,050	4,450	5,021	5,000	5,000	0
02-01-10-6041 Office Supplies	2,703	2,291	2,198	3,500	2,500	(1,000)
02-01-10-6044 Operating Supplies	1,716	4,762	9,942	8,000	8,000	0
02-01-10-6045 Repair & Maintenance	34,630	75,886	117,153	65,000	65,000	0
02-01-10-6046 Small Tools & Equipment	1,480	793	1,774	3,000	3,000	0
02-01-10-6049 Chemicals	10,306	8,648	10,155	12,000	12,000	0
02-01-10-6053 Equipment	40,241	8,882	(5,161)	10,000	40,000	30,000
02-01-10-6054 Office Equipment	352	661	530	1,500	1,500	0
02-01-10-6058 Postage	8,496	8,168	8,620	7,000	7,000	0
02-01-10-6062 Interest	13,331	59,406	24,318	26,805	23,000	(3,805)
02-01-10-6064 Alaska RR Permits	8,967	8,967	8,967	9,000	9,000	0
02-01-10-6067 Safety Equipment	182	241	469	500	3,000	2,500
02-01-10-6072 Unemployment Taxes	328	8,004	0	0	0	0
02-01-10-6074 Bad Debts	198,749	10,743	8,654	0	0	0
02-01-10-6077 Payment In Lieu Of Taxes	86,872	88,980	92,726	95,778	98,160	2,382
02-01-10-6078 Transfers Out	95,311	165,582	40,600	135,000	100,000	(35,000)
02-01-10-6082 General Admin Exp	193,342	190,614	193,142	195,712	195,346	(366)
TOTAL Water Administration	1,149,267	1,098,869	949,623	1,194,493	1,197,998	3,505

**CITY OF PALMER
2021 PROPOSED BUDGET
WATER/SEWER FUND**

Water/Sewer Fund 02

Expenses	2017	2018	2019	2020	2021	\$Incr.(Decr.)
				AMENDED	PROPOSED	
Sewer Administration	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	
02-01-50-6011 Regular Salaries	137,684	139,839	131,174	179,364	182,568	3,204
02-01-50-6012 Regular Benefits	121,752	109,908	109,583	189,359	179,098	(10,261)
02-01-50-6013 Part Time Salaries	27,338	41,052	8,834	10,000	10,000	0
02-01-50-6014 Sewer STAND BY	689	3,758	4,103	6,500	6,500	0
02-01-50-6015 Regular Overtime	2,671	2,653	4,777	3,000	3,000	0
02-01-50-6016 PT Overtime	608	463	30	0	0	0
02-01-50-6018 PERS on Behalf	5,582	6,903	8,745	0	0	0
02-01-50-6019 Leave Expense	1,444	503	3,676	5,500	5,500	0
02-01-50-6021 Audit	9,400	10,741	10,686	11,000	11,000	0
02-01-50-6026 Training	1,267	1,770	2,409	7,500	4,000	(3,500)
02-01-50-6027 Legal Fees	28,809	19,320	126	5,000	5,000	0
02-01-50-6028 Engineering	0	0	0	75,000	75,000	0
02-01-50-6029 Services	28,536	29,735	47,448	40,000	40,000	0
02-01-50-6030 Contractual Services	10,528	6,345	10,684	40,000	40,000	0
02-01-50-6031 Telephone	8,530	11,660	13,367	12,000	12,000	0
02-01-50-6032 Power	216,161	256,677	256,354	300,000	300,000	0
02-01-50-6033 Heat	8,205	15,541	22,781	20,000	22,500	2,500
02-01-50-6035 Fuel	10,686	10,888	8,225	10,000	10,000	0
02-01-50-6036 Rental & Lease	1,970	0	3,762	4,500	4,500	0
02-01-50-6037 Insurance	8,933	17,277	28,214	32,801	43,237	10,436
02-01-50-6038 Vehicle Insurance	4,050	4,450	4,500	5,000	5,000	0
02-01-50-6041 Office Supplies	1,109	576	1,747	2,000	1,500	(500)
02-01-50-6044 Operating Supplies	14,955	21,209	16,343	25,000	25,000	0
02-01-50-6045 Repair & Maintenance	26,320	48,182	54,335	75,000	65,000	(10,000)
02-01-50-6046 Small Tools & Equipment	1,819	2,498	908	3,500	3,500	0
02-01-50-6049 Chemicals	0	0	463	0	7,500	7,500
02-01-50-6053 Equipment	10,600	12,858	9,792	25,000	15,000	(10,000)
02-01-50-6054 Office Equipment	1,494	945	526	3,500	2,500	(1,000)
02-01-50-6058 Postage	3,657	3,462	3,684	4,000	4,000	0
02-01-50-6062 Interest	13,974	57,919	100,448	97,767	94,766	(3,001)
02-01-50-6064 Alaska RR Permits	8,967	8,967	8,967	12,000	12,000	0
02-01-50-6067 Safety Equipment	816	884	1,069	1,000	3,000	2,000
02-01-50-6077 Payment In Lieu Of Taxes	74,078	80,400	85,182	89,496	95,445	5,949
02-01-50-6078 Transfers Out	1,649,150	158,202	75,000	45,000	25,000	(20,000)
02-01-50-6082 General Admin Exp	222,912	219,500	223,211	208,471	208,340	(131)
TOTAL Sewer Administration	2,664,693	1,305,084	1,261,151	1,548,258	1,521,454	(26,804)

**CITY OF PALMER
2021 PROPOSED BUDGET
WATER/SEWER FUND**

Water/Sewer Fund 02

	2017	2018	2019	2020	2021	
	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	\$Incr.(Decr.)
Other Expenses				BUDGET	BUDGET	
02-01-20-6076 Depreciation	1,979,865	2,021,755	2,028,211	0	0	0
TOTAL Other Expenses	1,979,865	2,021,755	2,028,211	0	0	0
TOTAL Water/ Sewer Expenses	5,793,825	4,425,708	4,238,985	2,742,751	2,719,452	(23,299)
TOTAL Revenue Over (Under) Expenses	(2,952,358)	(1,583,812)	(850,595)	349,649	511,798	

RECONCILIATION OF FUND BALANCE
AIRPORT FUND
FUND 03

	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	2021 PROPOSED BUDGET
TOTAL REVENUES	\$ 238,050	\$ 275,497	\$ 445,673	\$ 403,783
TOTAL EXPENSES	\$ 900,830	\$ 902,897	\$ 435,019	\$ 403,783

Net Investment in Capital Assets \$ 14,629,777
Unrestricted Net Position 12/31/2019 \$ (566,567)

Fiscal Year 2020 Operations:

Budgeted operating revenues \$ 402,983
Budgeted operating expenses \$ (400,019)
Resolution 20-005-A \$ 7,690
Estimated adjustment to net position \$ 10,654

Estimated unrestricted net position 12/31/2020 \$ (555,913)

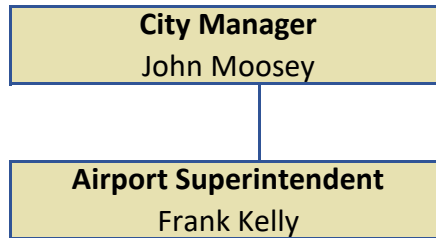
Fiscal Year 2021 Operations:

Budgeted operating revenues \$ 403,783
Budgeted operating expenses \$ (403,783)
Estimated adjustment to net position \$ -

Estimated unrestricted net position 12/31/2021 \$ (555,913)



2021 Airport Organizational Chart



City of Palmer
FY 2021
Warren “Bud” Woods Palmer Municipal Airport
Fund 03

Responsible to provide a safe, efficient, and customer focused airport to serve the aviation needs in the south-central region of Alaska, and to continue to expand aviation related businesses on the airport. Be self-sustaining and an economic development hub for the city and to provide quality services to its residents.

Highlights for 2021:

- Expand the airport's infrastructure capabilities through the use of highly leverage federal grant awards to make the airport more attractive for development and use to our residents
- Continue to market and encourage new public and private leasing developments
- Continue to improve airport safety for users and surrounding neighbors
- Maintain high customer service standards for airport users
- Continue to implement the Airport Security Plan

NOTES:

- TW (N) November development phase I (24 acres of aeronautical business park with all utilities and road access off Cope Industrial way), continue to pursue funding opportunities.
- Continue to pursue compatible commercial development on the Non-Aeronautical Designated 13 Acres on Cope Industrial Way.
- Continued work on the acquisition of an Avigation Easement north of RW 16 (Mat-Su Borough campground) with phase II study.

**CITY OF PALMER
2021 PROPOSED BUDGET
AIRPORT FUND**

Airport Fund 03

REVENUES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020	2021	\$Incr.(Decr.)
				AMENDED BUDGET	PROPOSED BUDGET	
Taxes						
03-00-00-3110 Airport Property Taxes	0	0	0	19,000	22,249	3,249
03-00-00-3130 Airport Sales Tax	798	18,278	19,854	20,000	22,000	2,000
TOTAL Taxes	798	18,278	19,854	39,000	44,249	5,249
Grants/ Fed Funding						
03-00-00-3363 Aviation Fuel - Revenue Share	2,003	1,451	1,853	1,500	1,500	0
03-00-00-3375 Fuel Flowage Fees Revenue	10,177	8,563	14,567	8,500	8500	0
TOTAL Grants/Federal Funding	12,180	10,014	16,421	10,000	10,000	0
Fees & Services						
03-00-00-3430 Airport Revenue-Tiedowns	25,282	27,715	29,267	26,000	28,000	2,000
03-00-00-3431 Land Leases	139,318	143,431	158,754	162,800	185,439	22,639
03-00-00-3432 Airport Agriculture Leases	2,942	7,307	6,952	8,095	8,095	0
03-00-00-3433 COP land leases	18,478	27,202	27,202	35,402	39,786	4,384
03-00-00-3440 Grants Administrative Overhead	8,397	1,594	2,252	2,000	2000	0
TOTAL Fees & Services	194,417	207,249	224,428	234,297	263,320	29,023
Other Revenues						
03-00-00-3673 Transfers From Other Funds	154,746	0	0	119,686	86,214	(33,472)
03-00-00-3690 Miscellaneous Income	7,329	815	8,359	42,690	0	(42,690)
03-00-00-3691 NPO Write Off	3,576	1,694	6,436	0	0	0
TOTAL Other Revenues	165,651	2,509	14,795	162,376	86,214	(76,162)
TOTAL REVENUES	373,046	238,050	275,497	445,673	403,783	(41,890)

**CITY OF PALMER
2021 PROPOSED BUDGET
AIRPORT FUND**

Airport Fund 03

EXPENSES				2020	2021	\$Incr.(Decr.)
	2017	2018	2019	AMENDED	PROPOSED	
Administration	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	
03-01-10-6011 Regular Salaries	69,986	75,672	78,545	79,539	80,116	577
03-01-10-6012 Regular Benefits	36,813	53,563	42,859	63,665	60,496	(3,169)
03-01-10-6013 PT Salaries	14,064	0	3,164	19,000	19,000	0
03-01-10-6017 PERS on Behalf - OPEB	0	9,959	(26,844)	0	0	0
03-01-10-6018 PERS on Behalf	2,975	(11,485)	6,167	0	0	0
03-01-10-6019 Leave Expense	3,639	5,649	5,073	0	0	0
03-01-10-6021 Audit	1,832	2,094	2,083	2,070	2,070	0
03-01-10-6022 Advertising	1,652	1,895	1,407	3,000	2,000	(1,000)
03-01-10-6023 Subscriptions & Dues	275	317	275	300	300	0
03-01-10-6024 Travel	813	1,391	15	2,000	1,500	(500)
03-01-10-6026 Training	625	715	0	750	750	0
03-01-10-6027 Legal Fees	36,432	1,089	2,996	5,000	5,000	0
03-01-10-6028 Engineering	4,400	8,996	3,910	10,500	7,500	(3,000)
03-01-10-6029 Services	3,781	3,283	3,023	4,500	3,000	(1,500)
03-01-10-6030 Contractual Services	21,401	20,399	7,875	25,000	20,000	(5,000)
03-01-10-6031 Telephone	3,166	3,931	4,778	3,600	3,600	0
03-01-10-6032 Power	15,087	14,679	16,357	10,500	12,000	1,500
03-01-10-6033 Heat	3,182	5,643	4,875	5,000	5,500	500
03-01-10-6034 Water/Sewer/Garbage	436	404	388	400	400	0
03-01-10-6035 Fuel	5,500	7,446	3,549	4,000	4,000	0
03-01-10-6036 Rental & Lease	414	404	0	2,000	1,000	(1,000)
03-01-10-6037 Insurance	11,509	12,243	14,222	16,595	19,647	3,052
03-01-10-6038 Vehicle Insurance	550	570	345	400	400	0
03-01-10-6041 Office Supplies	780	1,509	1,061	1,250	1,000	(250)
03-01-10-6044 Operating Supplies	318	46	8	500	250	(250)
03-01-10-6045 Repair & Maintenance	23,835	33,310	39,181	65,000	45,000	(20,000)
03-01-10-6046 Small Tools & Equipment	486	22	36	500	250	(250)
03-01-10-6052 Buildings	4,850	0	0	5,500	2,500	(3,000)
03-01-10-6053 Equipment	0	886	0	3,700	2,500	(1,200)
03-01-10-6054 Office Equipment	343	573	850	1,500	2,000	500
03-01-10-6059 Board Stipends	1,100	950	1,350	2,400	1,500	(900)
03-01-10-6078 Transfers Out	154,746	0	0	0	0	0
03-01-10-6082 General Admin Exp	87,944	87,944	93,624	96,850	100,504	3,654
03-01-10-7126 Aeronautical Study Ph 2 MP	1,072	0	0	0	0	0
TOTAL Administration	514,007	344,097	311,172	435,019	403,783	(31,236)

**CITY OF PALMER
2021 PROPOSED BUDGET
AIRPORT FUND**

Airport Fund 03

EXPENSES	2017	2018	2019	2020	2021	\$Incr.(Decr.)
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET	
Other Expense						
03-01-20-6076 Depreciation	550,044	556,733	591,725	0	0	0
TOTAL Other	550,044	556,733	591,725	0	0	0
TOTAL EXPENSES	<u>1,064,051</u>	<u>900,830</u>	<u>902,897</u>	<u>435,019</u>	<u>403,783</u>	<u>(31,236)</u>
TOTAL Revenue Over (Under) Expenses	<u>(691,005)</u>	<u>(662,779)</u>	<u>(627,400)</u>	<u>10,654</u>	<u>0</u>	

RECONCILIATION OF FUND BALANCE
 LAND FUND
 FUND 04

	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	2021 PROPOSED BUDGET
TOTAL REVENUES	-0-	-0-	-0-	-0-
TOTAL EXPENSES	\$ 15,000	-0-	-0-	-0-

Unrestricted Net Position 12/31/2019 \$ 217,783

Fiscal Year 2020 Operations:

Budgeted operating revenues	-0-		
Budgeted operating expenses	-0-		
Estimated adjustment to net position		-0-	

Estimated unrestricted net position 12/31/2020 \$ 217,783

Fiscal Year 2021 Operations:

Budgeted operating revenues	-0-		
Budgeted operating expenses	-0-		
Estimated adjustment to net position		-0-	

Estimated unrestricted net position 12/31/2021 \$ 217,783

**CITY OF PALMER
2021 PROPOSED BUDGET
LAND FUND**

Land Fund 04

REVENUES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020	2021	\$Incr.(Decr.)
				AMENDED BUDGET	PROPOSED BUDGET	
Other Revenues						
04-00-00-3661 Land Sales	64,600	0	0	0	0	0
TOTAL Other Revenues	64,600	0	0	0	0	0
TOTAL Revenues	64,600	0	0	0	0	0

EXPENSES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020	2021	\$Incr.(Decr.)
				AMENDED BUDGET	PROPOSED BUDGET	
Administration						
04-01-10-6078 Transfers Out	0	15,000	0	0	0	0
TOTAL Administration	0	15,000	0	0	0	0
TOTAL EXPENSES	0	15,000	0	0	0	0
TOTAL Revenue Over (Under) Expenses	64,600	(15,000)	0	0	0	0

RECONCILIATION OF FUND BALANCE
SOLID WASTE FUND
FUND 05

	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	2021 PROPOSED BUDGET
TOTAL REVENUES	\$ 733,677	\$ 818,795	\$ 760,500	\$ 786,500
TOTAL EXPENSES	\$ 772,866	\$ 799,926	\$ 795,669	\$ 791,728

Unrestricted Net Position 12/31/2019 \$ 700,967

Fiscal Year 2020 operations:

Budgeted operating revenues	\$ 760,500	
Budgeted operating expenses	\$ (795,669)	
Estimated adjustment to net position		\$ (35,169)

Estimated unrestricted net position 12/31/2020 \$ 665,798

Fiscal Year 2021 Operations:

Budgeted operating revenues	\$ 786,500	
Budgeted operating expenses	\$ (791,728)	
Estimated adjustment to net position		\$ (5,228)

Estimated unrestricted net position 12/31/2021 \$ 660,570



2021 Solid Waste Organizational Chart



City of Palmer
FY 2021
Solid Waste Fund 05

Provide an efficient and cost effective collection and disposal of solid waste within the City of Palmer Solid Waste service area.

Highlights for 2021:

- Implement an information initiative to remind residents to bag their trash. This is a practice that will help reduce blowing trash.
- Review Chapter 8.20 of Palmer Municipal Code and recommend updates. This section of PMC is out of date and references equipment and practices the City no longer uses or implements.
- Continue to improve city clean up initiatives.
- Continue to provide exceptional solid waste removal service to residents and businesses alike.

**CITY OF PALMER
2021 PROPOSED BUDGET
SOLID WASTE FUND**

Solid Waste Fund 05

REVENUES	2017	2018	2019	2020	2021	
Fees & Services	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET	\$Incr.(Decr.)
05-00-00-3460 Solid Waste Collection	702,057	724,469	805,529	754,500	780,500	26,000
TOTAL Fees & Services	702,057	424,469	805,529	754,500	780,500	26,000
Other Revenues						
05-00-00-3609 Penalty	7,290	7,955	8,473	6,000	6,000	0
05-00-00-3662 Solid Waste Prop/Equip Sales	70,389	0	0	0	0	0
05-00-00-3691 NPO Write Off/PERS on behalf	2,654	1,253	4,793	0	0	0
TOTAL Other Revenues	80,333	9,208	13,266	6,000	6,000	0
TOTAL REVENUES	782,390	733,677	818,795	760,500	786,500	26,000

**CITY OF PALMER
2021 PROPOSED BUDGET
SOLID WASTE FUND**

Solid Waste Fund 05

EXPENSES			2020	2021		
	2017	2018	2019	AMENDED	PROPOSED	\$Incr.(Decr.)
	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	
Administration						
05-01-10-6011 Regular Salaries	55,172	55,857	59,129	58,178	59,418	1,240
05-01-10-6012 Regular Benefits	1	56,144	66,954	71,724	65,026	(6,698)
05-01-10-6013 Part Time Salaries	0	195	168	1,000	1,000	0
05-01-10-6015 Regular Overtime	526	7,231	(19,997)	0	0	0
05-01-10-6018 PERS on Behalf	2,208	(8,497)	4,593	0	0	0
05-01-10-6019 Leave Expense	3,639	3,754	1,555	0	0	0
05-01-10-6021 Audit	2,103	2,402	2,390	2,402	2,402	0
05-01-10-6022 Advertising	0	2,370	1,787	3,500	3,500	0
05-01-10-6024 Travel	511	0	0	0	0	0
05-01-10-6029 Services	353,310	367,140	394,258	367,500	367,500	0
05-01-10-6035 Fuel	14,173	15,322	14,774	18,000	18,000	0
05-01-10-6037 Insurance	6,393	7,107	8,867	9,996	13,917	3,921
05-01-10-6038 Vehicle Insurance	6,152	5,525	5,846	6,300	6,000	(300)
05-01-10-6044 Operating Supplies	3,153	1,562	2,537	5,000	5,000	0
05-01-10-6045 Repair & Maintenance	2,068	14,969	9,385	10,000	10,000	0
05-01-10-6053 Equipment	3,391	1,950	215	50,000	50,000	0
05-01-10-6058 Postage	2,382	2,323	2,409	2,800	2,800	0
05-01-10-6067 Safety Equipment	80	190	234	500	500	0
05-01-10-6074 Bad Debt	0	3,175	2,300	0	0	0
05-01-10-6077 Payment In Lieu Of Taxes	42,120	42,660	44,775	45,630	47,190	1,560
05-01-10-6082 General Admin Exp	125,929	123,660	128,928	143,139	139,475	(3,664)
TOTAL Administration	623,310	705,040	731,106	795,669	791,728	(3,941)
Other Expense						
05-01-20-6076 Depreciation	59,530	67,826	68,820	0	0	0
TOTAL Other Expense	59,530	67,826	68,820	0	0	0
TOTAL EXPENSES	682,840	772,866	799,926	795,669	791,728	(3,941)
TOTAL Revenue Over (Under) Expenses	99,550	(39,189)	18,869	(35,169)	(5,228)	

RECONCILIATION OF FUND BALANCE
GOLF FUND
FUND 15

	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	2021 PROPOSED BUDGET
TOTAL REVENUES	\$ 811,679	\$ 646,299	\$ 586,000	\$ 597,500
TOTAL EXPENSES	\$ 908,499	\$ 600,784	\$ 585,559	\$ 572,570

Unrestricted Net Position 12/31/2019 \$ (621,395)

Fiscal Year 2020 operations:

Budgeted operating revenues \$ 586,000
 Budgeted operating expenses \$ (585,559)

Estimated 2019 adjustment to net position \$ 441

Estimated unrestricted net position 12/31/2020 **\$ (620,954)**

Fiscal Year 2021 Operations:

Budgeted operating revenues \$ 597,500
 Budgeted operating expenses \$ (572,570)
 Estimated adjustment to net position \$ 24,930

Estimated unrestricted net position 12/31/2021 **\$ (596,024)**

City of Palmer
FY 2021
Golf Course Fund 15

Provide the community with the best possible golfing experience at affordable prices and outstanding customer service. Ensure operational efficiency and profitability are achieved while enhancing the long-term health of the course.

Highlights for 2021:

- Provide the highest level of customer service
- Develop a CIP program for maintenance equipment and golf carts
- Continue to enhance course maintenance and conditions
- Develop a site plan for a patio and barbeque / serving area for tournaments and other special events
- Continue building on the last two financial years, with marketing and promotions
- Maintain financial controls on golf course expenditures and contract management

**CITY OF PALMER
2021 PROPOSED BUDGET
GOLF COURSE FUND 15**

Golf Course Fund 15

REVENUES	2017	2018	2019	2020	2021	\$Incr.(Decr.)
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET	
Fees & Services						
15-00-00-3479 Presold Green Fees	127,692	137,092	152,915	150,000	160,000	10,000
15-00-00-3481 Green Fees	187,531	214,590	258,450	244,000	260,000	16,000
15-00-00-3482 Golf Cart Rentals	91,551	103,283	130,978	115,000	125,000	10,000
15-00-00-3483 Driving Range Revenues	26,157	26,515	40,300	30,000	45,000	15,000
15-00-00-3484 Trail Fees	6,460	6,820	6,347	7,000	7,500	500
15-00-00-3486 Snack Bar	61,377	62,140	0	0	0	0
TOTAL Fees & Services	500,768	550,440	588,990	546,000	597,500	51,500
Rentals/Sales						
15-00-00-3560 Golf Club - Rentals	6,864	5,670	0	0	0	0
15-00-00-3565 Merchandise Sales	171,895	184,668	249	0	0	0
15-00-00-3590 Beer Sales	40,585	49,406	0	0	0	0
TOTAL Rentals/Sales	219,343	239,744	249	0	0	0
Other Revenues						
15-00-00-3673 Transfers From Other Funds	0	0	57,012	40,000	0	(40,000)
15-00-00-3685 Sales Tax Revenue	20,344	21,049	0	0	0	0
15-00-00-3690 Miscellaneous Income	469	447	48	0	0	0
TOTAL Other Revenues	20,813	21,496	57,060	40,000	0	(40,000)
TOTAL REVENUES	740,924	811,679	646,299	586,000	597,500	11,500

**CITY OF PALMER
2021 PROPOSED BUDGET
GOLF COURSE FUND**

Golf Course Fund 15

		2017	2018	2019	2020	2021	
		ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET	\$Incr.(Decr.)
Administration Expenses							
15-01-10-6021	Audit	2,733	3,122	3,106	3,122	3,122	0
15-01-10-6027	Legal Fees	0	0	841	500	500	0
15-01-10-6029	Services	14,569	16,633	20,468	15,000	20,000	5,000
15-01-10-6030	Contractual Services-Mgmt Cont	650,000	650,000	417,000	417,000	417,000	0
15-01-10-6032	Power-Clubhouse & Irrigation	14,232	24,944	23,163	17,000	20,000	3,000
15-01-10-6033	Heat-Clubhouse	1,719	1,516	1,477	1,600	1,600	0
15-01-10-6034	Water/Sewer/Garbage	1,737	3,041	2,447	1,500	2,500	1,000
15-01-10-6036	Rental & Lease	8,496	9,118	9,335	9,428	9,427	(1)
15-01-10-6037	Insurance	10,535	8,120	9,474	9,759	12,271	2,512
15-01-10-6038	Vehicle Insurance	300	225	300	300	300	0
15-01-10-6045	Repair & Maintenance	14,412	18,428	18,431	17,500	25,000	7,500
15-01-10-6053	Equipment	2,950	21,795	10,492	20,000	25,000	5,000
15-01-10-6077	Payment in Lieu of Taxes	40,772	44,447	31,440	32,850	35,850	3,000
15-01-10-6078	Transfers Out (Sales Tax)	20,344	21,049	0	0	0	0
15-01-10-6200	Golf Course CIP	0	0	1,631	40,000	0	(40,000)
15-01-10-6565	Merchandise Expenses	13,228	16,487	1,791	0	0	0
15-01-10-6590	Beer Expenses	19,335	22,057	700	0	0	0
TOTAL Administration		815,362	860,981	552,097	585,559	572,570	(12,989)
Other Expense							
15-01-20-6076	Depreciation	45,614	47,518	48,687	0	0	0
TOTAL Other Expense		45,614	47,518	48,687	0	0	0
TOTAL Golf Course Expenses		860,977	908,499	600,784	585,559	572,570	(12,989)
TOTAL Revenue Over (Under) Expenses		(120,052)	(96,820)	45,515	441	24,930	

CITY OF PALMER GRANT SUMMARY

(as of September 30, 2020)

GRANT NAME	GRANT NUMBER	GRANT AMOUNT	EXPENSES	CASH RECEIPTS	ACCOUNTS RECEIVABLE	FUNDS REMAINING
<u>PUBLIC SAFETY</u>						
DEA Opiate Task Force (Regular)	DEA Opiate Task Force	175,000.00	175,000.00	175,000.00	0.00	Finalled
DEA Opiate Task Force (Overtime)	DEA Opiate Task Force	18,649.00	18,198.48	14,822.10	3,376.38	450.52
COPS Grant	COPS Grant	125,000.00	0.00	0.00	0.00	125,000.00
<u>DCCED</u>						
Bogard Waterline Extension	14-DC-125	3,500,000.00	3,468,813.66	3,468,813.66	0.00	31,186.34
<u>AIRPORT GRANTS</u>						
Rehabilitate Runways (Paving)	3-02-0211-021-2017	7,335,281.00	7,193,544.18	7,156,221.72	37,322.46	141,736.82
Snow Removal Equipment	3-02-0211-023-2018	496,720.00	496,720.00	496,720.00	0.00	0.00
Airfield Safety Improvements	3-02-0211-024-2019	937,980.00	905,348.66	892,324.54	13,024.12	32,631.34
2020 Avigational Easement	3-02-0211-025-2020	109,810.00	36,536.91	33,818.83	2,718.08	73,273.09
Cares Act Grant	3-02-0211-026-2020	30,000.00	26,488.11	19,914.36	6,573.75	3,511.89
<u>School Resource Officer</u>	MSBSD - SRO	125,000.00	62,869.31	50,942.33	11,926.98	62,130.69

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL CIP PROJECTS**

General CIP Projects Fund 08

REVENUES	2017	2018	2019	2020	2021
Federal Grants	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED
				BUDGET	BUDGET
08-00-00-3162 SAFER Grant Revenue	9,904	0	0	0	
08-00-00-3163 AKDOT ADA Grant	0	0	229,605	0	
TOTAL Federal Grants	9,904	0	229,605	0	
State Grants					
08-00-00-3988 State Grant 13-DM-206	37,889	0	0	0	
08-00-00-4153 Grant DCCED 15-DC-130	52,339	141,069	0	0	
08-00-00-4154 Grant 15-DC-131 PW Storage	70,997	55,726	23,277	0	
TOTAL State Grants	161,225	196,795	23,277	0	
Other Revenues					
08-00-00-3605 Grant Revenue	6,000	0	0	0	
08-00-00-3669 Palmer Bike Rack Donations	1,450	0	0	0	
08-00-00-3673 Transfers From Other Funds	125,000	384,329	305,214	81,700	
TOTAL Other Revenues	132,450	384,329	305,214	81,700	
TOTAL REVENUES	303,579	581,124	558,096	81,700	

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL CIP PROJECTS**

General CIP Projects Fund 08

EXPENDITURES	2017	2018	2019	2020	2021
Administration	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
08-01-10-6078 Transfers Out	31,005	0	0	0	0
08-01-10-6988 Wayfinding and Streetscapes	37,889	0	0	0	0
08-01-10-7038 Park Improvements	15,175	0	0	100,204	0
08-01-10-7140 Mat Maid Property	1,250	0	0	555	0
08-01-10-7148 Depot Expansion	0	0	0	0	0
08-01-10-7160 Property Acquisition	0	0	69,668	429	0
08-01-10-7162 Library Boiler Replacement	44,095	0	0	0	0
08-01-10-7164 CH/FS3-1 Parking Lot Update	31,775	138,774	43,470	1,530	0
08-01-10-7166 LED Street Light Upgrades	107,774	47,226	45,000	0	0
08-01-10-7168 Depot Sound Baffles	15,000	0	0	0	0
08-01-10-7169 Palmer Bike Rack Project Exp	989	0	0	461	0
08-01-10-7170 Keep America Beautiful Grnt Ex	5,000	0	0	0	0
08-01-10-7171 ADA Sidewalk 2017	104,197	0	0	0	0
08-01-10-7172 ADA Sidewalk Match	0	0	70,568	70,812	0
08-01-10-7173 Library Front Doors	0	21,945	0	0	0
08-01-10-7174 Public Video	0	1,535	58,848	39,617	0
08-01-10-7175 Crosswalk Project	0	14,073	3,152	7,775	0
08-01-10-7176 Depot Updates - Piping	0	0	0	10,000	0
TOTAL Administration	394,149	223,553	290,706	231,383	0
City Funded					
MTA Events Center					
08-01-05-6225 Construction Arena	0	0	0	0	0
08-01-05-6253 Equipment - Arena	23,160	10,000	23,846	36,154	0
TOTAL MTA Events Center	23,160	10,000	23,846	36,154	0
Grant #15-DC-130 Public Safety Building Repairs					
08-10-15-6011 Admin Exp 15-DC-130	2,492	1,767	0	0	0
08-10-15-6225 Construction 15-DC-130	49,847	139,302	0	0	0
08-10-15-6226 COP Matching Funds PSBR	0	47,942	17,058	0	0
TOTAL Grant #15-DC-130 PSB Repairs	52,339	189,011	17,058	0	0
Grant #15-DC-131 PW Storage Bldg Upgrades					
08-10-16-6011 Admin Exp 15-DC-131	4,087	1,947	913	0	0
08-10-16-6012 Regular Benefits	326	0	0	0	0
08-10-16-6225 Construction 15-DC-131	66,584	53,779	22,364	0	0
TOTAL Grant #15-DC-131 PWSB Upgrades	70,997	55,726	23,277	0	0

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL CIP PROJECTS**

Federal Grants	2017	2018	2019	2020	2021
FEMA SAFER GRANT	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED
				BUDGET	BUDGET
08-40-03-6012 SAFER Regular Benefits	1,127	0	0	0	0
08-40-03-6013 SAFER Grant PT Salaries	8,777	0	0	0	0
08-40-03-6016 PT Overtime	0	0	0	0	0
TOTAL FEMA SAFER GRANT	9,904	0	0	0	0
AKDOT ATAP Grant					
08-40-04-6225 ADA Construction	0	0	229,605	0	0
TOTAL AKDOT ATAP Grant	0	0	229,605	0	0
General CIP - Projects					
08-50-05-6052 Public Building Maintenance	0	0	11,035	88,965	0
08-50-05-6053 COP Deferred Maintenance	0	0	0	0	0
TOTAL General CIP Projects	0	0	11,035	88,965	0
TOTAL EXPENDITURES	550,548	478,290	595,527	356,502	0
TOTAL Revenue Over (Under) Expenditures	(246,969)	102,833	(37,430)	(274,802)	0

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL CIP EQUIPMENT**

General CIP Equipment Fund 09

REVENUES	2017	2018	2019	2020	2021
Grants	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
09-00-00-3160 Grant 14-DC-124 Revenue	72,888	35,296	251,869	0	
TOTAL Grants	72,888	35,296	251,869	0	
Grants/ Fed Funding					
09-00-00-3357 2011 JAG3201 Grant	0	0	0	0	
09-00-00-3358 HLS Grant	125,000	0	49,500	0	
TOTAL Grants/ Federal Funding	125,000	0	49,500	0	
Grant Income					
09-00-00-4126 AK DPS Trooper Grant	0	0	60,231	0	
TOTAL Grant Income	0	0	60,231	0	
Other Revenues					
09-00-00-3422 E911 Revenues for Equip	69,034	53,276	0	0	
09-00-00-3673 Transfers From Other Funds	330,000	412,000	558,134	275,000	
09-00-00-3675 Other Fin So-Proceeds Cap L	425,654	0	0	0	
09-00-00-3985 Fire Grants	0	14,138	0	0	
TOTAL Other Revenues	824,688	479,414	558,134	275,000	
TOTAL REVENUES	1,022,576	514,710	919,734	275,000	

**CITY OF PALMER
2021 PROPOSED BUDGET
GENERAL CIP EQUIPMENT**

General CIP Equipment Fund 09

EXPENDITURES	2017	2018	2019	2020	2021
Administration	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED
				BUDGET	BUDGET
09-01-10-6048 Police Vehicles Replacement	70,028	104,216	39,423	86,333	
09-01-10-6050 Dispatch Equipment	0	99,721	53,276	0	
09-01-10-6052 Clerk/Council Equipment	0	0	0	4,915	
09-01-10-6053 Equipment-Fire Admin	0	79,657	38,192	37,150	
09-01-10-6054 Public Works-Equipment	62,103	219,557	335,501	175,264	
09-01-10-6055 Police - Equipment	522,654	31,090	60,930	160,979	
09-01-10-6059 Byrne JAG Grant	0	14,138	0	0	
09-01-10-7125 HLS SHSP Grant	125,000	0	49,500	0	
09-01-10-7126 AK DPS Trooper Grant	0	0	60,231	0	
TOTAL Administration	779,785	548,380	637,053	464,641	
DCCED Grant					
Grant #14-DC-124 Aerial Fire Apparatus					
09-10-01-6011 Admin Expenses	3,471	1,681	12,884	0	
09-10-01-6253 Equipment	69,417	33,615	238,985	0	
TOTAL Grant #14-DC-124 Aerial Fire App.	72,888	35,296	251,869	0	
TOTAL EXPENDITURES	852,673	583,676	888,922	464,641	
TOTAL Revenue Over (Under) Expenditures	169,903	(68,966)	30,812	(189,641)	

**CITY OF PALMER
2021 PROPOSED BUDGET
ROAD PROJECTS FUND**

Road Projects Fund 10

REVENUES	2017	2018	2019	2020	2021
Other Revenues	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED
				BUDGET	BUDGET
10-00-00-3673 Transfers In	50,000	368,261	175,000	135,000	
TOTAL Other Revenues	50,000	368,261	175,000	135,000	
TOTAL REVENUES	50,000	368,261	175,000	135,000	

EXPENDITURES	2017	2018	2019	2020	2021
General CIP Projects	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED
				BUDGET	BUDGET
10-01-01-6301 Gulkana LID General Const	0	0	0	0	
10-01-02-6301 South Bonanza LID	0	0	0	0	
10-01-03-6301 West Dolphin/Caribou Area LID	0	0	0	0	
10-01-04-6301 East Auklet Ave	0	0	0	0	
10-01-06-6301 Paving Upgrades	0	51,222	0	623,778	
TOTAL General CIP Projects	0	51,222	0	623,778	
General CIP Other					
10-01-10-6210 Traffic Safety Planning & Imprv	0	0	0	135,000	
TOTAL EXPENDITURES	0	51,222	0	758,778	

TOTAL Revenue Over (Under) Expenditures	50,000	317,039	175,000	(623,778)	
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**CITY OF PALMER
2021 PROPOSED BUDGET
WATER/SEWER CAPITAL PROJECTS FUND**

Water/Sewer Capital Projects Fund 24

REVENUES	2017	2018	2019	2020	2021
Grants	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED
				BUDGET	BUDGET
24-00-00-3169 Grant # 13-DC-527	1,684,578	0	0	0	0
24-00-00-3170 Grant # 14-DC-125	331,529	6,567	8,565	92,202	0
24-00-00-3172 Grant 15-DC-133 WWTP Lab	145,000	0	0	0	0
24-00-00-3173 Grant #67118 Revenue	51,067	0	0	0	0
TOTAL Grants	2,212,174	6,567	8,565	92,202	0
Grants/ Federal Funding					
24-00-00-3400 USDA Grant	0	3,482,203	36,087	0	0
TOTAL Grants/Federal Funding	0	3,482,203	36,087	0	0
Other Revenues					
24-00-00-3673 Transfer From Other Funds	95,311	323,784	115,600	180,000	125,000
24-00-00-3683 Transfer From Othr Fund-CNST	1,649,150	0	0	0	0
24-00-00-3715 St Subsidy Ln 671251 Forgive	3,120	0	0	0	0
24-00-00-3778 Fed Subsidy Ln 671251 Forgive	11,383	0	0	0	0
TOTAL Other Revenues	1,758,964	323,784	115,600	180,000	125,000
TOTAL REVENUES	3,971,138	3,812,554	160,252	272,202	125,000

**CITY OF PALMER
2021 PROPOSED BUDGET
WATER/SEWER CAPITAL PROJECTS FUND**

Water/Sewer Capital Projects Fund 24

EXPENSES	2017	2018	2019	2020	2021
	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED
				BUDGET	BUDGET
Grant #67118 Water Main Impov #8					
24-20-08-6225 Construction	51,067	0	0	0	0
TOTAL Grant # 67118 Wtr Main #8	51,067	0	0	0	0
Grant #67118 City Match					
24-02-08-6225 Construction COP	21,886	0	0	0	0
TOTAL Grant # 67118 City Match	21,886	0	0	0	0
DCCED Grants					
Grant # 13-DC-527 WWTP Property Acquisition					
24-01-12-6011 Admin Expenses	14,483	0	0	0	0
24-01-12-6026 Property Acquisition	1,670,095	0	0	0	0
TOTAL Grant # 13-DC-527	1,684,578	0	0	0	0
Grant # 14-DC-125 Bogard Extension					
24-01-13-6011 Admin Fees	15,787	313	408	4,389	0
24-01-13-6225 Construction	315,742	6,255	8,157	87,813	0
TOTAL Grant # 14-DC-125	331,529	6,567	8,565	92,202	0
Water/Sewer Funded Projects					
Water Equipment					
24-50-01-6253 Water Fund Cap Equipment	0	52,706	40,600	57,294	25,000
TOTAL Water Equipment	0	52,706	40,600	57,294	25,000
Sewer Equipment					
24-50-50-6253 Sewer Fund Cap Equipment	0	77,705	89,548	52,747	25,000
TOTAL Sewer Equipment	0	77,705	89,548	52,747	25,000
Water Line Relocate Glenn Hwy Project					
24-51-01-6220 Construction-Glenn HWY Relocate	0	0	0	0	0
24-51-01-6225 Glenn Hwy Betterments	0	104,346	0	0	0
TOTAL Water Line Relocate	0	104,346	0	0	0

**CITY OF PALMER
2021 PROPOSED BUDGET
WATER/SEWER CAPITAL PROJECTS FUND**

	2017	2018	2019	2020	2021
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
DOT Utility Agreement					
24-51-10-6220 DOT Utility Agmt-Eastern Terminus	10,640	50,902	0	0	0
TOTAL Water Line Relocate	10,640	50,902	0	0	0
Waste Water Treatment Plant					
Grant 15-DC-133 WWTP Lab Bldg Replacement					
24-53-40-6011 Admin Exp 15-DC-133	0	0	0	0	0
24-53-40-6225 Construction 15-DC-133	145,000	0	0	0	0
TOTAL Grant 15-DC-133 WWTP Lab Bldg	145,000	0	0	0	0
24-53-41-6225 WWTP USDA Grant	0	3,482,203	36,087	0	0
24-53-42-6225 WWTP Interim Loan/Loan	3,114,283	1,701,717	0	0	0
WWTP Improvements City Funds					
24-53-43-6225 WWTP City Funds	1,634,150	0	14,969	31	0
24-53-43-6226 Add'l Costs WWTP City Match	0	58,202	0	0	0
Total WWTP Improvements City Funds	1,634,150	58,202	14,969	31	0
General CIP					
24-60-01-6030 Reservoir Maintenance	11,735	0	0	108,265	75,000
TOTAL General CIP	11,735	0	0	108,265	75,000
TOTAL EXPENSES	7,004,869	5,534,348	189,769	310,543	125,000
TOTAL Revenue Over (Under) Expenses	(3,033,730)	(1,721,793)	(29,517)	(38,341)	0

**CITY OF PALMER
2021 PROPOSED BUDGET
AIRPORT CAPITAL PROJECTS FUND**

Airport Capital Projects Fund 30

REVENUES	2017	2018	2019	2020	2021
Grants/Federal Funding	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED
				BUDGET	BUDGET
30-00-00-3377 FAA Grant 019-2015	16,079	2,618	0	0	
30-00-00-3379 FAA Grant 021-2017 Runway	6,811,547	299,921	44,754	179,059	
30-00-00-3380 FAA Taxiway Maint Grant	0	496,562	640	0	
30-00-00-3381 FAA Equip Grant 3-02-0211-023	0	0	483,911	12,809	
30-00-00-3382 FAA Grant 024-2019	0	0	531,743	406,237	
30-00-00-3383 FAA 3-02-0211-025-2020	0	0	0	109,810	
30-00-00-3484 FAA 3-02-0211-026-2020	0	0	0	30,000	
TOTAL Grants/Federal Funding	6,827,626	799,101	1,061,048	737,915	
Grant Income					
30-00-00-4010 Grant 15-DC-128 Airport	177,344	0	0	0	
TOTAL Grant Income	177,344	0	0	0	
Other Revenues					
30-00-00-3673 Transfers from Other Funds	256,005	50,222	110,448	16,600	
30-00-00-3690 Misc Revenue	0	14,365	0	0	
TOTAL Other Revenues	256,005	64,587	110,448	16,600	
TOTAL REVENUES	7,260,975	863,688	1,171,496	754,515	

**CITY OF PALMER
2021 PROPOSED BUDGET
AIRPORT CAPITAL PROJECTS FUND**

Airport Capital Projects Fund 30

EXPENSES	2017	2018	2019	2020	2021
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
Grant 15DC128 Airport Paving					
30-01-02-6011 Grant 15-DC-128 Admin	8,397	0	0	0	
30-01-02-6225 Grant 15-DC-128 AP Paving	168,947	0	0	0	
TOTAL Grant 15DC128 Airport Paving	177,344	0	0	0	
FAA Grants					
30-03-10-7126 FAA Aeronautical Survey Gt	16,079	2,618	0	0	
30-03-10-7128 FAA Airport Runway 16/34	6,811,547	299,921	44,754	179,059	
30-03-10-7129 FAA Airport Taxiway Maint	0	496,562	640	0	
30-03-10-7130 FAA Equipment Grant Exp	0	0	482,967	13,753	
30-03-10-7131 FAA Grant 024-2019 Exp	0	0	525,682	412,298	
30-03-10-7132 FAA Avigation Easement Ph 1	0	0	0	109,810	
30-03-10-7133 FAA CARES Act Exp	0	0	0	30,000	
TOTAL FAA Grants	6,827,626	799,101	1,054,043	744,920	
General CIP Projects					
30-30-10-6045 Randy Thom Flight Ctr Repairs	50,376	114,953	0	0	
30-30-10-6167 RT Flight Service HeatSysRepl	26,505	4,500	0	0	
30-30-10-6200 Path Upgrade S. Gulkana	15,000	0	47,915	0	
30-30-10-6225 AirportPvmt Repairs City Mtch	73,103	19,995	3,510	3,816	
30-30-10-6230 COP Match Taxiway Maint	0	33,104	16	0	
30-30-10-6233 Airport Safety Improvements	0	0	35,045	22,995	
30-30-10-6234 Avigation Easement	0	0	0	16,600	
30-30-10-6253 COP Match Equipment	0	1,006	32,198	0	
TOTAL General CIP Projects	164,984	173,558	118,684	43,411	
TOTAL EXPENSES	7,169,954	972,659	1,172,727	788,331	
TOTAL Revenue Over(Under) Expenses	91,021	(108,972)	(1,232)	(33,816)	0

RECONCILIATION OF FUND BALANCE
 DRUG SEIZURE FUND
 FUND 50

	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	2021 PROPOSED BUDGET
TOTAL REVENUES	\$ 6,982	-0-	-0-	-0-
TOTAL EXPENDITURES	\$ 35,670	\$ 26,608	-0-	-0-

Restricted Fund Balance for Public Safety 12/31/19 \$ 14,425

Fiscal Year 2020 Operations:

Budgeted operating revenues -0-
 Budgeted operating expenditures -0-
 Estimated adjustment to fund balance -0-

Estimated restricted fund balance 12/31/2020 **\$ 14,425**

Fiscal Year 2021 Operations:

Budgeted operating revenues -0-
 Budgeted operating expenditures -0-
 Estimated adjustment to fund balance -0-

Estimated restricted fund balance 12/31/2021 **\$ 14,425**

**CITY OF PALMER
2021 PROPOSED BUDGET
DRUG SEIZURE FUND**

Drug Seizure Fund 50

REVENUES	2017	2018	2019	2020	2021
Other Revenues	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
50-00-00-3678 Federal Forfeiture Funds	0	0	0	0	0
50-00-00-3688 State Forfeiture Funds	4,542	6,982	0	0	0
50-00-00-3690 Miscellaneous Income	0	0	0	0	0
TOTAL Other Revenues	4,542	6,982	0	0	0
TOTAL REVENUES	4,542	6,982	0	0	0

EXPENDITURES	2017	2018	2019	2020	2021
Administration	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
50-01-10-6026 Training	0	0	0	0	0
50-01-10-6053 Equipment	25,037	35,670	26,608	0	0
TOTAL Administration	25,037	35,670	26,608	0	0
TOTAL EXPENDITURES	25,037	35,670	26,608	0	0

TOTAL Revenue Over (Under) Expenditures	(20,495)	(28,688)	(26,608)	0	0
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RECONCILIATION OF FUND BALANCE
POLICE GRANTS FUND
FUND 52

	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	2021 PROPOSED BUDGET
TOTAL REVENUES	\$ 58,285	\$ 134,323	\$ 156,200	\$ 119,537
TOTAL EXPENDITURES	\$ 58,285	\$ 134,323	\$ 154,871	\$ 119,537

Committed Fund Balance for Public Safety 12/31/19 \$ 4,797

Fiscal Year 2020 Operations:

Budgeted operating revenues \$ 156,200
 Budgeted operating expenditures \$ (154,871)

Estimated adjustment to fund balance \$ 1,329

Estimated committed fund balance 12/31/2020 **\$ 6,126**

Fiscal Year 2021 Operations:

Budgeted operating revenues \$ 119,537
 Budgeted operating expenditures \$ 119,537

Estimated adjustment to fund balance \$ -

Estimated committed fund balance 12/31/2021 **\$ 6,126**

**CITY OF PALMER
2021 PROPOSED BUDGET
POLICE GRANTS FUND**

Police Grants Fund 52

REVENUES	2017	2018	2019	2020	2021
Fees & Services	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
52-00-00-3420 Police Services	11,775	11,245	11,394	31,200	0
52-00-00-3425 MSBSD-SRO Program	0	47,040	122,929	125,000	119,537
TOTAL Fees & Services	11,775	58,285	134,323	156,200	119,537
TOTAL REVENUES	11,775	58,285	134,323	156,200	119,537

EXPENDITURES	2017	2018	2019	2020	2021
DUI/ Seatbelt	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
52-01-21-6012 Regular Benefits	4,047	4,034	4,122	7,860	0
52-01-21-6015 Regular Overtime	6,792	6,293	6,419	21,540	0
52-01-21-6035 Fuel	936	918	854	1,830	0
TOTAL DUI/Seatbelt	11,775	11,245	11,395	31,230	0

MSBSD-SRO Program	2017	2018	2019	2020	2021
52-01-80-6011 SRO Regular Salaries	0	18,352	53,299	54,000	45,500
52-01-80-6012 SRO Regular Benefits	0	19,044	56,629	50,141	49,537
52-01-80-6015 SRO Overtime	0	3,836	9,078	9,000	10,000
52-01-80-6024 SRO Travel	0	2,680	1,938	2,500	1,500
52-01-80-6026 SRO Training	0	431	405	1,500	2,500
52-01-80-6035 SRO Fuel	0	513	1,051	3,500	5,500
52-01-80-6044 SRO Supplies	0	2,184	529	3,000	5,000
TOTAL MSBSD-SRO Program	0	47,040	122,929	123,641	119,537

TOTAL EXPENDITURES	11,775	58,285	134,324	154,871	119,537
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TOTAL Revenue Over (Under) Expenditures	0	0	0	1,329	0
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RECONCILIATION OF FUND BALANCE
NARCOTICS GRANTS FUND
FUND 53

	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	2021 PROPOSED BUDGET
TOTAL REVENUES	\$ 146,670	\$ 154,920	\$ 130,000	\$ 146,000
TOTAL EXPENDITURES	\$ 121,148	\$ 175,963	\$ 142,325	\$ 145,677

Committed Fund Balance for Public Safety 12/31/19 \$ 31,183

Fiscal Year 2020 Operations:

Budgeted operating revenues \$ 130,000
 Budgeted operating expenditures \$ (142,325)
 Estimated adjustment to fund balance \$ (12,325)

Estimated committed fund balance 12/31/2020 **\$ 18,858**

Fiscal Year 2021 Operations:

Budgeted operating revenues \$ 146,000
 Budgeted operating expenditures \$ (145,677)
 Estimated adjustment to fund balance \$ 323

Estimated committed fund balance 12/31/2021 **\$ 19,181**

**CITY OF PALMER
2021 PROPOSED BUDGET
NARCOTICS GRANT FUND**

Narcotics Grants Fund 53

REVENUES	2017	2018	2019	2020	2021
Grants / Federal Funding	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
53-00-00-3340 MSHF Task Force Grant	0	60,000	60,000	55,000	-
53-00-00-3342 MSB-Task Force Grant	0	75,000	75,000	75,000	75,000
53-00-00-3355 Federal DEA Overtime Reimb	0	11,670	19,920	0	0
TOTAL Grant / Federal Funding	0	146,670	154,920	130,000	75,000
Other Revenues					
53-00-00-3673 Transfers from Other Funds	0	0	0	0	71,000
TOTAL Other Revenues	0	0	0	0	71,000
TOTAL REVENUES	0	146,670	154,920	130,000	146,000

EXPENDITURES	2017	2018	2019	2020	2021
Opiate Task Force	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
53-01-12-6011 Opiate TF Regular Salaries	0	56,197	77,920	76,270	76,755
53-01-12-6012 Opiate TF Benefits	0	53,281	78,123	66,055	68,922
53-01-12-6015 Opiate TF Overtime	0	11,670	19,920	0	0
TOTAL Opiate Task Force	0	121,148	175,963	142,325	145,677
TOTAL EXPENDITURES	0	121,148	175,963	142,325	145,677
TOTAL Revenue Over (Under) Expenditures	0	25,522	(21,043)	(12,325)	323

RECONCILIATION OF FUND BALANCE
NEIGHBORHOOD PARK FUND
FUND 55

	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	2021 PROPOSED BUDGET
TOTAL REVENUES	\$ 10,102	\$ 10,200	-0-	-0-
TOTAL EXPENDITURES	-0-	-0-	-0-	-0-

Assigned Fund Balance for Parks 12/31/19 \$ 49,039

Fiscal Year 2020 Operations:

Budgeted operating revenues	\$	-	
Budgeted operating expenditures	\$	-	
Estimated adjustment to fund balance			-0-

Estimated assigned fund balance 12/31/2020 \$ 49,039

Fiscal Year 2021 Operations:

Budgeted operating revenues	\$	-	
Budgeted operating expenditures	\$	-	
Estimated adjustment to fund balance			-0-

Estimated assigned fund balance 12/31/2021 \$ 49,039

**CITY OF PALMER
2021 PROPOSED BUDGET
NEIGHBORHOOD PARKS FUND**

Neighborhood Parks Fund 55

REVENUES	2017	2018	2019	2020	2021
Fee Income	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
55-00-00-5001 Neighborhood Park Dev. Fee	2,100	10,102	10,200	0	0
TOTAL Development Fees	2,100	10,102	10,200	0	0

TOTAL REVENUES	2,100	10,102	10,200	0	0
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EXPENDITURES	2017	2018	2019	2020	2021
Administration	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
55-01-10-6055 Improvements Other	0	0	0	0	0
TOTAL Administration	0	0	0	0	0

TOTAL EXPENDITURES	0	0	0	0	0
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TOTAL Revenue Over (Under) Expenditures	2,100	10,102	10,200	0	0
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LEGISLATIVE HISTORY

Introduced by: City Manager Moosey
Date: October 27, 2020
Public Hearing: October 27, 2020
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 21-001

A Resolution of the Palmer City Council Adopting the City of Palmer Employee Pay Plan

WHEREAS, the City of Palmer wishes to approve the attached pay plan for the compensation of employees;

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby amends its employee compensation pay plan by adopting the attached "City of Palmer Pay Plan-January 1, 2021" with effective date of the pay plan to be January 1, 2021.

Approved by the Palmer City Council this 24th day of November, 2020.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

CITY OF PALMER PAY PLAN -- January 1, 2021

Implement: 1/1/2021

Council Approved:

LEVEL	Level Classification by Job Title	Steps												Longevity Steps*				
		1	2	3	4	5	6	7	8	9	A	B	C	D	E	F		
1	Hourly	11.73	12.17	12.61	13.07	13.57	14.06	14.58	15.12	15.69	16.19	16.72	17.27	17.85	18.44	19.05		
	Bi-weekly	938.40	973.60	1008.80	1045.60	1085.60	1124.80	1166.40	1209.60	1255.20	1295.20	1337.60	1381.60	1428.00	1475.20	1524.00		
	Annual	24,398	25,314	26,229	27,186	28,226	29,245	30,326	31,450	32,635	33,675	34,778	35,922	37,128	38,355	39,624		
2	Hourly	13.28	13.76	14.28	14.80	15.36	15.92	16.52	17.15	17.79	18.38	18.98	19.61	20.25	20.93	21.63		
	Bi-weekly	1062.40	1100.80	1142.40	1184.00	1228.80	1273.60	1321.60	1372.00	1423.20	1470.40	1518.40	1568.80	1620.00	1674.40	1730.40		
	Annual	27,622	28,621	29,702	30,784	31,949	33,114	34,362	35,672	37,003	38,230	39,478	40,789	42,120	43,534	44,990		
3	Hourly	14.80	15.36	15.92	16.52	17.15	17.79	18.46	19.16	19.88	20.54	21.22	21.93	22.66	23.42	24.21		
	Bi-weekly	1184.00	1228.80	1273.60	1321.60	1372.00	1423.20	1476.80	1532.80	1590.40	1643.20	1697.60	1754.40	1812.80	1873.60	1936.80		
	Annual	30,784	31,949	33,114	34,362	35,672	37,003	38,397	39,853	41,350	42,723	44,138	45,614	47,133	48,714	50,357		
4	Hourly	16.30	16.91	17.55	18.21	18.90	19.61	20.35	21.13	21.93	22.66	23.41	24.21	25.02	25.86	26.73		
	Bi-weekly	1304.00	1352.80	1404.00	1456.80	1512.00	1568.80	1628.00	1690.40	1754.38	1812.80	1872.80	1936.80	2001.60	2068.80	2138.40		
	Annual	33,904	35,173	36,504	37,877	39,312	40,789	42,328	43,950	45,614	47,133	48,693	50,357	52,042	53,789	55,598		
5	Hourly	17.86	18.54	19.24	19.97	20.73	21.52	22.33	23.19	24.07	24.89	25.72	26.59	27.48	28.41	29.37		
	Bi-weekly	1428.80	1483.20	1539.20	1597.60	1658.40	1721.60	1786.40	1855.20	1925.60	1991.20	2057.60	2127.20	2198.40	2272.80	2349.60		
	Annual	37,149	38,563	40,019	41,538	43,118	44,762	46,446	48,235	50,066	51,771	53,498	55,307	57,158	59,093	61,090		
6	Hourly	19.41	20.14	20.90	21.70	22.53	23.38	24.28	25.21	26.17	27.06	27.97	28.91	29.89	30.90	31.95		
	Bi-weekly	1552.80	1611.20	1672.00	1736.00	1802.40	1870.40	1942.40	2016.80	2093.60	2164.80	2237.60	2312.80	2391.20	2472.00	2556.00		
	Annual	40,373	41,891	43,472	45,136	46,862	48,630	50,502	52,437	54,434	56,285	58,178	60,133	62,171	64,272	66,456		
7	Hourly	20.94	21.74	22.57	23.42	24.33	25.27	26.22	27.23	28.28	29.24	30.23	31.25	32.31	33.41	34.54		
	Bi-weekly	1675.20	1739.20	1805.60	1873.60	1946.40	2021.60	2097.60	2178.40	2262.40	2339.20	2418.40	2500.00	2584.80	2672.80	2763.20		
	Annual	43,555	45,219	46,946	48,714	50,606	52,562	54,538	56,638	58,822	60,819	62,878	65,000	67,205	69,493	71,843		
8	Hourly	22.47	23.32	24.22	25.14	26.11	27.12	28.16	29.24	30.37	31.40	32.46	33.56	34.69	35.87	37.09		
	Bi-weekly	1797.60	1865.60	1937.60	2011.20	2088.80	2169.60	2252.80	2339.20	2429.60	2512.00	2596.80	2684.80	2775.20	2869.60	2967.20		
	Annual	46,738	48,506	50,378	52,291	54,309	56,410	58,573	60,819	63,170	65,312	67,517	69,805	72,155	74,610	77,147		
9	Hourly	24.01	24.94	25.88	26.88	27.92	29.01	30.13	31.30	32.51	33.61	34.75	35.94	37.15	38.42	39.73		
	Bi-weekly	1920.80	1995.20	2070.40	2150.40	2233.60	2320.80	2410.40	2504.00	2600.80	2688.80	2780.00	2875.20	2972.00	3073.60	3178.40		
	Annual	49,941	51,875	53,830	55,910	58,074	60,341	62,670	65,104	67,621	69,909	72,280	74,755	77,272	79,914	82,638		
10	Hourly	25.53	26.52	27.54	28.60	29.71	30.85	32.05	33.29	34.59	35.76	36.99	38.24	39.55	40.90	42.30		
	Bi-weekly	2042.40	2121.60	2203.20	2288.00	2376.80	2468.00	2564.00	2663.20	2767.20	2860.80	2959.20	3059.20	3164.00	3272.00	3384.00		
	Annual	53,102	55,162	57,283	59,488	61,797	64,168	66,664	69,243	71,947	74,381	76,939	79,539	82,264	85,072	87,984		
11	Hourly	27.07	28.11	29.19	30.31	31.49	32.71	33.98	35.30	36.67	37.92	39.21	40.55	41.93	43.36	44.84		
	Bi-weekly	2165.60	2248.80	2335.20	2424.80	2519.20	2616.80	2718.40	2824.00	2933.60	3033.60	3136.80	3244.00	3354.40	3468.80	3587.20		
	Annual	56,306	58,469	60,715	63,045	65,499	68,037	70,678	73,424	76,274	78,874	81,557	84,344	87,214	90,189	93,267		
12	Hourly	33.92	35.24	36.61	38.03	39.51	41.05	42.65	44.32	46.04	47.62	49.26	50.94	52.70	54.51	56.38		
	Bi-weekly	2713.60	2819.20	2928.80	3042.40	3160.80	3284.00	3412.00	3545.60	3683.20	3809.60	3940.80	4075.20	4216.00	4360.80	4510.40		
	Annual	70,554	73,299	76,149	79,102	82,181	85,384	88,712	92,186	95,763	99,050	102,461	105,955	109,616	113,381	117,270		

*Pay Increments for Longevity

Step A	When an employee reaches step A, B or C of their assigned pay level, the employee shall remain at step A, B or C for two (or more) years. When the employee completes two (or more) years at step A, B, or C the employee moves to step B, C or D of the Pay Plan and is eligible for the increase indicated in step B, C or D; provided the employee received an overall rating of "satisfactory" or higher on his or her performance evaluation and worked continuously as a regular fulltime or part-time employee.
Step B	
Step C	

Step D	When an employee reaches step D or E of their assigned pay level, the employee shall remain at step D or E for three (or more) years. When the employee completes three (or more) years at step D or E, the employee moves to step E or F of the Pay Plan and is eligible for the increase indicated in step E or F; provided the employee received an overall rating of "satisfactory" or higher on his or her performance evaluation and worked continuously as a regular fulltime or part-time employee.
Step E	
Step F	

Note: Employees in longevity are prohibited from skipping steps and must remain at each step as indicated.

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	Steps (Level 1)								
	1	2	3	4	5	6	7	8	9
Hourly	11.73	12.17	12.61	13.07	13.57	14.06	14.58	15.12	15.69
Bi-weekly	938.40	973.60	1008.80	1045.60	1085.60	1124.80	1166.40	1209.60	1255.20
Annual	24,398	25,314	26,229	27,186	28,226	29,245	30,326	31,450	32,635

***Longevity Increments**

	A	B	C	D	E	F
Hourly	16.19	16.72	17.27	17.85	18.44	19.05
Bi-weekly	1295.20	1337.60	1381.60	1428.00	1475.20	1524.00
Annual	33,675	34,778	35,922	37,128	38,355	39,624

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Level (Based on the Classification Plan): 2	
Job Title:	Ice Arena Attendant
Number of Authorized Full-Time Positions:	0
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	4 @ .05
Number of Authorized Seasonal Positions:	2 @ .50
Total Number of Positions for Ice Arena Attendant:	1.20
Job Title:	Janitor/Light Maintenance
Number of Authorized Full-Time Positions:	2
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Janitor/Light Maintenance:	2
Job Title:	Library Technician
Number of Authorized Full-Time Positions:	0
Number of Authorized Part-Time Positions:	4 @ .50
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	9 @ .075
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Library Technician:	2.675
Job Title:	Groundskeeper/Light Maintenance
Number of Authorized Full-Time Positions:	0
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	4 @ .30; 2 @ .40; 2 @ .35
Total Number of Positions for Groundskeeper:	2.70
Total Number of FTE for this Level:	8.575

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	Steps (Level 2)								
	1	2	3	4	5	6	7	8	9
Hourly	13.28	13.76	14.28	14.80	15.36	15.92	16.52	17.15	17.79
Bi-weekly	1062.40	1100.80	1142.40	1184.00	1228.80	1273.60	1321.60	1372.00	1423.20
Annual	27,622	28,621	29,702	30,784	31,949	33,114	34,362	35,672	37,003

***Longevity Increments**

	A	B	C	D	E	F
Hourly	18.38	18.98	19.61	20.25	20.93	21.63
Bi-weekly	1470.40	1518.40	1568.80	1620.00	1674.40	1730.40
Annual	38,230	39,478	40,789	42,120	43,534	44,990

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Level (Based on the Classification Plan): 3

Job Title:	Receptionist & Cashier PT
Number of Authorized Full-Time Positions:	0
Number of Authorized Part-Time Positions:	1 @ .50
Number of Authorized On-Call Positions (Based on full-time equivalent(FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Receptionist & Cashier PT:	.50
Job Title:	Library Specialist
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalent(FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Library Specialist:	1
Total Number of Positions for this Level:	1.50

		Steps (Level 3)								
		1	2	3	4	5	6	7	8	9
Hourly	14.80		15.36	15.92	16.52	17.15	17.79	18.46	19.16	19.88
Bi-weekly	1184.00		1228.80	1273.60	1321.60	1372.00	1423.20	1476.80	1532.80	1590.40
Annual	30,784		31,949	33,114	34,362	35,672	37,003	38,397	39,853	41,350

*** Longevity Increments**

		A	B	C	D	E	F
Hourly		20.54	21.22	21.93	22.66	23.42	24.21
Bi-weekly		1643.20	1697.60	1754.40	1812.80	1873.60	1936.80
Annual		42,723	44,138	45,614	47,133	48,714	50,357

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Level (Based on the Classification Plan): 4

Job Title: Administrative Assistant: Library PT

Number of Authorized Full-Time Positions: 0

Number of Authorized Part-Time Positions: 1 @ .70

Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)): 0

Number of Authorized Seasonal Positions: 0

Total Number of Positions for Administrative Assistant: .70

Total Number of Positions for this Level: .70

Steps (Level 4)

	1	2	3	4	5	6	7	8	9
Hourly	16.30	16.91	17.55	18.21	18.90	19.61	20.35	21.13	21.93
Bi-weekly	1304.00	1352.80	1404.00	1456.80	1512.00	1568.80	1628.00	1690.40	1754.38
Annually	33,904	35,173	36,504	37,877	39,312	40,789	42,328	43,950	45,614

***Longevity Increments**

	A	B	C	D	E	F
Hourly	22.66	23.41	24.21	25.02	25.86	26.73
Bi-weekly	1812.80	1872.80	1936.80	2001.60	2068.80	2138.40
Annual	47,133	48,693	50,357	52,042	53,789	55,598

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Level (Based on the Classification Plan): 5

Job Title:	Administrative Assistant – Community Development, Public Safety, Public Works, Mayor Council Clerk, City Manager
Number of Authorized Full-Time Positions:	4
Number of Authorized Part-Time Positions (Based on full-time equivalency (FTE)):	1 @ .50
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Administrative Assistant:	4.50
Job Title:	Library Assistant
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Library Assistant:	1
Job Title:	Receptionist & Cashier
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Receptionist & Cashier:	1
Job Title:	Arena Operations
Number of Authorized Full-Time Positions:	0
Number of Authorized Part-Time Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	1 @ .50
Total Number of Positions for Arena Operations:	.50
Job Title:	Arena Specialist
Number of Authorized Full-Time Positions:	0
Number of Authorized Part-Time Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	1 @ .50
Total Number of Positions for Arena Specialist:	.50

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Number of Authorized On-Call Positions	1	Job Title: Groundskeeper Foreman
Number of Authorized Full-Time Positions:	0	
Number of Authorized Part-Time Positions:	0	
Number of Authorized Seasonal Positions:	0	
Total Number of Positions for Groundskeeper Foreman:	1	
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	2 @ .25	Job Title: Maintenance Worker
Number of Authorized Seasonal Positions:	2.50	
Total Number of Positions for Maintenance Worker:	2.50	
Number of Authorized Full-Time Positions:	1	
Number of Authorized Part-Time Positions:	0	
Number of Authorized Seasonal Positions:	0	
Total Number of Positions for Community Development Specialist:	1	
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0	
Number of Authorized Seasonal Positions:	0	
Total Number of Positions for Community Development Specialist:	1	
Total Number of Positions for this Level:	12.00	

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		Steps (Level 5)								
		1	2	3	4	5	6	7	8	9
Hourly	17.86	18.54	19.24	19.97	20.73	21.52	22.33	23.19	24.07	
Bi-weekly	1428.80	1483.20	1539.20	1597.60	1658.40	1721.60	1786.40	1855.20	1925.60	
Annually	37,149	38,563	40,019	41,538	43,118	44,762	46,446	48,235	50,066	

*** Longevity Increments**

		A	B	C	D	E	F
Hourly	24.89	25.72	26.59	27.48	28.41	29.37	
Bi-weekly	1991.20	2057.60	2127.20	2198.40	2272.80	2349.60	
Annual	51,771	53,498	55,307	57,158	59,093	61,090	

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Level (Based on the Classification Plan): 6	
	Accounting Technician I
Number of Authorized Full-Time Positions:	3
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Accounting Technician 1:	3
	Dispatcher I (probation 18 months then II)
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Dispatcher 1:	1
	Library Services Coordinator
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Library Service Coordinator:	1
	Evidence and Records Custodian
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Evidence and Records Custodian:	1
	Water and Waste Water Operator I
Number of Authorized Full-Time Positions:	4
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Number of Authorized Temporary Full-Time Positions:	1
Total Number of Positions for Water and Waste Water Operator I:	5

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Job Title:		Solid Waste Collector								
Number of Authorized Full-Time Positions:		1								
Number of Authorized Part-Time Positions:		0								
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):		0								
Number of Authorized Seasonal Positions:		0								
Total Number of Positions for Solid Waste Collector:		1								
Total Number of Positions for this Level:		12								

	Steps (Level 6)								
	1	2	3	4	5	6	7	8	9
Hourly	19.41	20.14	20.90	21.70	22.53	23.38	24.28	25.21	26.17
Bi-weekly	1552.80	1611.20	1672.00	1736.00	1802.40	1870.40	1942.40	2016.80	2093.60
Annually	40,373	41,891	43,472	45,136	46,862	48,630	50,502	52,437	54,434

***Longevity Increments**

	A	B	C	D	E	F
Hourly	27.06	27.97	28.91	29.89	30.90	31.95
Bi-weekly	2164.80	2237.60	2312.80	2391.20	2472.00	2556.00
Annual	56,285	58,178	60,133	62,171	64,272	66,456

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Level (Based on the Classification Plan): 7	
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	Building Inspector
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Building Inspector:	1
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	Dispatcher II
Number of Authorized Full-Time Positions:	5
Number of Authorized Part-Time Positions:	0
Number of Authorized Seasonal Positions:	3 @ .15
Total Number of Positions for Dispatcher II:	5.45
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	Equipment Operator
Number of Authorized Full-Time Positions:	3
Number of Authorized Part-Time Positions:	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Equipment Operator:	1 @ .5 3.50
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	Mechanic
Number of Authorized Full-Time Positions:	2
Number of Authorized Part-Time Positions:	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Mechanic:	2
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	Police Officer I
Number of Authorized Full-Time Positions:	2
Number of Authorized Part-Time Positions:	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Police Officer I:	2

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Job Title:	Support Services Specialist
Number of Authorized Full-Time Positions:	0
Number of Authorized Part-Time Positions:	1 @ .60; 1 @ .50
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Support Services Specialist:	1.10
Job Title:	Utility Meter Reader/Laborer
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Utility Meter Reader/Laborer:	1
Job Title:	Water & Waste Water Operator II
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Water & Waste Water Operator II:	1
Total Number of Positions for this Level:	17.05

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	1	2	3	4	5	6	7	8	9
Hourly	20.94	21.74	22.57	23.42	24.33	25.27	26.22	27.23	28.28
Bi-weekly	1675.20	1739.20	1805.60	1873.60	1946.40	2021.60	2097.60	2178.40	2262.40
Annually	43,555	45,219	46,946	48,714	50,606	52,562	54,538	56,638	58,822

***Longevity Increments**

	A	B	C	D	E	F
Hourly	29.24	30.23	31.25	32.31	33.41	34.54
Bi-weekly	2339.20	2418.40	2500.00	2584.80	2672.80	2763.20
Annually	60,819	62,878	65,000	67,205	69,493	71,843

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Level (Based on the Classification Plan): 8

	Accounting Technician II
Job Title:	Accounting Technician II
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Accounting Technician II:	1
Job Title:	Deputy City Clerk
Number of Authorized Full-Time Positions:	0
Number of Authorized Part-Time Positions:	1 @ .70
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Deputy City Clerk:	.70
Job Title:	Arena Manager
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Arena Manager:	1
Total Number of FTE for this Level:	2.70

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	Steps (Level 8)								
	1	2	3	4	5	6	7	8	9
Hourly	22.47	23.32	24.22	25.14	26.11	27.12	28.16	29.24	30.37
Bi-weekly	1797.60	1865.60	1937.60	2011.20	2088.80	2169.60	2252.80	2339.20	2429.60
Annually	46,738	48,506	50,378	52,291	54,309	56,410	58,573	60,819	63,170

***Longevity Increments**

	A	B	C	D	E	F
Hourly	31.40	32.46	33.56	34.69	35.87	37.09
Bi-weekly	2512.00	2596.80	2684.80	2775.20	2869.60	2967.20
Annual	65,312	67,517	69,805	72,155	74,610	77,147

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Level (Based on the Classification Plan): 9	
Job Title:	Dispatch Supervisor
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Dispatch Supervisor:	1
Job Title:	Fire Training Coordinator
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Fire Training Coordinator:	1
Job Title:	Police Officer II
Number of Authorized Full-Time Positions:	8
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	2 @ .20
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Police Officer II:	8.40
Job Title:	Utility Foreman
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Utility Foreman:	1
Total Number of Positions for this Level:	11.40

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		Steps (Level 9)								
		1	2	3	4	5	6	7	8	9
Hourly	24.01	24.94	25.88	26.88	27.92	29.01	30.13	31.30	32.51	
Bi-weekly	1920.80	1995.20	2070.40	2150.40	2233.60	2320.80	2410.40	2504.00	2600.81	
Annually	49,941	51,875	53,830	55,910	58,074	60,341	62,670	65,104	67,621	

*** Longevity Increments**

	A	B	C	D	E	F
Hourly	33.61	34.75	35.94	37.15	38.42	39.73
Bi-weekly	2688.80	2780.00	2875.20	2972.00	3073.60	3178.40
Annual	69,909	72,280	74,755	77,272	79,914	82,638

2021 City of Palmer Expanded Pay Plan
Adopted by Resolution No. 21-001

Level (Based on the Classification Plan): 10	
Job Title:	Library Director
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Library Director:	1
Job Title:	Police Detective Sergeant
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Police Detective Sergeant:	1
Job Title:	Police Sergeant
Number of Authorized Full-Time Positions:	2
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Police Sergeant:	2
Job Title:	Airport Superintendent
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Airport Superintendent:	1
Total Number of Positions for this Level:	5

2021 City of Palmer Expanded Pay Plan
Adopted by Resolution No. 21-001

	Steps (Level 10)								
	1	2	3	4	5	6	7	8	9
Hourly	25.53	26.52	27.54	28.60	29.71	30.85	32.05	33.29	34.59
Bi-weekly	2042.40	2121.60	2203.20	2288.00	2376.80	2468.00	2564.00	2663.20	2767.20
Annually	53,102	55,162	57,283	59,488	61,797	64,168	66,664	69,243	71,947

***Longevity Increments**

	A	B	C	D	E	F
Hourly	35.76	36.99	38.24	39.55	40.90	42.30
Bi-weekly	2860.80	2959.20	3059.20	3164.00	3272.00	3384.00
Annual	74,381	76,939	79,539	82,264	85,072	87,984

2021 City of Palmer Expanded Pay Plan
Adopted by Resolution No. 21-001

Level (Based on the Classification Plan): 11	
	Maintenance Superintendent
Job Title:	1
Number of Authorized Full-Time Positions:	0
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Maintenance Superintendent:	1
	Commander
Job Title:	1
Number of Authorized Full-Time Positions:	0
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Commander:	1
	Finance Manager
Job Title:	1
Number of Authorized Full-Time Positions:	0
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Finance Manager:	1
	Human Resources Specialist
Job Title:	1
Number of Authorized Full-Time Positions:	0
Number of Authorized Part-Time Positions:	0
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Human Resources Manager:	1
Total Number of Positions for this Level:	4

**2021 City of Palmer Expanded Pay Plan
Adopted by Resolution No. 21-001**

	Steps (Level 11)								
	1	2	3	4	5	6	7	8	9
Hourly	27.07	28.11	29.19	30.31	31.49	32.71	33.98	35.30	36.67
Bi-weekly	2165.60	2248.80	2335.20	2424.80	2519.20	2616.80	2718.40	2824.00	2933.60
Annually	56,306	58,469	60,715	63,045	65,499	68,037	70,678	73,424	76,274

***Longevity Increments**

	A	B	C	D	E	F
Hourly	37.92	39.21	40.55	41.93	43.36	44.84
Bi-weekly	3033.60	3136.80	3244.00	3354.40	3468.80	3587.20
Annual	78,874	81,557	84,344	87,214	90,189	93,267

2021 City of Palmer Expanded Pay Plan
Adopted by Resolution No. 21-001

Level (Based on the Classification Plan): 12	
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	Chief of Police
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Chief of Police:	1
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	Director of Community Development
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Director of Community Development:	1
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	Director of Finance
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Director of Finance:	1
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	Director of Public Works
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Director of Public Works:	1
Number of Authorized On-Call Positions (Based on full-time equivalency (FTE)):	Fire Chief
Number of Authorized Full-Time Positions:	1
Number of Authorized Part-Time Positions:	0
Number of Authorized Seasonal Positions:	0
Total Number of Positions for Fire Chief:	1
Total Number of Positions for this Level:	5

2021 City of Palmer Expanded Pay Plan
Adopted by Resolution No. 21-001

	1	2	3	4	5	6	7	8	9
Hourly	33.92	35.24	36.61	38.03	39.51	41.05	42.65	44.32	46.04
Bi-weekly	2713.60	2819.20	2928.80	3042.40	3160.80	3284.00	3412.00	3545.60	3683.20
Annually	70,554	73,299	76,149	79,102	82,181	85,384	88,712	92,186	95,763

*** Longevity Increments**

	A	B	C	D	E	F
Hourly	47.62	49.26	50.94	52.70	54.51	56.38
Bi-weekly	3809.60	3940.80	4075.20	4216.00	4360.80	4510.40
Annually	99,050	102,461	105,955	109,616	113,381	117,270

2021 City of Palmer Expanded Pay Plan
Adopted by Resolution No. 21-001

Summary

Total Number of Authorized Full-Time Positions:	66.00
Total Number of Authorized Part-Time Positions:	5.50
Total Number of Authorized On-Call Positions:	1.73
Total Number of Authorized Seasonal Positions:	5.70
Total Number of Authorized Temporary Full-Time Positions:	1.00

*** Pay Increments for Longevity**

Step A When an employee reaches step A, B or C of their assigned pay level, the employee shall remain at step A, B or C for two (or more) years. When the employee completes two (or more) years at step A, B or C, the employee moves to step B, C or D of the Pay Plan and is eligible for the increase indicated in step B, C or D; provided the employee receives an overall rating of "satisfactory" or higher on his or her performance evaluation. To be eligible for the pay increase, the employee must have worked continuously as a regular full or part-time employee.

Step D When an employee reaches step D or E of their assigned pay level, the employee shall remain at step D or E for three (or more) years. When the employee completes three (or more) years at step D or E, the employee moves to step E or F of the Pay Plan and is eligible for the increase indicated in step E or F; provided the employee receives an overall rating of "satisfactory" or higher on his or her performance evaluation. To be eligible for the pay increase, the employee must have worked continuously as a regular full or part-time employee.

Step F When an employee reaches the end of the pay scale (step F), the employee is no longer entitled to a step increase.
 Note: Employees in longevity are prohibited from skipping steps and must remain at each step as indicated.

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey

Date: October 27, 2020

Public Hearing: October 27, 2020

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Resolution No. 21-002

A Resolution of the Palmer City Council Adopting the 2021 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2021,

WHEREAS, portions of the Palmer Municipal Code refer to fees "established in the current, adopted budget"; and

WHEREAS, the Fee Schedule establishes the fees for 2021 and becomes a part of the current, adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby, through the budget process, adopts the attached fee schedule for a period of one (1) year, that being from January 1, 2021, through December 31, 2021.

Approved by the Palmer City Council this 24th day of November, 2020.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



City of Palmer

2021 Fee Schedule

(Adopted by Resolution No. 21-002)

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Airport Fees	
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Transient (per day)	\$ 5
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Monthly Apron C (6-33, 39-45) 33'x44' Monthly	\$ 30
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Quarterly Apron C (6-33, 39-45) 33'x44' Quarterly	\$ 85
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Annual Apron C (6-33, 39-45) 33'x44' Annual	\$ 310
Aircraft Tie Down Space Apron B (1-39)	\$ 30
Aircraft Tie Down Space Apron B (1-39)	\$ 85
Aircraft Tie Down Space Apron B (1-39)	\$ 310
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'x61' Monthly	\$ 50
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'x61' Quarterly	\$ 145
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'x61' Annual	\$ 550
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Transient (per day)	\$ 50
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Quarterly	\$ 275
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Annual	\$ 1,050
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Transient (per day)	\$ 85
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Quarterly	\$ 500
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Annual	\$ 1,950
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Transient (per day)	\$ 100
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Quarterly	\$ 600
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Annual	\$ 2,350
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient (per day)	\$ 25
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Monthly	\$ 110
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Quarterly	\$ 315
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Annual	\$ 1,210
Aircraft Impoundment Fee	\$ 400
Storage fee for impounded aircraft (per month)	\$ 200
Airport Lease Application Fee	\$ 500
Fuel Flowage Fee (per gallon delivered)	\$.05
*All Tie Down Spaces add 3% sales tax except transient rate. Transient rate is for stay greater than 4 hours per day on airport grounds. Rates are not pro-rated.	

Animal Control Fees	
Animal license – dog/cat (three-year license – expires three years from date of issue)	\$ 10
Lost tag – animal license (expires three years from original issue date)	\$ 2.50
Animal impound (per animal)	\$ 30
Dangerous/vicious animal registration (one-time fee)	\$ 25

Appeals

Appeal to hearing officer regarding a decision of the Planning and Zoning Commission:

Nonrefundable application filing fee	\$ 300
Deposit for preparation of the appeal record	\$ 500

Application Filing Fees (Filing fees are nonrefundable)

Mobile home park	\$ 500
Large Retail Establishment	\$ 500
Conditional Use Permit	\$ 250
Variance Request	\$ 250
Planned Unit Development (PUD)	\$ 250
Zone Change/Palmer Municipal Code Text Amendment	\$ 250
Accessory Dwelling Unit	\$ 50
Short Term Rental and Annual Renewal	\$ 75

Building Inspector Inspection Services and Fees

Inspections outside normal business hours (per hour)*	\$ 125
Re-inspection fees assessed under provisions of Section 305.8 of the 97 UAC (per hour)*	\$ 100
Inspection for which no fee is specifically indicated (per hour)*	\$ 100
For use of outside consultants for plan check and inspections, – actual costs**	\$

* Or the total hourly cost to the jurisdiction, whichever is the greatest. There is a two hour minimum and this cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

** Actual costs include administrative and overhead costs

Building Permit Fees Based on Total Valuation

Total Valuation:	Fee:	Additional Fee
\$1 to \$500	\$ 26	
\$501 to \$2000	\$ 26	for the first \$500 plus \$3.40 for each additional \$100, or fraction thereof, to and including \$2000
\$2001 to \$25,000	\$ 77	for the first \$2000 plus \$15.59 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$ 435.50	for the first \$25,000 plus \$11.25 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$ 716.75	for the first \$50,000 plus \$7.80 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$ 1,106.75	For the first \$100,000 plus \$6.24 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$ 3,602.75	For the first \$500,000 plus \$5.28 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$ 6,242.75	for the first \$1,000,000 plus \$4.06 for each additional \$1,000, or fraction thereof

Business Licenses	
Business License:	
Annual license	\$ 25
Biennial license	\$ 50
State Fair License (duration of Fair – not transferable to annual license)	\$ 25
Special Event License (duration of the special event up to three days (not transferable to annual license)	\$ 10
Door to Door Solicitors License (non-refundable annual fee)	\$ 50
Business License – failure to apply before business opens:	\$ 25
Business License – late filing fee:	
Through February 1	\$ 25
Additional fee on March 1 (not to exceed \$50)	\$ 25
State Fair vendors failure to apply for a business license by the first day of the Fair.	\$ 25
State Fair vendors additional fee on September 7	\$ 25
Special Event License	\$ 10
Business License – failure to display business license:	\$ 25
Door to Door Solicitors License Reprint – full application process	\$ 50
Copy of Business License list	\$ 25

Community Center (Railroad Depot) Rental		
Rental Period ----- 8 am to Midnight	Rental Rate	Security Deposit
Daily: Monday through Thursday	\$ 225	\$ 150
Daily weekend: Friday through Sunday	\$ 275	\$ 150
Recurring Use	Rental Rate	Security Deposit
Minimum rental of 15 calendar days per year:		
Monday through Thursday	\$ 165	\$ 150
Friday through Sunday	\$ 190	\$ 150

* If use drops below number required for rate assessed due to cancellations, rental fee will be assessed from applicable rental period stated above.

CANCELLATION POLICY	
If 45 or more days notice	Full Refund rental rate and deposit
If less than 45 days notice	City keeps deposit and one day rental
If rental 3 consecutive days or more	Cancel 60 days in advance – Full refund
If rental 3 consecutive days or more	Cancel less than 60 days in advance – City keeps deposit and one day rental

Community Center (Railroad Depot) Rental Miscellaneous Fees	
Security Deposit	\$ 150
Screen Remote Deposit	\$ 65
Screen Usage Fee	\$ 10
Sound System Usage Fee	\$ 40
Re-hanging of ceiling noise baffles (per hour basis)	\$ 55
Lost key fee	\$ 106
Cleaning (if more than two hours is required – per hour basis)	\$ 75

Note: there is a two hour minimum overtime fee for any City employee called out after work hours for any problems.

Election Fees	
Recount ballot application deposit (per precinct)	\$ 200 150

Equipment Rental

Equipment rental and dry equipment rates when City must repair damages to City property. Labor costs are in addition to these rates.

Compactor	\$ 35
Compressor	\$ 60
Generator	\$ 80
Push Mower	\$ 25
Backhoe & Attachment	\$ 95
Bucket Truck	\$ 95
Cement Mixer	\$ 45
Chainsaw	\$ 30
Cut Off Saw	\$ 25
Drain Cleaner	\$ 50
Dredge	\$ 200
Dump/Flat Bed	\$ 65
Dump Trucks (8 yard)	\$ 105
Garbage Truck	\$ 100
Graders	\$ 122
Hot Patcher	\$ 75
Jumping Jack	\$ 35
Front End Loader	\$ 98
Riding Mower	\$ 55
Paver	\$ 65
Pickup Truck	\$ 40
Plow/Sand Truck (large)	\$ 105
Pressure Washer	\$ 25
Road Striper Power Liner	\$ 45
Rototiller	\$ 35
Snow Blower	\$ 210
Spreader	\$ 25
Steam Truck	\$ 95
Street Sweeper	\$ 98
Trac Star Fusion Machine (per hour, 4 hour min) monthly price = \$19,000, monthly fee can be pro-rated	\$ 115
Trailer	\$ 55
Trash Pump	\$ 25
Vactor	\$ 95
Water/Sewer/Maintenance Utility Trucks	\$ 40
Weed Blower	\$ 25
Weed Whacker	\$ 25

False Alarms	
False Burglar Alarm Fees (Within a 12 month period):	
First false alarm	\$ 0
Second false alarm	\$ 0
Third false alarm	\$ 75
Fourth false alarm	\$ 100
Fifth false alarm	\$ 125
Sixth false alarm	\$ 150
Seventh false alarm	\$ 175
Eighth false alarm	\$ 200
Ninth false alarm	\$ 225
Tenth false alarm	\$ 250
Each false alarm in excess of ten	\$ 300
False Fire Alarm Fees (Within a 12 month period):	
First false alarm	\$ 0
Second false alarm	\$ 300
Third false alarm	\$ 350
Fourth false alarm	\$ 400
Each false alarm in excess of four	\$ 400

Fire Equipment Items	
Fire/Rescue Apparatus, each (Includes STD Tools on Vehicle) ** (per day)	\$ 500
Portable Fire Pumps ** (per hour)	\$ 50
Portable Tank (per day)	\$ 50
Fire Hose, each section (all sizes) (per day)	\$ 20
Self-contained Breathing Apparatus (SCBA) ** (per day)	\$ 100
SCBA Spare Cylinder (includes refilling) (per day)	\$ 25
Additional fees will be charged for replacement of consumable items used (i.e. fuel for fires, wood supplies, etc.)	

** Additional fees will be charged for an Operator/Supply Officer of these items at the rate of \$18 per hour.

Fire Training Center Rental Fees	
Classroom, each (per day, includes A/V and restrooms)	\$ 100 150
Copy machine (per copy)	\$ 30 .25
CPR Mannequins, each (per day)	\$ 20
First-aid Training Kit (per day)	\$ 10
Airway Training Kit (per day)	\$ 20
Firefighting Small Classroom Props (per day)	\$ 10
Fire Behavior Carmody Kit (per day)	\$ 20
Hydrant Cutaway Large Prop (per day)	\$ 20
Pump Cutaway Large Prop (per day)	\$ 20
Training ground (per day, includes hydrant usage and field)	\$ 80 100

Fire Training Ground Items	
Smoke house (per hour)	\$ 5030
Smoke Generator Machine ** (per day)	\$ 5020
Tower Building and Burn Room (per hour)	\$ 5030
Burn Room ** (per hour)	\$ 50
Confined Space and Technical Rescue Props (per hour)	\$ 30
Vehicle Extrication Training Grounds (per day – approximately)	\$ 100
Roof Simulator ** (per hour)	\$ 30
Hazmat Props (per hour)	\$ 20
Live Fire Class A Exterior Props ** (per hour)	\$ 20
Live Fire Class B Exterior Props ** (per hour)	\$ 50
Portable Fire Extinguishers 2.5 LB (per day)	\$ 10
Portable Fire Extinguishers 20 LB (per day)	\$ 10
Portable Fire Extinguishers 10 LB (per day)	\$ 15

Miscellaneous	
Notary fee (per act)	\$ 5
Non-Sufficient Funds (NSF) (per item)	\$ 30
Administrative fees on credit card charges of \$5,000 or higher (in person or phone transactions only)	3%

MTA Events Center	
Events Center Rental (ice covered) per day	\$ 2,500
Events Center Rental (dry floor) per hour – up to 8 hours	\$ 150
Events Center Rental (dry floor) per day	\$ 1,500
Prime Ice Hour (September through March) (M-F 5 – 10 pm) (Sat-Sun 6 am – 10 pm) (Per hour)	\$ 200
Non-Prime Ice Hour (M-F 8:00 AM – 5:00 PM) (Per hour)	\$ 155
Paid Gate (Ice) Event Hourly	\$ 220
Curling per hour	\$ 155
Curling Stone Rental Monthly	\$ 100
Public Skate Youth Ages 5-16 (under 5 – Free)	\$ 4
Public Skate Adult Ages 17-59	\$ 5
Public Skate Senior Ages 60+	\$ 4
Public Skate Family Pass (up to 4 people, each additional is \$2)	\$ 15
Public Skate Youth & Senior 10 punch card (Ages 5-16, 60+)	\$ 35
Public Skate Adult 10 punch card (Ages 17-59)	\$ 45
Freestyle all ages	\$ 5
Freestyle 5 punch card	\$ 25
Skate Rental	\$ 3
Skate Rental 10 punch card	\$ 25
Skate Sharpen	\$ 7
Skate Sharpen 10 punch card	\$ 60
Shinny Hockey	\$ 7
Shinny Hockey 10 punch card	\$ 60
Stick Time	\$ 5
Stick Time 10 punch card	\$ 45
Broomball	\$ 5
Birthday Party (up to 15 skaters, \$5 per additional skater)	\$ 75

School/Youth Organization Group Rate (per skater)	\$	3
Homeschool Hockey (per person)	\$	8
Homeschool Hockey 5 Punch Card	\$	40
Gym (daily)	\$	5
Gym (monthly)	\$	25

Neighborhood Park Development Fee Schedule

Dwelling Type:		
Single Family (per dwelling unit)	\$	200
Multi-family (per dwelling unit)	\$	150
Mobile home (per dwelling unit)	\$	150

Palmer Public Library Fees

Overdue items (per day, maximum \$5 per item)	\$.25
Library community room rental (per hour with two hour minimum)	\$	25
Library community room rental (nonprofit – annually, entitles renter one use per month)	\$	100
Copying fee (per page)	\$.25
Replacement library cards	\$	3
Temporary card (4 months)	\$	10
Damaged Books		
TBD = To Be Determined		
Chewed edge corner (per corner)	\$	2
Defaced pages (per page or replacement cost)	\$	2
Torn pages in book that cannot be repaired (replacement cost)	\$	TBD
Torn pages in book that can be repaired (per page)	\$	2
Repeated dog eared pages (per book)	\$	2
Chewed spine (top or bottom)	\$	2
Rebinding (replacement cost of item plus administrative fee)	\$	TBD
Water/fluid damage (replacement cost plus administrative fee)	\$	TBD
Mildew (replacement cost plus administrative fee)	\$	TBD
Missing barcodes and spine labels on any library item (per item)	\$	1
Missing or damaged any library item jacket or case	\$	2
Lost or Damaged book Bag (replacement cost)	\$	TBD
Items returned to wrong book drop	\$	1
Administrative reprocessing fee for lost or damaged books, DVD, audios, E-Readers	\$	5
Damaged Videos/DVDs/CDs:		
Damaged video, DVD, or CD (actual cost of repair plus administrative fee)	\$	TBD
Taping over a library video (replacement cost plus administrative fee)	\$	TBD
Broken or lost case	\$	5
Damaged Audio Tapes:		
Replacement (actual replacement cost)	\$	TBD
Equipment:		
E-Readers (actual replacement cost)	\$	TBD
Equipment loaned out (per day) plus \$100 refundable deposit	\$	5
Damages to equipment (actual repair cost plus administrative fee)	\$	TBD

Permits	
Itinerant Vendor permit	\$ 50
Fence permits	\$ 26
Non-electrical sign permit (base fee plus \$1.50 per sq. ft of sign area)	\$ 25
Electrical sign permit (base fee plus \$3 per sq. ft of sign area)	\$ 50
Loud equipment permit (valid for eight hours)	\$ 25
Noise permit	\$ 25
Water/Sewer Permits:	
Connection fee – water (new construction)	\$ 400
Connection fee – sewer (new construction)	\$ 400
Disconnect/abandonment fee – water (back to main)	\$ 500
Disconnect/abandonment fee – sewer (back to main)	\$ 500
Encroachment Permit (before construction)	\$ 150
Encroachment Permit (after construction)	\$ 250

Public Information Requests	
Copies (per page)	\$.25
Copies of drawings, plans, books, etc. – actual cost	\$
Audio recording (per meeting)	\$ 15
Public Safety audio recordings (per individual incident)	\$ 20
Police Video Recording (per individual incident)	\$ 20
Fire Report Copy	\$ 20
Charge for staff time above five hours for research/copying costs – actual personnel cost	\$

Sales Tax	
Sales Tax Rate (\$1,000 cap per item/service)	3%
Sales Tax – late filing fee	\$ 25
Sales Tax – delinquency tax interest rate – per year	15%
Sales Tax – late payment penalty	
a penalty of 5% of the tax for each month late or fraction thereof after the due date, until total penalty of 25% has been accrued.	\$
Sales Tax – collection upon sale – failure to collect	\$ 150
Sales Tax – lien for tax, interest, and administration costs for penalties violation	\$ 150
Sales Tax – PMC 3.16.260 – violation	\$ 150
Contractor Certification of Exemption (for sales tax/per calendar year)	\$ 250 150
Owner/Builder Exemption (for sales tax/per calendar year)	\$ 30

Special Assessments	
Special Assessment District billing fee	\$ 3
Special Assessment Interest Rate	3%
Special Assessment Penalty Rate	3%

Utilities	
Deposit – water and sewer (new active customers)	\$ 100
Utility late fees (percentage of balance owed)	10%
Service call fee	\$ 25
Connection/Disconnect fee for residential customers	\$ 25
Door tag fee for non-payment of prior months' utility bill	\$ 15
Transfer Tenant Utilities to Landlord for non-payment	\$ 15
Miscellaneous Repair Work hourly labor rate, contact the Department of Public Works for material costs	\$ 50
After Hours/Holiday/Weekend Inspection Fee (hourly)	\$ 125
Online Utility Payments Convenience Fee (transaction limit - \$5,000)	\$ 2.25
Monthly Water Rates:	
0 to 5,000 gallons (plus meter charge plus sales tax)	\$ 19.35 18.80
Over 5,000 gallons (plus meter charge and \$0.376 \$0.387 per 100 gallons plus sales tax)	\$ 19.35 18.80
Monthly Wastewater Rates:	
0 to 5,000 gallons (plus sales tax)	\$ 38.95 35.75
Over 5,000 gallons (plus \$0.715 \$.779 per 100 gallons plus sales tax)	\$ 38.95 35.75
Dump Station Fee (per month)	\$ 180 165
Monthly Meter Charges:	
5/8" meter (plus sales tax)	\$ 14.95 14.50
3/4" meter (plus sales tax)	\$ 21.55 20.90
1" meter (plus sales tax)	\$ 38.10 37.00
1 1/2" meter (plus sales tax)	\$ 86.05 83.55
2" meter (plus sales tax)	\$ 152.55 148.10
3" meter (plus sales tax)	\$ 342.40 332.45
4" meter (plus sales tax)	\$ 610.10 592.35
6" meter (plus sales tax)	\$ 1,372.70 1,332.70
8" meter (plus sales tax)	\$ 2,440.30 2,369.20
Hydrant Meter Connection (3" Bulk) (per month plus \$.01 per gallon) (plus sales tax)	\$ \$291 283
Unmetered Wastewater Service Rates:	
Unmetered wastewater service flat rate, 4 inch service line (plus sales tax)	\$ 45 40.00
Unmetered wastewater service flat rate, 6 inch service line (plus sales tax)	\$ 65 60.00

Summer Sewer Rates:

Residential Rates:

Because summer month water consumption for residential customers increases due to lawn and garden irrigation without a related increase in the use of sewer service, residential customers shall be charged for water actually used for each month of the year, but their sewer service charges for each of the billing cycles to include the months of May, June, July and August shall be set to the flat rate fee equivalent to 0 - 5000 gallons of waste water usage plus sales tax as outlined in the current fee schedule.

Commercial Rates:

Commercial users may install separate water meters to meter water used exclusively for irrigation purposes during the months of May, June, July and August, provided that the commercial customer pays for the purchase and installation of a separate water meter for that purpose, and such installation is approved by the utility. The customer shall pay fees for all water used, but the amount of water used for irrigation through an irrigation system water meter will be deducted from the commercial account's total metered water consumption for the purpose of calculating monthly charges for sewer service.

Treatment Rates:	
0 - 5000 gallons (plus sales tax)	\$ 56.80
Over 5001 gallons (plus \$1.10 per 100 gallons) (plus sales tax)	\$ 56.80
Solid Waste Collection:	
Weekly refuse collection service (per month plus sales tax) 96 gallon can	\$ 28
Weekly refuse collection service (per month plus sales tax) 64 gallon can	\$ 22
Each additional container/bag 30 lb or less (per item)	\$ 5
64 and 96 gallon Residential Container Replacement cost	\$ 100
Oversize/special Item Collection/Disposal Fee	\$ 30
Freon Removal Fee	\$ 25
On-Call Dumpster (Residential Only) Monthly Fee	\$ 50
On-Call Commercial Dumpster (other Dumpster Service Required) – Monthly Fee	\$ 50
Disconnected Utility Container Removal Fee	\$ 10
Container Loss Recovery Fee	\$ 25
Container Delivery/Removal fee	\$ 10
Unscheduled Service Fee (different collection vehicle required)	\$ 40
Prohibited Items in Trash Warranting an unplanned Garbage Truck Cleanout (per Hour)	\$ 60
Three Cubic Yard Container - Residential - each dump (plus sales tax)	\$ 30
Four Cubic Yard Container - Residential - each dump (plus sales tax)	\$ 38
Eight Cubic Yard Container - Residential - each dump (plus sales tax)	\$ 74
Three Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ 120
Three Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ 240
Three Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$ 360
Four Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ 152
Four Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ 304
Four Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$ 456
Eight Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ 296
Eight Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ 592

Eight Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$	888
Locking Dumpster (three or four yard includes delivery and pickup)	\$	175

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey

Date: October 27, 2019

Public Hearing: October 27, 2019

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Resolution No. 21-003

A Resolution of the Palmer City Council Adopting the 2021 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021

WHEREAS, portions of the Palmer Municipal Code refer to fines "established in the current adopted budget"; and

WHEREAS, the Fine Schedule establishes the fines for 2021 and becomes a part of the current, adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby, through the budget process, adopts the attached fine schedule for a period of one (1) year, that being from January 1, 2021, through December 31, 2021.

Approved by the Palmer City Council this 24th day of November, 2020.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



City of Palmer

2021 Fine Schedule

(Adopted by Resolution No. 21-003)

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As provided by the Palmer Municipal Code, the following fine schedule applies to all offenses in the Palmer Municipal Code unless a different penalty is specified. Citations for these offenses may be disposed of as provided in AS 12.25.195-230, without a court appearance, upon payment of the amounts listed plus the state surcharge required by AS 12.55.039 and AS 29.25.074. If a person charged with one of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the amount listed for that offense in this schedule.

Palmer Municipal Code (PMC) Title 1 General Provisions
Chapter 1.08 General Penalty
Section 1.08.011 General Fine Penalties
<p>If no other penalty is specifically or by adoption prescribed by a particular ordinance or in this document, the general penalty for violation of the ordinance is:</p> <ul style="list-style-type: none"> • \$75 for the first offense. • \$150 for the second offense of the same ordinance within 365 days of the first offense. • \$300 for the third offense of the same ordinance within 365 days of the second offense. <p>In accordance with AS 12.25.195 through 12.25.230, for a violation that cannot result in incarceration or the loss of a valuable license, a person may dispose of the citation without a court appearance by submitting to the clerk of court all of the following:</p> <ol style="list-style-type: none"> 1. Payment of the fine amount and the applicable surcharge listed in AS 12.55.039 and AS 29.25.074; and 2. A copy of the citation signed by the person indicating the person’s waiver of court appearance, entry of plea of no contest, and forfeiture of the fine. <p>When the fine is forfeited, a judgment of conviction shall be entered. The fine and applicable surcharge paid is complete satisfaction for the offense.</p>
Section 1.08.013 Other Remedies
<ol style="list-style-type: none"> A. The city may institute a civil action against a person, including a minor as provided in AS 29.25.072, who violates an ordinance. B. A person who violates a provision of this code may be subject to injunctive relief, compensatory relief, and a civil penalty not to exceed \$1,000 for each violation. C. An action to enjoin a violation may be brought notwithstanding the availability of any other remedy. D. On application for injunctive relief and a finding of a violation or threatened violation, the superior court shall grant the injunction. E. Each day that a violation of a provision of this code continues constitutes a separate violation. F. This section does not bar other civil remedies.
Section 1.08.020 Penalty Surcharge
<ol style="list-style-type: none"> A. In addition to any fine or other penalty prescribed by law, a person who pleads guilty or nolo contendere to, forfeits bail for, or is convicted of: <ol style="list-style-type: none"> 1. A violation of this code comparable to a misdemeanor offense under AS 28.33.030, 28.33.031, 28.35.030, or 28.35.032 and adopted under AS 28.01.010 shall be assessed the maximum surcharge pursuant to AS 12.55.039 and 29.25.074; 2. A misdemeanor or other violation of this code if a sentence of incarceration may be imposed for the misdemeanor or ordinance violation, other than a provision identified in subsection

(A)(1) of this section, shall be assessed the maximum surcharge allowable to Alaska Statutes 12.55.039 and 29.5.074; and

3. A misdemeanor or a violation of this code if a sentence of incarceration may not be imposed for the misdemeanor or ordinance violation shall be assessed the maximum surcharge allowable pursuant to Alaska Statutes 12.55.039 and 29.25.074 if the fine or bail forfeiture amount for the offense is \$30.00 or more.

B. The surcharge shall be deposited into the general fund of the state in accordance with AS 29.25.072.

Palmer Municipal Code (PMC) Chapter 1.10 City Seal

Chapter 1.10 City Seal			
Section Title:	Section Citation:	Fine:	Fine Citation:
Use of Seal without Permission Prohibited	1.10.020	\$ 300	1.10.020 B

Palmer Municipal Code (PMC) Title 5 Business Licenses

Chapter 5.13 Door-to-Door Solicitors			
Section Title:	Section Citation:	Fine:	Fine Citation:
License Fee and Failure to Apply	5.13.040	Applicable to all of PMC Chapter 5.13:	5.13.040
Carrying of License Required	5.13.100		5.13.100
Prohibitions	5.13.110		5.13.110
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 6 Animals

Chapter 6.08 Animal Regulations			
Section Title:	Section Citation:	Fine:	Fine Citation:
Cruelty to Animals	6.08.010	Applicable to all of PMC Chapter 6.08:	6.28.010
Animal Restrictions	6.08.020		6.28.010
Depositing Poison	6.08.030		6.28.010
Diseased Animals	6.08.040	First offense: \$ 75	6.28.010
Animal Noise	6.08.050	Second offense: \$ 150	6.28.010
Animal Odor	6.08.060	Third offense: \$ 300	6.28.010
Animals at Large	6.08.065		6.28.010
Animal Annoyance	6.08.067		6.28.010
Unattended Secure Animal	6.08.070		6.28.010
Disposal of Dead Animal	6.08.080		6.28.010
Confinement Requirements	6.08.090		6.28.010
Carrying Dogs Outside of Vehicle	6.08.100		6.28.010

Chapter 6.12 Licensing			
Section Title:	Section Citation:	Fine:	Fine Citation:
Registration – Dogs and cats	6.12.005	Applicable to all of PMC Chapter 6.12:	6.28.010
Application	6.12.010		6.28.010
Immunization	6.12.012		6.28.010
License Transfer	6.12.018	First offense: \$ 25	6.28.010
Fees	6.12.020	Second offense: \$ 50	6.28.010
Tag and Collar	6.12.030	Third offense: \$ 75	6.28.010

Chapter 6.14 Domestic Animal Bite and Attack Incidents			
Section Title:	Section Citation:	Fine:	Fine Citation:
Owner Compliance	6.14.060	First offense: \$ 100	6.28.010
		Second offense: \$ 200	
		Third offense: \$ 300	

Chapter 6.24 Hindering officers prohibited			
Section Title:	Section Citation:	Fine:	Fine Citation:
Hindering Officer Prohibited	6.24.010	First offense: \$ 75	6.28.010
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 8 Health & Safety

Chapter 8.09 Prohibiting the Distribution of Single-Use Disposable Plastic Shopping Bags			
Section Title:	Section Citation:	Fine:	Fine Citation:
Single-Use Disposable Plastic Shopping Bags Prohibited	8.09.030	First Offense: Warning Second Offense: \$ 100 Third Offense: \$ 300	8.09.050

Chapter 8.10 Prohibiting Smoking in Places of Employment and Public Places			
Section Title:	Section Citation:	Fine:	Fine Citation:
Smoking Prohibited	8.10.020	Applicable to all of PMC Chapter 8.10:	8.10.070
Reasonable Distance	8.10.030		8.10.070
Areas Where Smoking Not Prohibited	8.10.040		8.10.070
Sign Posting and Other Requirements	8.10.050	First offense: \$ 100 Plus required surcharges	8.10.070
No Retaliation nor Waiver of Rights	8.10.060	Second offense: \$ 150 Plus required surcharges, for a second violation with 24 month period	8.10.070
Violations and Penalties	8.10.070	Third offense: \$ 300 Plus required surcharges, for a third or additional violation within a 24 month period Civil penalties may not exceed \$300 per violation	8.10.070

Enforcement	8.10.080		8.10.070
Other Applicable Laws	8.10.090		8.10.070
Chapter 8.11 Marijuana Use and Prohibitions			
Section Title:	Section Citation:	Fine:	Fine Citation:
Consuming in a public place	8.11.030	\$ 100	8.11.030
Marijuana oil, flammable extraction	8.11.050	\$ 100	8.11.050

Chapter 8.12 Fluoridation			
Section Title:	Section Citation:	Fine:	Fine Citation:
Public Water System	8.12.010	First offense: \$ 100 300 75	1.08.011
		Second offense: \$ 150	
		Third offense: \$ 300	

Chapter 8.16 Sewage Disposal			
Section Title:	Section Citation:	Fine:	Fine Citation:
Waste Disposal Systems Required	8.16.010	First offense: \$ 100 300	1.08.011
		Second offense: \$ 200	
		Third offense: \$ 300	

Chapter 8.20 Garbage Collection and Disposal			
Section Title:	Section Citation:	Fine:	Fine Citation:
Garbage Disposal System Use Required	8.20.010	Applicable to all of PMC Chapter 8.20:	8.20.130
Adequate Receptacles Required, Time Limit	8.20.050		8.20.130
Depositing Restrictions	8.20.060	First offense: \$ 75	8.20.130
Unauthorized Dumpster and Container Usage	8.20.070	Second offense: \$ 150 Third offense: \$ 300	8.20.130
Clean Premises Required	8.20.080		8.20.130
Unauthorized Dumping Prohibited	8.20.090		8.20.130
Occupant Duties – Containers	8.20.100		8.20.130
Vehicles	8.20.110		8.20.130
Refuse Accumulation Prohibited	8.20.120		8.20.130

Chapter 8.36 Nuisances			
Section Title:	Section Citation:	Fine:	Fine Citation:
Designated – Prohibited	8.36.010	Applicable to all of PMC Chapter 8.36:	8.36.130
Specific Acts Designated	8.36.020		8.36.130
Acts Requiring Permit	8.36.025	First offense: \$ 100 150 75	8.36.130
Snow and Ice Removal	8.36.050	Second offense: \$ 100 300 150	8.36.130
Dumping Debris/Blocking Ditch	8.36.060	Third offense: \$ 300	8.36.130
Pump Locations	8.36.080		8.36.130

Chapter 8.37 Junk Vehicles			
Section Title:	Section Citation:	Fine:	Fine Citation:
Junk Vehicles Unlawful	8.37.020	First offense: \$ 75	8.37.090
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 8.38 Nuisance – Junk, Litter and Unsightly Premises			
Section Title:	Section Citation:	Fine:	Fine Citation:
Final Notice to Abate Violation	8.38.060		1.08.011 or 1.08.013
Remedies	8.38.075		1.08.011 or 1.08.013
Chapter 8.42 Fireworks			
Section Title:	Section Citation:	Fine:	Fine Citation:
Sales Prohibited	8.42.020	Applicable to all of PMC Chapter 8.42:	8.42.070
Authorized Uses	8.42.040		8.42.070
Permit Required	8.42.050		8.42.070
Permissible Uses	8.42.060	First offense: \$ 75	8.40.040
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 9 Public Peace, Morals & Welfare			
Chapter 9.02 Tampering with Public Notices			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.02.010	First offense: \$ 75	9.02.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.04 Impersonating an Officer			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.04.010	First offense: \$ 100	9.04.020
		Second offense: \$ 200	
		Third offense: \$ 300	
Chapter 9.06 Interference with Public Justice			
Section Title:	Section Citation:	Fine:	Fine Citation:
Interfering with Officer Prohibited	9.06.010	First offense: \$ 75	9.06.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.12 Assault and Battery			
Section Title:	Section Citation:	Fine:	Fine Citation:

Prohibited When – Definitions	9.12.010	First offense: \$ 75	9.12.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.20 Alcoholic Beverages			
Section Title:	Section Citation:	Fine:	Fine Citation:
Licensed Premises Closing Hours	9.20.010	Applicable to all of PMC Chapter 9.20:	9.20.050
Prohibited Acts Designated	9.20.020		9.20.050
Personal Liability	9.20.030		9.20.050
Election Day Sales Permitted	9.20.040	First offense: \$ 75	9.20.050
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.22 Gambling			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.22.010	First offense: \$ 75	9.22.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.24 Indecent Exposure			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.22.010	First offense: \$ 75	9.22.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.28 Obscenity			
Section Title:	Section Citation:	Fine:	Fine Citation:
Obscene Language Prohibited	9.28.010	Applicable to all of PMC Chapter 9.28:	9.28.050
Selling Obscene Materials Prohibited	9.28.020		9.28.050
Obscene Exhibitions Prohibited	9.28.030		9.28.050
Obscene Public Writing and Drawing Prohibited	9.28.040	First offense: \$ 75	9.28.050
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.30 Prostitution			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited – Procuring Prohibited	9.30.020	Applicable to all of PMC Chapter 9.30:	9.30.090
House of Ill Fame	9.30.030		9.30.090
Aiding in Prostitution Prohibited	9.30.040		9.30.090
Receiving Money from Prostitute Prohibited	9.30.50	First offense: \$ 75	9.30.090
		Second offense: \$ 150	
Remaining in House of Prostitution Prohibited	9.30.060	Third offense: \$ 300	9.30.090
Loitering for Prostitution Purposes Prohibited	9.30.070		9.30.090
Reputation Testimony Permitted	9.30.080		9.30.090

Chapter 9.38 Disturbing Public Assemblies			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited Acts Designated	9.38.010	First offense: \$ 75	9.38.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.39 Excessive Police Responses			
Section Title:	Section Citation:	Fine:	Fine Citation:
Excessive Police Responses	9.39.010	First offense: \$ 75	9.39.040
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.40 Trespass – Posting of Property			
Section Title:	Section Citation:	Fine:	Fine Citation:
Trespass – Posting of Property	9.40.010	First offense: \$ 75	9.40.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.48 Petit Larceny			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.48.010	First offense: \$ 75	9.48.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.50 Injury to Property			
Section Title:	Section Citation:	Fine:	Fine Citation:
Defacing Property– Injuring Animals	9.50.010	Applicable to all of PMC Chapter 9.50:	9.50.040
Injuring Plants or Fences	9.50.020		9.50.040
Injuring Monuments and Markers	9.50.030		9.50.40
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.56 Interference with Utilities			
Section Title:	Section Citation:	Fine:	Fine Citation:
Pollution of Drinking Water	9.56.010	Applicable to all of PMC Chapter 9.56:	9.56.030
Damage to Water or Utility System	9.56.020		9.56.030
		First offense: \$ 75 300	
		Second offense: \$ 150 500	
		Third offense: \$ 300 750	

Chapter 9.58 Sale of Poison			
Section Title:	Section Citation:	Fine:	Fine Citation:
Selling Poison Without Label	9.58.10	First offense: \$ 75	9.58.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.60 Sale of Unwholesome Food			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.60.010	First offense: \$ 75	9.60.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.67 Curfew Hour for Minors			
Section Title:	Section Citation:	Fine:	Fine Citation:
Curfew Violations	9.67.020	Applicable to all of PMC Chapter 9.56:	9.67.050
Exceptions	9.67.030		9.67.050
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.74 Discharge of Firearms			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When – Exceptions	9.74.010	First offense: \$ 75	9.74.020
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 10 Vehicles & Traffic *			
Chapter 10.04 Traffic Code			
Section Title:	Section Citation:	Fine:	Fine Citation:
Parking Prohibitions During Snow Accumulation and/or Drifting Snow Conditions	10.04.050	Applicable to all of PMC Chapter 10.04	10.04.050
Towing	10.04.055		10.04.055
No-Parking Areas – Identification	10.04.060 (B)	First offense: \$ 75	10.04.060
Parking Prohibited for Longer than 24 Hours	10.04.080	Second offense: \$ 150	10.04.080
		Third offense: \$ 300	
Prohibiting Parking that Obstructs Traffic	10.04.090		10.04.090
Prohibiting Parking in Construction Zones	10.04.100		10.04.100

Chapter 10.08 Regulation of Off-Highway Vehicles			
Section Title:	Section Citation:	Fine:	Fine Citation:
Operation Requirements	10.08.020	Applicable to all of PMC Chapter 10.08:	10.08.100
Equipment	10.08.030		10.08.100
Speed and Time Restrictions	10.08.040		10.08.100
Driver's License Required	10.08.050	First offense: \$ 75	10.08.100
Towing	10.08.060	Second offense: \$ 150	10.08.100
Parent, Guardian or Other Person Responsible	10.08.070	Third offense: \$ 300	10.08.100

*

1. The fine amounts are doubled for motor vehicle or traffic offenses committed in a highway work zone or traffic safety corridor, as those terms are defined in AS 28.90.990 and 13 AAC 40.010 (b).
2. An offense may not be disposed of, without court appearance, if the offense is in connection with a motor vehicle accident that results in the death of a person.

Palmer Municipal Code (PMC) Title 12 Streets, Sidewalks & Public Places			
Chapter 12.16 Skateboards, Rollerblades and Similar Devices			
Section Title:	Section Citation:	Fine:	Fine Citation:
Skateboards, Prohibition and Regulation	12.16.010	First offense: \$ 75	12.16.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 12.24 Park and Recreational Facility Regulations			
Section Title:	Section Citation:	Fine:	Fine Citation:
General Rules	12.24.025	First offense: \$ 75	12.24.050
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 14 Signs			
Chapter 14.08 Sign Regulations			
Section 14.08.0240 Remedies and Civil Penalties (applicable to entire chapter):			
The city or an aggrieved person may institute a civil action against a person who violates a provision of this title or a term, condition or limitation imposed pursuant to this title. In addition to other relief, a civil penalty not to exceed \$300.00 may be imposed for each violation. Each day that a violation or an unlawful act or condition continues constitutes a separate violation. An action to enjoin a violation may be brought notwithstanding the availability of any other remedy. Upon application for injunctive relief and a finding of a violation or threatened violation, the superior court shall grant the injunction.			

Palmer Municipal Code (PMC) Title 15 Buildings and Construction			
Chapters 15.00 through 15.70			
All chapters within Title 15 are subject to the following fines:		First offense: \$ 75	15.60.020
		Second offense: \$ 150	10.08.100
		Third offense: \$ 300	10.08.100

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey

Date: October 27, 2020

Public Hearing: October 27, 2020

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Resolution No. 21-004

A Resolution of the Palmer City Council Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021

WHEREAS, Palmer Municipal Code 3.28 defines a "Five-year capital improvement program as an annual update and long-range need projection of the city included as part pf the annual budget".

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby, through the budget process, adopts the attached five-year capital improvement program for a period of one (1) year, being from January 1, 2021, through December 31, 2021.

Approved by the Palmer City Council this 24th day of November, 2020.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2020 total	2020 Remaining	2021 Addition	2021 Total	2022 Addition	2023 Addition	2024 Addition	2025 Addition
			Prior Years Ongoing									
N	MTA Equipment Arena	COP	Annually		\$ 36,154	\$ 36,154		\$ 36,154	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
N	Water Reservoir Repair	COP-W/S	2017	\$ 40,000	\$ 108,265	\$ 85,765	\$ 75,000	\$ 160,765				
N	ADA Sidewalks	COP/Grant	2017	\$ 250,000	\$ 70,812	\$ 70,030	-	\$ 70,030	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
N	Police Radios	COP	2017	\$ 625,000	\$ 103,000	\$ 46,773	\$ 67,433	\$ 114,206	Complete			
N	Street Maintenance	COP	As needed	\$ 500,000	\$ 548,778	\$ 623,778	-	\$ 623,778	\$ 200,000	\$ 200,000	\$ 100,000	\$ 100,000
N	Public Video	COP	2018	\$ 75,000	\$ 39,617	\$ 30,498	-	\$ 30,498				
N	W/S Lift station and well pumps	COP-W/S	Annually	\$ 100,000	\$ 110,041	\$ 48,647	\$ 50,000	\$ 98,647	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
N	Water/Sewer Truck	COP-W/S	2018	\$ 55,000	\$ 50,000	\$ 10,655	-	\$ 10,655			\$ 60,000	\$ 60,000
N	Police Vehicle Annual Replacement	COP	Annually	\$ 45,000	\$ 86,333	\$ 30,108	\$ 50,000	\$ 80,108	\$ 50,000	\$ 50,000	\$ 55,000	\$ 55,000
N	Park Improvements	COP	As needed		\$ 100,204	\$ 99,104	-	\$ 99,104				
N	Public Building Maintenance	COP	As needed	\$ 500,000	\$ 88,965	\$ 88,965	-	\$ 88,965	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
N	Airport Safety - Avigation Easement Phase I	COP	2019	\$ 450,000	\$ 16,600	\$ 16,600	-	\$ 16,600				
N	Golf Course-Golf Carts	COP	Annually	\$ 40,000	\$ 40,000	\$ -	\$ 10,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
N	Golf Course Infrastructure	COP	Annually	\$ 20,000	\$ 40,000	\$ 3,000	\$ 15,000	\$ 18,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
N	Depot updates-piping	COP	2019	\$ 15,000	\$ 10,000	\$ 3,262	-	\$ 3,262				
N	Roads-Sander truck with plow blade	COP	2020	\$ 175,000	\$ 175,264	\$ 72,357	-	\$ 72,357				
N	Traffic Safety Planning	COP	2020		\$ 135,000	\$ 116,843	-	\$ 116,843				
N	Annexation Planning	COP	2020									

Prior Year Funded (Carry over) \$1,382,539
 2021 Recommended additional funding \$137,901

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2020 total	2020 Remaining	2021 Addition	2021 Total	2022 Addition	2023 Addition	2024 Addition	2025 Addition
			2021									
N	Roads-Dump truck with plow blade	COP	2021	\$ 275,000			\$ 275,000	275,000				
N	Airport Safety - Avigation Easement Phase II	FAA/COP	2021	\$ 239,000			\$ 15,000	\$ 15,000				
N	(Place holder) Taxiway November Design & Build Project	FAA/COP	2021	\$ 6,500,000			\$ 406,250	\$ 406,250				
			2022									
N	Acquire Avigation Easement Mitigation	FAA/COP	2022	\$ 1,680,000					\$ 105,000			
N	Fire Engine	Grant	2022	\$ 700,000					\$ 150,000			
N	PW-Street Sweeper	COP	2022	\$ 275,000					\$ 275,000			
N	W/S Vac Truck	COP-W/S	2022	\$ 300,000					\$ 300,000			
N	Steam Truck Replacement	COP-W/S	2022	\$ 300,000					\$ 280,000			
N	Depot Updates- Windows	COP	2022	\$ 60,000					\$ 60,000			
			2023									
N	Stormwater Design	COP	2023	\$ 500,000						\$ 500,000		
N	Golf Course- Maintenance Shed	COP	2023	\$ 100,000						\$ 100,000		
N	Update Fire classroom building	COP	2023	\$ 150,000						\$ 150,000		
N	Fire Support vehicle (replacement/equip) with lift gate	COP	2023	\$ 80,000						\$ 80,000		
N	Construct Airport Outlets	COP	2023	\$ 50,000						\$ 50,000		
			2025									
N	Public Safety Bldg Updates	Grant	2025	\$ 400,000								\$ 260,000
N	Palmer Stormwater Improvements	Loan/Grant	2025	\$ 5,000,000								\$ 500,000
N	City Hall Updates	COP	2025	\$ 150,000								\$ 150,000
N	Airport: Construct Sand Storage Building	FAA/COP	2025	\$ 825,000								\$ 50,000

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2020 total	2020 Remaining	2021 Addition	2021 Total	2022 Addition	2023 Addition	2024 Addition	2025 Addition
			Unassigned									
N	Emergency Generator City Hall	Grant	Undetermined	\$ 400,000								
N	Generator for Fire St36 (training center)	COP	Undetermined	\$ 50,000								
N	New Fire engine and equipment	COP	Undetermined	\$ 700,000								
N	Fire Brush truck replacement/equip	COP	Undetermined	\$ 160,000								
N	Snow Dump Lots	COP	Undetermined	\$ 100,000								
N	Roof over Fire conexes	COP	Undetermined	\$ 55,000								
N	Extend S. Industrial to Inner Springer	COP	Undetermined	\$ 400,000								
N	Design new Library buidng	COP	Undetermined	\$ 100,000								
N	Public Library Extension Ph II	Bond	Undetermined	\$ 5,000,000								
N	New Fire station	Bond	Undetermined	\$ 9,000,000								
N	Design Museum phase 2	COP	Undetermined	\$ 250,000								
Y	Downtown Road Improvements- Cobb Street		Undetermined	\$ 1,100,000								
Y	Historic Palmer Water Tower Purchase		Undetermined	\$ 100,000								
Y	Restore Railroad Tracks to Downtown Palmer		Undetermined	\$ 3,000,000								
Y	Park Project Walk to the Fair		Undetermined	\$ 300,000								
N	Babb Aboretum Restoration		Undetermined	\$ 75,000								
N	Sherrod Area Gravel to Road resurfacing		Undetermined	\$ 1,000,000								
Totals				\$ 41,986,359	\$ 2,271,088	\$ 1,382,539	\$ 557,433	\$ 1,939,972	\$ 1,655,000	\$ 1,365,000	\$ 450,000	\$ 1,410,000

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2020 total	2020 Remaining	2021 Addition	2021 Total	2022 Addition	2023 Addition	2024 Addition	2025 Addition
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2021 Funding Breakdown		\$ 557,433	additional
General Fund	\$ 432,433	\$294,532 from annual contribution	\$137,901 from General Fund unassigned balance
W/S	\$ 125,000	from enterprise funds	

2022 Funding Breakdown		\$ 1,655,000	additional
General Fund	\$ 1,000,000	\$290,000 from annual contribution	\$710,000 from General Fund unassigned balance
W/S	\$ 655,000	from enterprise funds	

2023 Funding Breakdown		\$ 1,365,000	additional
General Fund	\$ 1,290,000	\$244,000 from annual contribution	\$1,046,000 from General Fund unassigned balance
W/S	\$ 75,000	from enterprise funds	

2024 Funding Breakdown		\$ 450,000	additional
General Fund	\$ 315,000	\$244,000 from annual contribution	\$71,000 from General Fund unassigned balance
W/S	\$ 135,000	from enterprise funds	

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey
Date: October 27, 2020
Public Hearing: October 27, 2020
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 21-005

A Resolution of the Palmer City Council Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021, and Appropriating Monies

WHEREAS, as required in Chapter VI of the City of Palmer Municipal Charter, a public hearing regarding the City of Palmer Fiscal Year 2021 Budget was held on Tuesday, October 27, 2020, and continued on Tuesday, November 24, 2020; and

WHEREAS, the Palmer City Council has reviewed the budget presented by the City Manager for the 2021 fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council:

Section 1. That the budget presented to the Council by the City Manager for the fiscal year 2021 has been reviewed by the City Council.

Section 2. That money shall be appropriated from all City funds as follows:

	Revenues
General Fund (01)	\$ 11,643,157
Enterprise Funds	
Water/Sewer (02)	\$ 3,231,250
Airport (03)	\$ 403,783
Solid Waste (05)	\$ 786,500
Golf Course (15)	\$ 597,500
Capital	
General CIP Projects (08)	\$ -
General CIP Equipment (09)	\$ -
Road Fund (10)	\$ -
Water & Sewer Projects (24)	\$ 125,000
Airport CIP Projects (30)	\$ -
Special Revenue Funds	
Police Grants (52)	\$ 119,537
Narcotics Grant (53)	\$ 146,000
Total Revenues	\$ 17,052,727

	Expenditures
General Fund (01)	\$ 11,612,724
Enterprise Funds	
Water/Sewer (02)	\$ 2,719,452
Airport (03)	\$ 403,783
Solid Waste (05)	\$ 791,728
Golf Course (15)	\$ 572,570
Capital Improvements	
General CIP Projects (08)	\$ -
General CIP Equipment (09)	\$ -
Road Fund (10)	\$ -
Water & Sewer Projects (24)	\$ 125,000
Airport CIP Projects (30)	\$ -
Special Revenue Funds	
Police Grants (52)	\$ 119,537
Narcotics Grant (53)	\$ 145,677
Total Expenditures/Expenses	\$ 16,490,471

Section 3. That the rate of the tax levy for the City of Palmer, Alaska for the fiscal year 2021 shall be fixed at 3.00 mills upon each dollar of assessed taxable real and personal property. The revenue from this tax levy is to be used for city purposes.

Section 4. That the 2021 budget is hereby approved for all funds in the amounts and for the purposes as stated above. The supporting line item budget detail as presented by the administration and reviewed by council is incorporated as part of this budget resolution.

Section 5. That the City of Palmer Fiscal Year 2021 operating budget is adopted for a period of one (1) year, that being from January 1, 2021, through December 31, 2021.

Approved by the Palmer City Council this 24th day of November, 2020.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

CITY OF PALMER REVENUES

FUND TITLE	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	2021 PROPOSED BUDGET
GENERAL FUND					
Arena Fees	257,054	255,045	240,008	260,950	222,500
Taxes	8,334,427	8,629,521	9,043,723	9,061,500	9,174,000
Permits/License	156,811	251,248	328,648	197,300	197,300
Grants/Federal Funding	646,123	609,359	579,355	552,784	505,545
Fees & Services	1,680,835	1,210,738	1,243,478	1,263,772	1,293,267
Fines & Forfeitures	80,874	115,021	107,110	95,000	95,000
Other Revenues	689,164	391,368	531,964	220,348	155,545
GENERAL FUND TOTAL	11,845,288	11,462,299	12,074,286	11,651,654	11,643,157
ENTERPRISE FUND					
Water/Sewer					
Fees & Services	2,623,616	2,758,259	3,305,472	3,052,900	3,191,750
Other Revenues	217,851	83,637	82,919	39,500	39,500
TOTAL	2,841,467	2,841,896	3,388,391	3,092,400	3,231,250
Airport					
Fees & Srvs/Taxes/Grants	207,395	235,541	260,703	283,297	317,569
Other Revenues	165,651	2,509	14,795	162,376	86,214
TOTAL	373,046	238,050	275,498	445,673	403,783
Land					
Other Revenues	64,600	0	0	0	0
TOTAL	64,600	0	0	0	0
Solid Waste					
Fees & Services	702,057	724,469	805,529	754,500	780,500
Other Revenues	80,333	9,208	13,266	6,000	6,000
TOTAL	782,390	733,677	818,795	760,500	786,500
Golf Course					
Fees & Services	500,768	550,440	588,990	546,000	597,500
Sales & Rentals	219,343	239,744	249	0	0
Other Revenues	20,813	21,496	57,060	40,000	0
TOTAL	740,924	811,679	646,299	586,000	597,500
ENTERPRISE FUND TOTAL	4,802,427	4,625,302	5,128,983	4,884,573	5,019,033
CAPITAL PROJECT FUND					
General	303,579	581,124	558,096	81,700	0
Equipment	1,022,576	514,710	919,734	275,000	0
Roads	50,000	368,261	175,000	135,000	0
Water/Sewer	3,971,138	3,812,555	160,252	272,202	125,000
Airport	7,260,975	863,688	1,171,496	754,515	0
CAPITAL PROJECT FUND TOTAL	12,608,268	6,140,338	2,984,578	1,518,417	125,000
SPECIAL REVENUE FUND					
Drug Seizure	4,542	6,982	0	0	0
Police Grants	11,775	58,285	134,323	156,200	119,537
Narcotics Grants Fund	0	146,670	154,920	130,000	146,000
Neighborhood Park Fund	2,100	10,102	10,200	0	0
SPECIAL REVENUE FUND TOTAL	18,417	222,039	299,443	286,200	265,537
FUND TOTALS	29,274,400	22,449,978	20,487,290	18,340,844	17,052,727

CITY OF PALMER EXPENDITURES/EXPENSES

FUND TITLE	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	2021 PROPOSED BUDGET
GENERAL FUND					
Manager	641,739	604,428	625,508	679,306	674,099
Finance	986,913	1,017,590	1,168,196	946,701	957,903
Community Development	595,023	521,739	603,032	808,854	694,974
City Hall	75,783	76,963	72,637	74,201	78,570
Tourist Center	183,168	187,351	186,163	189,870	191,230
Depot	35,891	26,790	35,600	43,705	43,000
Library & Other Grants	657,878	625,092	675,803	753,821	741,358
Non-Departmental	952,400	1,202,941	1,209,613	671,386	160,714
MTA Events Center	618,202	544,143	525,391	592,676	582,768
Parks & Recreation	7,863	5,808	5,074	9,100	9,100
Clerk Council/Elections	393,302	414,121	460,139	491,582	494,693
Public Safety	4,450,254	4,343,690	4,622,018	4,728,607	4,804,235
Public Works	1,850,532	1,880,150	2,038,046	2,081,384	2,180,080
TOTAL GENERAL FUND	11,448,948	11,450,805	12,227,219	12,071,193	11,612,724
ENTERPRISE FUND					
Water/Sewer	5,793,825	4,425,708	4,238,985	2,742,751	2,719,452
Airport	1,064,051	900,830	902,897	435,019	403,783
Land	0	15,000	0	0	0
Solid Waste	682,840	772,866	799,926	795,669	791,728
Golf Course	860,977	908,499	600,784	585,559	572,570
TOTAL ENTERPRISE FUND	8,401,693	7,022,903	6,542,592	4,558,998	4,487,533
CAPITAL PROJECTS FUND					
General Capital Projects	550,548	478,290	595,527	356,502	0
Equipment	852,673	583,676	888,922	464,641	0
Roads	0	51,222	0	758,778	0
Water/Sewer Capital Projects	7,004,869	5,534,348	189,769	310,543	125,000
Airport Capital Projects	7,169,954	972,660	1,172,728	788,331	0
TOTAL CAPITAL PROJECTS FUND	15,578,044	7,620,196	2,846,946	2,678,795	125,000
SPECIAL REVENUE FUND					
Drug Seizure	25,037	35,670	26,608	0	0
Police Grants	11,775	58,285	134,323	154,871	119,537
Narcotics Grant Fund	0	121,149	175,963	142,325	145,677
Neighborhood Park Fund	0	0	0	0	0
TOTAL SPECIAL REVENUE FUND	36,812	215,104	336,894	297,196	265,214
TOTAL EXPENDITURES/EXPENSES	35,465,497	26,309,008	21,953,651	19,606,182	16,490,471

Account Category Descriptions

Account Category Descriptions		
Account Code	Account Category	Description
6011	Regular Empolyees	Salaries of Full time employees
6012	Fringe Benefits	Benefits of all employees
6013	PT Salaries	Salaries of part time employees including seasonal and on-call
6014	Standby Pay (PW, WS)	Pay for stand-by (weekend/afterhours)
6015	Regular-Overtime	Overtime of full time employees
6016	PT-Overtime	Overtime for part time employees
6019	Leave Accrual	Leave cash out
6021	Audit	Audit service fee-department portion
6022	Advertising	Boards, Open Houses, monthly ads (print and radio)
6023	Subscriptions & Dues	Professional and trade subscription and dues
6024	Travel	Travel including air, rail, auto, hotel, and per diem costs
6024	Travel/Education Council	Travel including air, rail, auto, hotel, and per diem costs
6026	Training	Training fees, conference fees and training materials
6026	Training/Travel Clerk	Training fees, conference fees and training materials
6027	Legal Fees	Fees paid to the attorney and other fees related to legal matters
6028	Engineering	Specialized services
6029	Services	Services to the city that are not recurring or long term contract
6030	Contractual Services	Services to the city that are contracted
6031	Telephone	Telephone services that include internet, telephone and cell service
6032	Power	Electricity (MEA)
6033	Heat	Building heating (ENSTAR)
6034	Water/Sewer/Garbage	Utilities paid by city departments
6035	Fuel	Vehicle fuel
6036	Rental and Lease	Fees for equipment usage
6037	Insurance	Department share of insurance not including vehicle
6038	Vehicle Insurance	Vehicle insurance
6040	Supplies	Supplies other than office or vehicle
6040	Supplies/Vending (MTA)	Items for vending machings-MTA EC only
6040	Credit Card Fees (Com Dev)	Fees paid for credit card services
6040	Supplies/Books/Subscripti	Professional and trade subscription, books, and dues
6041	Office Supplies	Supplies for day to day operations (paper, pens, etc)
6042	Vehicle Supplies	Supplies other than maintenance
6043	Uniform Allowance	Clothing and personal use items for specific duty
6044	Operating Supplies	Supplies specific to a function/operation
6045	Repair & Maintenance	Building and equipment repair
6046	Small Tools & Equipment	Hand tools and small equipment
6048	Janitorial Supplies	Cleaning supplies
6049	Chemicals & Dust Control	Road treatment-summer
6049	Chemicals (Water)	Water treatment
6052	Buildings (Airport Only)	Airport building support (Airport owned)
6053	Equipment	Equipment other than office or hand tools
6054	Office Equipment	Equipment for the office-desk, chairs, computer accessories)

Account Category Descriptions

Account Category Descriptions		
Account Code	Account Category	Description
6055	Fire Rescue Equipment	Rescue specific equipment
6057	Printing	Off site printing costs-binding, enlarged copy, laminated copies
6058	Postage	USPS and other Mailing/Shipping fees
6059	Board Stipends	Payment to board members
6064	Alaska RR Permits	Permit fees paid to the AKRR
6065	Road Paint (PW)	Striping and markings (crosswalks, bike lanes, side marking)
6065	Wellness Fund (CM)	Biometric testing and incentives
6066	Road Salt And Sand	Road treatment
6067	Safety Equipment	Personal safety equipment
6068	Community Council Grants	Grants provided by the council to community events/activities
6068	PW Crack Sealing	Asphalt maintenance activity
6069	Discretionary Funds	City Manager only for what ever may come up during the year
6071	Community Planning	Items required for community planning (open houses)
6072	Unemployment Taxes	Consolidated in HR all employees
6073	Council Meetings Broadcast	Radio and Internet broadcast services (council meetings only)
6075	Christmas Decoration (PW)	City provided decorations for public buildings and street poles
6075	Employee Recognition (CM)	Limited items to include cake for retirements and special occasions
6076	Depreciation	Enterprise Funds only
6077	Payment In Lieu Of Taxes	Enterprise funds only
6078	Transfers Out	Transfer out of funds to another fund
6082	General Admin Expense	Enterprise funds only for services provided by General Fund activities
6090	Blackboard Connect	Blackboard Communications contract
6095	Genl Fund IT Hard/Software	IT Hardware and Software
6096	Computer Services	IT contract and consulting
6098	Lobbying Services	Lobbying State, Fed and other political bodies or initiatives that support the city
6099	Election Expenses	Election specific supplies and items
6100	SART Donation (PD)	Sexual Assault Response Team donation for services
6101	Codification Consulting Svcs	Providing Code maintenance services
6102	Records Management	Providing for records management
6103	Marketing	Promoting the city in various formats (Miners, Chamber, etc)
6104	Learn to Skate	MSB ice skate program
6110	Sister City Program	Exchange program with Saroma Japan
6112	Rowland Memorial Fund Expense	Memorial Fund
6200	Golf Course - CIP	Golf Course item only
6590	Beer Expenses	Golf Course item only

**CITY OF PALMER
2021 PROPOSED BUDGET
CONSOLIDATED FULL TIME SALARIES**

Account Number	Department	2017	2018	2019	2020	2021
		Actual	Actual	Actual	Adopted Budget	Proposed Budget
01-01-05-6011	City Manager	260,167	260,321	254,552	242,310	264,880
01-01-10-6011	Finance	373,905	395,385	410,015	416,658	412,360
01-01-12-6011	Community Development	269,781	260,709	293,643	299,697	291,916
01-02-10-6011	Mayor/Council/Clerk	84,501	88,037	92,106	94,893	98,080
01-12-10-6011	Police Admin.	1,009,407	1,033,875	1,064,086	1,072,101	1,084,454
01-12-70-6011	Dispatch	506,752	445,124	459,188	465,321	441,734
01-13-10-6011	Fire Admin.	181,192	183,372	174,075	190,143	200,375
01-17-10-6011	Public Works Admin.	373,789	375,374	354,860	351,688	358,061
01-17-40-6011	Public Works Roads	132,770	130,345	184,181	200,128	208,599
01-17-80-6011	Public Works Vehicle Maint.	66,504	67,311	68,925	124,668	125,073
01-17-90-6011	Public Works Parks & Rec.	14,883	0	0	25,000	25,669
01-19-10-6011	Library	205,270	204,813	224,384	221,408	228,540
01-19-40-6011	MTA Events Center	100,846	80,787	75,158	74,610	74,610
Total General Fund		3,579,767	3,525,453	3,655,173	3,778,625	3,814,351
02-01-10-6011	Water	129,319	141,214	152,883	182,148	189,318
02-01-50-6011	Sewer	137,684	139,839	131,174	179,364	182,568
Total Water / Sewer Fund		267,003	281,053	284,057	361,512	371,886
03-01-10-6011	Airport	69,986	75,672	78,545	79,539	80,116
05-01-10-6011	Solid Waste Admin.	55,172	55,857	59,129	58,178	59,148
Total COP Full Time Salaries Budget		3,971,928	3,938,035	4,076,904	4,277,854	4,325,501

**CITY OF PALMER
2021 PROPOSED BUDGET
CONSOLIDATED BENEFITS**

Account Number	Department	2017	2018	2019	2020	2021
		Actual	Actual	Actual	Adopted Budget	Proposed Budget
01-01-05-6012	City Manager	146,913	143,244	154,371	182,817	170,679
01-01-10-6012	Finance	314,552	329,845	361,655	369,797	358,943
01-01-12-6012	Community Development	200,600	184,156	224,845	271,631	254,405
01-02-10-6012	Mayor/Council/Clerk	74,211	73,592	85,311	87,489	82,120
01-12-10-6012	Police Admin.	885,120	882,270	996,767	966,297	938,375
01-12-70-6012	Dispatch	417,266	332,844	349,321	407,992	380,544
01-13-10-6012	Fire Admin.	144,167	143,576	159,549	168,266	173,985
01-17-10-6012	Public Works Admin.	278,222	276,419	280,827	284,154	274,356
01-17-40-6012	Public Works Roads	139,794	143,070	188,848	191,551	187,210
01-17-80-6012	Public Works Vehicle Maint.	59,435	61,644	70,201	91,107	102,008
01-17-90-6012	Public Works Parks & Rec.	24,756	7,356	8,427	33,821	31,965
01-19-10-6012	Library	129,816	121,556	148,596	219,777	203,604
01-19-40-6012	MTA Events Center	92,100	75,882	75,012	86,475	78,511
01-19-90-6012	Parks & Rec	222	134	123	200	200
Total General Fund		2,907,174	2,775,588	3,103,853	3,361,374	3,236,905
02-01-10-6012	Water	117,030	108,197	113,827	165,835	158,976
02-01-50-6012	Sewer	121,752	109,908	109,583	189,359	179,098
Total Water / Sewer Fund		238,782	218,105	223,410	355,194	338,074
03-01-10-6012	Airport	36,813	53,563	42,859	63,665	60,496
05-01-10-6012	Solid Waste Admin.	1	56,144	66,954	71,724	65,026
Total COP Benefits Budget		3,182,770	3,103,400	3,437,076	3,851,957	3,700,501

**CITY OF PALMER
2021 PROPOSED BUDGET
CONSOLIDATED PART TIME SALARIES**

Account Number	Department	2017	2018	2019	2020	2021
		Actual	Actual	Actual	Adopted Budget	Proposed Budget
01-01-05-6013	City Manager	0	0	0	0	0
01-01-10-6013	Finance	1,621	0	0	0	0
01-01-12-6013	Community Development	184	31	0	0	0
01-02-10-6013	Mayor/Council/Clerk	71,034	73,951	86,464	95,696	98,843
01-12-10-6013	Police Admin.	20,767	13,046	4,579	10,000	25,000
01-12-70-6013	Dispatch	31,976	14,915	10,933	10,000	25,000
01-13-10-6013	Fire Admin.	218,947	197,315	266,693	300,000	300,000
01-17-10-6013	Public Works Admin.	1,848	0	37	0	0
01-17-40-6013	Public Works Roads	29,077	37,016	22,518	10,000	25,000
01-17-90-6013	Public Works Parks & Rec.	36,021	72,496	85,379	56,609	58,972
01-19-10-6013	Library	109,584	112,676	120,955	112,270	112,808
01-19-40-6013	MTA Events Center	53,563	36,620	52,544	90,613	93,197
Total General Fund		574,622	558,066	650,102	685,188	738,820
02-01-10-6013	Water	862	10,794	16,207	40,373	40,373
02-01-50-6013	Sewer	27,338	41,052	8,834	10,000	10,000
Total Water / Sewer Fund		28,200	51,846	25,041	50,373	50,373
03-01-10-6013	Airport	14,064	0	3,164	19,000	19,000
05-01-10-6013	Solid Waste Admin.	0	0	0	0	0
Total COP Part Time Salaries Budget		616,886	609,912	678,307	754,561	808,193

**CITY OF PALMER
2021 PROPOSED BUDGET
CONSOLIDATED OVERTIME SALARIES**

Account Number	Department	2017 Actual	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
01-01-05-6015	City Manager	0	0	0	0	750
01-01-10-6015	Finance	358	223	218	500	500
01-01-12-6015	Community Development	616	502	467	1,000	1,000
01-02-10-6015	Mayor/Council/Clerk	0	0	0	0	0
01-12-10-6015	Police Admin.	216,416	196,249	196,908	160,000	170,145
01-12-70-6015	Dispatch	120,204	103,084	102,497	60,000	70,000
01-13-10-6015	Fire Admin.	4,265	4,674	3,855	5,000	6,000
01-17-10-6015	Public Works Admin.	691	2,879	1,067	2,000	2,000
01-17-40-6015	Public Works Roads	6,517	7,519	3,252	5,000	7,000
01-17-80-6015	Public Works Vehicle Maint.	1,850	3,258	3,230	1,000	1,000
01-17-90-6015	Public Works Parks & Rec.	0	0	0	1,000	1,000
01-19-10-6015	Library	0	0	183	172	172
01-19-40-6015	MTA Events Center	779	380	0	0	0
Total General Fund		351,696	318,768	311,677	235,672	259,567
02-01-10-6015	Water	1,943	3,302	3,594	3,200	3,200
02-01-50-6015	Sewer	2,671	2,653	4,777	3,000	3,000
Total Water / Sewer Fund		4,614	5,955	8,371	6,200	6,200
03-01-10-6015	Airport	0	0	0	0	0
05-01-10-6015	Solid Waste Admin.	526	195	168	1,000	1,000
Total COP Overtime Salaries Budget		356,836	324,918	320,216	242,872	266,767

**CITY OF PALMER
2021 PROPOSED BUDGET
CONSOLIDATED TRAVEL**

Account Number	Department	2017 Actual	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
01-01-05-6024	City Manager	4,944	3,258	819	4,000	4,000
01-01-10-6024	Finance	973	593	615	1,500	800
01-01-12-6024	Comm Dev	1,139	0	0	3,000	3,000
01-02-10-6024	Mayor/Council	6,776	8,222	9,081	12,000	10,000
01-12-10-6024	Police	17,333	5,141	17,704	10,000	10,000
01-12-70-6024	Communication Center	3,325	5,057	7,634	2,500	4,000
01-13-10-6024	Fire	7,788	8,032	12,760	11,000	8,000
01-17-10-6024	Public Works	0	0	710	1,000	1,000
01-19-10-6024	Library	1,982	428	4,547	4,000	4,000
01-19-27-6024	Other Grant	1,250	0	1,910	0	0
01-19-40-6024	MTA Events Center	1,579	0	0	0	0
Total General Fund		47,089	30,731	55,780	49,000	44,800
Enterprise Funds						
02-01-10-6024	Water	0	0	1,919	0	0
02-01-50-6024	Sewer	0	0	0	0	0
Total Water / Sewer Fund		0	0	1,919	0	0
03-01-10-6024	Airport	813	1,391	15	2,000	1,500
05-01-10-6024	Solid Waste	511	0	0	0	0
Total COP Travel Budget		48,413	32,122	57,714	51,000	46,300

**CITY OF PALMER
2021 PROPOSED BUDGET
CONSOLIDATED TRAINING**

Account Number	Department	2017 Actual	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
01-01-05-6026	City Manager	2,045	3,996	1,035	3,000	1,800
01-01-10-6026	Finance	973	593	615	1,500	800
01-01-12-6026	Comm Dev	1,585	1,466	1,354	3,000	3,000
01-02-10-6026	Clerk (Travel/Education)	2,919	4,563	6,542	6,000	6,000
01-12-10-6026	Police	6,165	22,497	8,434	25,000	30,000
01-12-70-6026	Communication Center	2,434	3,587	3,439	2,000	3,500
01-13-10-6026	Fire	10,511	13,364	9,287	13,000	10,000
01-17-10-6026	Public Works	1,054	773	395	1,000	1,000
01-19-10-6026	Library	1,482	828	1,217	3,500	3,000
01-19-27-6026	Other Grant	0	0	590	0	0
01-19-40-6026	MTA Events Center	940	0	0	0	0
Total General Fund		30,108	51,667	32,908	58,000	59,100
Enterprise Funds						
02-01-10-6026	Water	2,728	538	4,033	4,000	4,000
02-01-50-6026	Sewer	1,267	1,770	2,409	7,500	4,000
Total Water / Sewer Fund		3,995	0	6,442	11,500	8,000
03-01-10-6026	Airport	625	715	0	750	750
05-01-10-6026	Solid Waste	0	0	0	0	0
Total COP Travel Budget		34,728	52,382	39,350	70,250	67,850

**CITY OF PALMER
2021 PROPOSED BUDGET
CONSOLIDATED LEGAL**

Account Number	Department	2017 Actual	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
01-01-05-6027	City Manager	18,727	5,277	4,903	5,000	5,000
01-01-10-6027	Finance	7,303	2,281	443	7,000	6,200
01-01-12-6027	Comm Dev	12,893	8,136	3,148	7,500	7,500
01-02-10-6027	Mayor/Council/City Clerk	29,418	20,367	21,396	25,000	25,000
01-12-10-6027	Police	3,420	58,649	17,768	20,000	20,000
01-12-70-6027	Communication Center	308	0	0	0	0
01-13-10-6027	Fire	779	164	84	2,000	2,000
01-17-10-6027	Public Works	759	3,853	476	5,000	2,500
01-19-10-6027	Library	0	0	0	0	0
01-19-40-6027	MTA Events Center	205	943	0	0	0
Total General Fund		73,812	99,670	48,218	71,500	68,200
Enterprise Funds						
02-01-10-6027	Water	0	103	0	5,000	5,000
02-01-50-6027	Sewer	28,809	19,320	126	5,000	5,000
Total Water / Sewer Fund		28,809	19,423	126	10,000	10,000
03-01-10-6027	Airport	36,432	1,089	2,996	5,000	5,000
05-01-10-6027	Solid Waste	0	0	0	0	0
15-01-10-6027	Golf Course	0	0	841	500	500
Total COP Legal Budget		139,053	120,182	52,181	87,000	83,700

**CITY OF PALMER
2021 PROPOSED BUDGET
CONSOLIDATED TELEPHONE**

Account Number	Department	2017	2018	2019	2020	2021
		Actual	Actual	Actual	Adopted Budget	Proposed Budget
01-01-05-6031	City Manager	3,667	5,276	2,932	3,500	3,750
01-01-10-6031	Finance	7,286	5,108	6,421	6,000	6,000
01-01-12-6031	Community Development	2,207	3,824	3,349	2,400	2,600
01-01-15-6031	City Hall	18,024	16,715	17,464	15,000	19,000
01-01-20-6031	Visitor Center	2,225	2,305	2,479	2,100	2,100
01-01-30-6031	Community Center (Depot)	0	0	0	3,000	2,500
01-02-10-6031	Mayor/Council/Clerk	8,772	9,178	9,667	9,750	9,800
01-12-10-6031	Police Admin.	12,250	10,895	11,507	15,000	15,000
01-12-70-6031	Dispatch	6,126	7,134	7,828	7,000	7,000
01-13-10-6031	Fire Admin.	8,864	9,718	9,643	9,800	10,200
01-17-10-6031	Public Works Admin.	6,932	6,988	7,157	10,000	10,000
01-19-10-6031	Library	6,309	7,851	7,298	7,500	7,500
01-19-40-6031	MTA Events Center	3,360	3,977	3,828	3,500	3,500
Total General Fund		86,022	88,969	89,573	94,550	98,950
02-01-10-6031	Water	10,203	10,281	10,543	8,100	8,100
02-01-50-6031	Sewer	8,530	11,660	13,367	12,000	12,000
Total Water / Sewer Fund		18,733	21,941	23,910	20,100	20,100
03-01-10-6031	Airport	3,166	3,931	4,778	3,600	3,600
15-01-10-6031	Golf Course/Clubhouse	0	0	0	0	0
Total COP Telephone Budget		107,921	114,841	118,261	118,250	122,650

**CITY OF PALMER
2021 PROPOSED BUDGET
CONSOLIDATED POWER**

Account Number	Department	2017	2018	2019	2020	2021
		Actual	Actual	Actual	Adopted Budget	Proposed Budget
01-01-12-6032	Community Development	7,967	7,645	7,016	7,000	7,000
01-01-15-6032	City Hall	18,939	29,058	16,063	19,000	18,000
01-01-20-6032	Tourist Center	3,965	3,406	3,137	4,000	3,800
01-01-30-6032	Depot	5,248	5,374	4,953	5,500	5,500
01-12-60-6032	Police Building Maint.	23,130	24,265	23,323	22,000	22,000
01-12-70-6032	Dispatch	14,666	15,054	14,111	12,000	12,000
01-13-10-6032	Fire	8,912	9,043	9,805	9,500	10,000
01-17-10-6032	Public Works Admin.	16,372	16,105	15,191	16,000	16,000
01-17-60-6032	Street Light Maint.	112,278	105,301	101,130	110,000	110,000
01-17-90-6032	Public Works Parks & Rec	197	312	578	400	700
01-19-10-6032	Library	39,244	38,124	36,437	38,000	38,000
01-19-40-6032	MTA Events Center	113,972	113,376	95,390	80,000	90,000
Total General Fund		364,890	367,063	327,134	323,400	333,000
02-01-10-6032	Water	114,461	117,954	127,300	103,400	103,400
02-01-50-6032	Sewer	216,161	256,677	256,354	300,000	300,000
Total Water / Sewer Fund		330,622	374,631	383,654	403,400	403,400
03-01-10-6032	Airport	15,087	14,679	16,357	10,500	12,000
15-01-10-6032	GC/Clubhouse/Irrigation	14,232	24,944	23,163	17,000	20,000
Total COP Power Budget		724,831	781,317	750,308	754,300	768,400

**CITY OF PALMER
2021 PROPOSED BUDGET
CONSOLIDATED HEAT**

Account Number	Department	2017 Actual	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
01-01-12-6033	Community Development	3,029	2,760	2,407	2,500	2,500
01-01-15-6033	City Hall	2,449	2,525	2,507	3,000	2,800
01-01-20-6033	Tourist Center	2,667	2,810	2,619	2,200	2,500
01-01-30-6033	Depot	5,248	5,045	4,416	5,000	5,000
01-12-40-6033	State Troopers Building	5,828	6,370	5,561	6,000	7,500
01-12-60-6033	Police Building	12,314	10,386	10,168	11,000	13,000
01-13-10-6033	Fire	6,641	6,478	6,068	7,000	7,000
01-17-10-6033	Public Works Admin.	19,032	16,851	14,365	15,000	17,500
01-19-10-6033	Library	6,571	5,103	4,898	7,700	7,700
01-19-40-6033	MTA Events Center	45,033	35,889	32,696	40,000	40,000
Total General Fund		108,812	94,217	85,705	99,400	105,500
02-01-10-6033	Water	10,336	10,357	6,114	10,000	10,000
02-01-50-6033	Sewer	8,205	15,541	22,781	20,000	22,500
Total Water / Sewer Fund		18,541	25,898	28,895	30,000	32,500
03-01-10-6033	Airport	3,182	5,643	4,875	5,000	5,500
15-01-10-6033	Golf Course/Clubhouse	1,719	1,516	1,477	1,600	1,600
Total COP Heat Budget		132,254	127,274	120,952	136,000	145,100

**CITY OF PALMER
2021 PROPOSED BUDGET
CONSOLIDATED FUEL**

Account Number	Department	2017 Actual	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
01-01-05-6035	City Manager	409	313	243	500	750
01-01-10-6035	Finance	0	0	0	0	0
01-01-12-6035	Community Development	1,377	1,737	1,732	1,500	1,500
01-12-10-6035	Police Admin.	24,491	32,684	29,920	35,000	35,000
01-13-10-6035	Fire	20,723	20,958	22,149	30,000	26,000
01-17-80-6035	Public Works Vehicle Maint.	31,761	39,790	28,400	30,000	40,000
01-17-90-6035	Public Works Parks & Rec.	2,368	5,239	5,984	2,500	2,500
01-19-10-6035	Library Admin.	440	112	272	200	200
01-19-40-6035	MTA Events Center	3,548	4,494	2,001	4,000	3,500
Total General Fund		85,117	105,327	90,701	103,700	109,450
02-01-10-6035	Water	5,918	6,447	7,271	6,000	6,000
02-01-50-6035	Sewer	10,686	10,888	8,225	10,000	10,000
Total Water / Sewer Fund		16,604	17,335	15,496	16,000	16,000
03-01-10-6035	Airport	5,500	7,446	3,549	4,000	4,000
05-01-10-6035	Solid Waste	14,173	15,322	14,774	18,000	18,000
15-01-10-6035	Golf Course/Clubhouse	0	0	0	0	0
Total COP Fuel Budget		121,394	145,430	124,520	141,700	147,450

**CITY OF PALMER
2021 PROPOSED BUDGET
CONSOLIDATED PROPERTY/CASUALTY INSURANCE**

Account Number	Department	2017	2018	2019	2020	2021
		Actual	Actual	Actual	Adopted Budget	Proposed Budget
01-01-05-6037	City Manager	5,243	5,813	7,952	9,393	12,650
01-01-10-6037	Finance	7,503	6,592	9,457	11,246	16,500
01-01-12-6037	Comm Dev	5,458	6,301	8,364	9,776	14,000
01-01-15-6037	City Hall	3,414	3,527	4,016	4,601	6,030
01-01-20-6037	Tourist Center	1,547	1,828	2,595	3,340	4,400
01-01-30-6037	Community Center	574	660	893	1,205	1,800
01-02-10-6037	Mayor/Council/City Clerk	3,701	4,346	6,322	7,795	10,250
01-12-10-6037	Police Admin	25,954	28,725	37,901	43,166	59,000
01-12-40-6037	State Trooper Bldg	1,222	1,252	1,490	2,003	2,800
01-12-60-6037	Police Building	1,503	1,570	1,837	2,345	3,100
01-12-70-6037	Communication Center	11,902	10,649	11,957	12,117	18,000
01-13-10-6037	Fire	7,131	8,341	11,359	13,067	18,200
01-17-10-6037	Public Works	18,547	19,768	26,414	30,689	42,288
01-19-10-6037	Library	6,328	7,067	9,553	10,988	14,500
01-19-40-6037	MTA Events Center	4,794	5,593	7,702	9,128	12,350
Total General Fund		104,821	112,032	147,812	170,859	235,868
Enterprise Funds						
02-01-10-6037	Water	8,743	10,409	14,347	16,791	22,274
02-01-50-6037	Sewer	8,933	17,277	28,214	32,801	43,237
Total Water / Sewer Fund		17,676	27,686	42,561	49,592	65,511
03-01-10-6037	Airport	11,509	12,243	14,222	16,595	19,647
05-01-10-6037	Solid Waste	6,393	7,107	8,867	9,996	13,917
15-01-10-6037	Golf Course	10,535	8,120	9,474	9,759	12,271
Total COP Insurance Budget		150,934	167,188	222,936	256,801	347,214

**CITY OF PALMER
2021 PROPOSED BUDGET
CONSOLIDATED OFFICE EQUIPMENT**

Account Number	Department	2017 Actual	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
01-01-05-6054	City Manager	848	5,211	5,659	4,000	2,000
01-01-10-6054	Finance	3,658	3,943	14,573	8,500	12,000
01-01-12-6054	Comm Dev	15,559	4,874	3,781	6,500	6,000
01-02-10-6054	Mayor/Council/City Clerk	6,402	5,339	14,999	6,100	6,000
01-12-10-6054	Police Admin	10,195	31,019	23,098	35,000	40,000
01-12-70-6054	Communication Center	8,117	10,693	7,470	4,000	6,000
01-13-10-6054	Fire	23,276	11,839	16,866	10,000	10,000
01-17-10-6054	Public Works	4,511	2,958	8,731	4,500	4,500
01-19-10-6054	Library	15,499	14,082	6,079	8,000	8,000
01-19-23-6054	Library Public Ass't Grant	1,600	3,391	0	0	0
01-19-40-6054	MTA Events Center	352	440	1,242	1,000	1,500
Total General Fund		90,017	93,789	102,498	87,600	96,000
Enterprise Funds						
02-01-10-6054	Water	352	661	530	1,500	1,500
02-01-50-6054	Sewer	1,494	945	526	3,500	2,500
Total Water / Sewer Fund		1,846	1,606	1,056	5,000	4,000
03-01-10-6054	Airport	343	573	850	1,500	2,000
05-01-10-6054	Solid Waste	0	0	0	0	0
15-01-10-6054	Golf Course	0	0	0	0	0
Total COP Office Equipment Budget		92,206	95,968	104,404	94,100	102,000

CITY OF PALMER FUND DESCRIPTION

The City of Palmer's financial system involves the use of 15 funds. These funds are broken down into four major categories: The General Fund, Enterprise Funds, Special Revenue Funds and Capital Improvement Funds (CIP).

Fund accounting has always been used as a control device to segregate financial resources and ensure that the segregated resources were only used for their intended purpose. The use of funds for financial reporting demonstrates accountability.

There are three broad fund categories: **Governmental Funds, Proprietary Funds and Fiduciary Funds.**

GOVERNMENTAL FUNDS

General Fund: The general fund is the general operating fund of the City of Palmer. It serves as the primary reporting vehicle for current government operations. This fund accounts for all current financial resources not required by law or administrative action to be accounted for in another fund. Financial support for this fund comes from such sources as general property taxes, sales taxes, fees and inter-governmental revenues (i.e. reimbursement from enterprise funds to the general fund for administrative services). Expenditures are authorized in the general budget. In the general fund you will find various departments such as Administration, Legislative, Community Development, Police, Fire, Public Works and Community Services.

Capital Project Funds: Capital project funds account for financial resources used for the acquisition or construction of major capital facilities or projects. These funds are used as a financial reporting tool to demonstrate compliance with legal and contractual provisions, and to compile certain cost data. The purpose is to control expenditures/expenses for each project or closely related group of projects. In the general fund this is mainly used for the construction of roads, equipment and the collection of cost data for projects. The water and sewer funds use this for the addition or improvements of water and sewer lines. The airport funds use this for airport capital improvements.

PROPRIETARY FUNDS

Enterprise Funds: Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. It is the intent of the City Council that the cost of providing goods and/or services to the general public be financed or recovered primarily through user fees. The City has the following enterprise funds: Water and Sewer, Municipal Airport, Land Management, Solid Waste Collection, and Golf Course.

SPECIAL REVENUE FUNDS

Special Revenue Funds: Special revenue funds are used to account for revenues derived from specific sources and to be used for a specific purpose. The City uses special revenue funds to account for Drug Seizure funds, other Police Department grant funds and the Neighborhood Park fund, to account for the fees charged developers when they develop a new subdivision.

FINANCIAL POLICIES

The City form of government is designed to provide maximum local self-government.

The City of Palmer was established in 1951 as a First Class City. On June 5, 1962, the citizens voted to switch to a Home Rule City, which was effective on June 11, 1962. City Charter establishes a December 31 year-end. A wide-range of services are provided by the City for the citizens of Palmer and surrounding areas. Some of the services are planning and zoning, airport facility, water and wastewater services, library, parks and recreation, police protection, fire services, and general administrative services. In addition to general governmental activities, the City provides financial support to certain community service organizations that promote education and economic stability for the citizens of the community. Funding for the City, by order of importance, is provided from sales tax, property tax, interest earnings, State and Federal revenue and other sources.

The City of Palmer Council has the responsibility to set the budget and establish the mill rate for the City.

The need to demonstrate compliance with regulations governing the funding sources for those services requires a complex and advanced accounting system. To fulfill this need, the National Council on Governmental Accounting recommended the use of fund accounting by state and local governments. A description of the fund types is presented in the Fund Description section of this document. Depending on the type of fund referred to, the basis of accounting may be different. The basis of accounting determines when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. The budgetary basis is the same as the Generally Accepted Accounting Principles (GAAP) basis, where encumbrances outstanding at year-end are not treated as expenditures but as reservations of fund balance. The City's budget and accounting systems are operated on the modified accrual basis for governmental fund types (this includes the general, special revenue and capital projects). Revenues are recognized when they become measurable and available as net current assets, and expenditures are recognized when the related fund liability is incurred. The accrual basis of accounting is used for the proprietary fund types, whereby revenues are recognized when earned and expenses are recorded when incurred.

The City of Palmer's financial policies set forth the basis framework for the overall fiscal management of the City. The established long-range policies regarding financial management have been to take a conservative approach on forecasting revenues due to the uncertainty of the revenue source, particularly State revenues. This policy takes into consideration any changes in circumstances or conditions when evaluating both the current and long-range goals, and has helped to maintain

financial stability. The Manager and Department Directors have the primary role of reviewing financial actions and providing guidance on financial issues to the City Council.

Overall Goals

The overall financial goals underlying these policies are:

1. **Fiscal Conservatism:** To ensure that the city is in a solid financial condition at all times. This can be defined as:
 - A. Cash Solvency- the ability to pay bills
 - B. Budgetary Solvency- the ability to balance the budget
 - C. Solvency- the ability to pay future costs
 - D. Service Level Solvency- the ability to provide needed and desired services
2. **Flexibility:** To ensure that the city is in a position to respond to changes in the economy or new service challenges without an undue amount of financial stress.
3. **Adherence to the Highest Accounting and Management Practices:** As set by the Government Finance Officers' Association standards for financial reporting and budgeting, the Governmental Accounting Standards Board, and other professional standards.

The following policies assist the decision-making process of the Palmer City Council.

Fund Balance Stabilization Policy

Purpose:

To identify the 5 components of governmental fund balance and net position for the City's enterprise funds.

Background:

General Fund:

For governmental funds the difference between assets and liabilities is fund balance. Fund Balance by definition does not equal cash, nor is it the difference between revenues and expenditures. Rather, Fund Balance is the cumulative difference of all revenues and expenditures from the government's creation. It can also be known as fund equity.

Based on GASB 54, fund balance for governmental funds is comprised of 5 components: non-spendable, restricted, committed, assigned and unassigned fund balance.

Non-spendable fund balance is for amounts that cannot be spent because they are not in spendable form or they are legally required to be maintained intact.

Restricted fund balance is for amounts that have restrictions placed on them externally by creditors, grantors, contributors and by other governments' laws or regulations or restrictions required by law through constitutional provisions or enabling legislation.

Committed fund balance is for amounts that can only be used for specific purposes as established by the limitations set forth by the legislative body. These amounts cannot be used for any other purpose unless the legislative body changes or eliminates the specific purpose through the same type of action as used to originally commit the amounts.

Assigned fund balance is for amounts that the government intends to use for specific purposes. The assigned fund balance reflects a government's self-imposed limitations on the use of otherwise available expendable finance resources in governmental funds. The intent must be established by the governing body. An amount cannot be assigned for a specific purpose if it causes a negative unassigned fund balance.

Unassigned fund balance is the remaining amount of fund balance that has not been obligated to a specific purpose for the general fund. The accumulation of unassigned fund balance can greatly assist a government's ability to provide services to its residents. This fund balance allows government to provide a stable taxing policy and revenue structure to fund its services. An adequate level of unassigned fund balance is also a major consideration of credit rating agencies during their evaluation of a government's credit worthiness.

Enterprise Fund:

Net Position. Unlike governmental funds, enterprise funds report all assets and liabilities, including those that are irrelevant to near-term liquidity. Accordingly, the net position of an enterprise fund is not equivalent to fund balance and should not be the focal point for analyzing near-term financial position.

Policy:

The City will maintain the fund balances and net positions of the various City operating funds at levels sufficient to maintain the City's creditworthiness, and provide financial resources for unforeseeable emergencies.

The City will try to maintain the unassigned fund balance of the General Fund two months of the sum of total general fund operating expenditures.

The City will maintain a positive net position balance in each of the enterprise funds to provide sufficient reserves for emergencies and revenue shortfalls.

Prudent Budgeting and Effective Budgetary Control:

Working capital, sufficient to meet current operating needs, is provided for all funds. The working capital designation will provide the cash flow to fund day-to-day City operations. It also significantly reduces the likelihood of the City ever needing short-term debt to cover cash shortages.

Formal budgetary integration is employed as a management control device during the year for the General Fund. Capital projects are budgeted on a project length basis. The objective of these budgetary controls is to insure compliance with legal provisions embodied in the annual appropriated budget approved by the Palmer City Council. The legal level of control (that is, the level at which expenditures/expenses cannot legally exceed the appropriation) is at the fund level. The City Council may pass subsequent supplemental appropriations. Activities of the General Fund and Enterprise Funds are included in the annual appropriating budget. Appropriations lapse at the end of the year.

The City maintains an encumbrance accounting system as one technique of accomplishing budgetary control. Open encumbrances are reported as reservations of the fund balances and are charged to subsequent year appropriations.

The City's financial records for governmental fund types are maintained on a modified accrual basis. Revenues and other financial resource increments are recognized when they become susceptible to accrual. Expenditures are recognized when the fund liability is incurred except for inventories of materials and supplies, prepaid insurance, and similar items that may be considered expenditures when consumed. The City's Proprietary Funds are accounted for on the accrual basis. The accrual basis means that financial records are affected when the revenues are earned and expenses are incurred.

It is important that a positive unassigned fund balance and a positive cash balance be shown in all governmental funds at the end of each fiscal year.

When deficit appear to be forthcoming within a fiscal year, spending during the fiscal year must be reduced sufficiently to create a positive unassigned fund balance and positive cash balance.

Efficient Safeguarding of City Assets:

Management of the City of Palmer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of 'reasonable assurance' recognizes that: 1) the cost of a control should not exceed the benefits likely to be derived; and 2) the valuation of costs and benefits require estimates and judgments by management. Authorization, through purchase orders, is required for the encumbrance and expenditure of funds. An encumbrance is the reservation of the funds necessary to pay for the purchase. The proper account must have adequate appropriations available prior to approval of the purchase order. Formal bids are required for purchases exceeding \$50,000.

Manageable Debt Administration:

Debt administration procedures include the scheduling of bond payments spread over the life of the issue, producing a total debt service schedule that is manageable. Under state statutes, a municipality may incur general obligation bond debt only after a bond authorization ordinance is approved by a majority vote at an election. Debt repayment is timed to correspond to expected cash inflows.

The City will not fund current operations from the proceeds of borrowed funds.

Revenue Policies:

The City will try to maintain a diversified and stable revenue structure to shelter it from short-run fluctuations in any one revenue source.

The City will attempt to maintain a diversified and stable economic base by supporting policies that promote tourism, agriculture, commercial and industrial employment.

The City, where possible and reasonable, will institute user fees and charges for specialized programs and services. Rates will be established to recover operational, as well as capital or debt service cost.

The City will regularly review user fee charges and related expenses to determine if pre-established recovery goals are being met.

Maintenance of a Sound Investment Policy of City Monies:

The City uses a Central Treasury whereby all cash of the general government, enterprise fund, and any other agencies of the City is accumulated and invested. This procedure not only provides internal control but yields a higher rate of return on our investments because the amount available to invest is larger. The investment policies included in the City's Code of Ordinances include requirements for collateralization, diversification and safekeeping, as well as listing authorized investment instruments. The main objectives of this policy is the safeguarding of principal, maintaining sufficient liquidity to meet the City's cash flow requirements, and striving to achieve the highest rate of return on City investments and deposits, with due regard to the security of the investments and margins of risk. The City's investment policy is to minimize credit and market risks while maintaining a competitive yield on its portfolio.

Accounting, Auditing and Reporting Policies:

The City will establish and maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principles (GAAP).

The accounting system will maintain records and annual financial reports will present a summary of financial activity by departments and agencies within all funds.

Where possible the reporting system will also provide monthly information on the total cost of specific services by type of expense and revenue by fund.

An independent firm of certified public accountants will perform an annual financial and compliance audit and will publicly issue an opinion, which will be incorporated into the City's annual audit.

BUDGET GLOSSARY

ADOPTED BUDGET - Refers to the budget amounts as originally approved by the City of Palmer City Council at the beginning of the year, and also to the budget document which consolidates all beginning-of-the-year operating appropriations and new capital project appropriations.

ALLOCATION - A part of a lump-sum appropriation which is designed for expenditure by specific organization units and/or for the special purposes, activities, or objects.

AMENDED BUDGET - Refers to the budget amounts as adjusted by Council approved supplements throughout the year.

APPROPRIATION - The legal authorization granted by the legislative body of a government which permits officials to incur obligations and make expenditures of governmental resources for specific purposes. Appropriations are usually limited in amounts and time it may be expended.

ASSESSED VALUATION - The valuation set upon all real and personal property in the borough that is used as a basis for levying taxes. Tax-exempt property is excluded from the assessable base.

BOND - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date in the future, called the maturity date, together with periodic interest at a specified rate.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

BUDGET DOCUMENT - The official written statement prepared by the City's staff to present a comprehensive financial program to the City Council.

BUDGET MESSAGE - A general discussion of the proposed budget presented in writing by the budget-making authority to the City Council. The budget message contains an explanation of the principal budget items, an outline of the City's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

CAPITAL OUTLAY - Expenditures that result in the acquisition of items such as tools, desks, machinery, and vehicles costing more than \$5,000 each and having a useful-life of more than one (1) year and are not consumed through use are defined as capital items.

COLLATERAL - Assets pledged to secure deposits, investments, or loans.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) - The official annual report of a government. It includes (a) the five (5) combined financial statements in the combined statement - overview and their related notes and (b) combining statements by fund type and individual fund and account group financial statements prepared in conformity with GAAP and organized into a financial report pyramid. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, required supplementary information, extensive introductory material, and detailed statistical sections.

CONTINGENCY - Those funds included in the budget for the purpose of providing a means to cover minor unexpected costs during the budget year.

DEBT SERVICE FUND - A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

EMPLOYEE BENEFITS - Contributions made by the City to designated funds to meet commitments or obligations for employee fringe benefits. Included is the City's share of costs for Social Security, PERS retirement, medical, workers' comp insurance and unemployment insurance.

ENTERPRISE FUND - A proprietary fund established to account for operations that are financed and operated in a manner similar to private business enterprises. In this case, the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EXPENDITURES - Decreases in net financial resources. Expenditures include current operating expenses, requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

EXPENSES - Outflows or other consumption of assets or occurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services, or carrying out other activities that constitute the entities' on-going major or central operation.

FIDUCIARY FUND TYPES - The trust and agency funds used to account for assets held by a government unit in a trustee capacity or an agent for individuals, private organizations, other government units, and/or other funds.

FINANCIAL RESOURCES - Cash and other assets that in the normal course of operations become cash.

FISCAL YEAR - The twelve month period to which the annual operating budget applies and at the end of which a government determines the financial position and results of its operation. The City's fiscal year extends from January 1 through the following December 31.

FUNCTION - A group of related activities aimed at accomplishing a major service for which a government is responsible.

FUND - An accounting entity with a separate set of self-balancing accounts which comprise its assets, liabilities, fund balance, revenues, and expenditures.

FUND BALANCE - The assets of a fund less liabilities, as determined at the end of each fiscal year. Any reservations of fund balance are deducted to result in an "unreserved fund balance".

FUND TYPE - Any one (1) of seven (7) categories into which all funds are classified in government accounting. The seven (7) types are: general, special revenue, debt services, capital projects, enterprises, internal service, and trust and agency.

GENERAL FUND - A fund used to account for all financial resources except those required to be accounted for in another fund.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) - Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include only broad guidelines of general applications, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations.

GOVERNMENT FUND TYPES - Funds used to account for the acquisition, use, and balances of expendable financial resources and the related current liabilities, except those accounted for in the proprietary funds and fiduciary fund. Under current GAAP, there are four (4) government types: general, special revenue, debt service, and capital projects.

INTERFUND TRANSFERS - Amounts transferred from one fund to another fund. This includes reimbursements, residual equity transfers, and operating transfers.

LAPSE - As applied to appropriations, the automatic termination of an appropriation. Except for indeterminate appropriations and continuing appropriations, an appropriation is made for a certain period of time.

LEVY - To impose taxes, special assessments or service charges for the support of government activities. Also, used to denote the total amount of taxes, special assessments, or service charges imposed by a government.

LIABILITIES - Debt or other legal obligations, arising from present obligations of a particular entity, to transfer assets or provide services to other entities in the future as a result of past transactions or events.

LONG TERM DEBT - Debt with a maturity of more than one (1) year after the date of issuance.

MILL - A measure of the rate of property taxation, representing one one-thousandth of a dollar of assessed value.

MILLAGE RATE - The tax rate on property, based on mill(s). A rate of 1 mill applied to a taxable value of \$100,000 would yield \$100 in tax.

MODIFIED ACCRUAL BASIS OF ACCOUNTING - A basis of accounting in which revenues and other financial resources are recognized when they become susceptible to accrual, that is, when they are both “measurable” and “available to finance expenditures of the current period”. “Available” means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for: 1) inventories of materials and supplies that may be considered expenditures either when purchased or when used and: 2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All Governmental funds, expendable trust funds, and agency funds are accounted for using the modified accrual basis of accounting.

OPERATING BUDGET - Plans of current expenditures and the proposed means of financing them. The annual operation budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Annual operating budgets are essential to sound financial management and should be adopted by every government.

OPERATING TRANSFERS - All interfund transfers other than residual equity transfers.

OTHER FINANCING SOURCES - Governmental fund general long-term debt proceeds, land lease payments, land sale payments, proceeds from the sale of fixed assets, operating transfers in, service charges, and fees for governmental services.

PROPERTY TAX - A tax levied on the assessed value of property in mills.

PURCHASE ORDER - A document authorizing the delivery of specified merchandise or the rendering of certain services for a stated estimated price. Outstanding purchase orders at the end of the fiscal year are called “encumbrances”.

RECOMMENDED BUDGET - The budget proposed by the City Manager to the City Council for adoption.

RESOLUTION - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

REVENUE - Increases in the net current assets of a governmental fund type other than expenditure refunds and residual equity transfers. General long-term debt proceeds and operating transfers in are classified as “other financing sources”.

REVENUE BONDS - Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund.

SALES TAX - A tax levied on the sales price or charge on all sales, rentals and services made within the City.

SPECIAL REVENUE FUND - A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditure for specified purposes.

TAX RATE - The level at which taxes are levied.

TAX LEVY - The total dollar amount of tax that optimally could/should be collected based on tax rates and assessed values of personal and real properties.