

*presented w/ cm 98-34
7/27/98 v. CM Amundson.*

WASILLA CITY COUNCIL INFORMATION MEMORANDUM

IM No. 98-78

SUBJECT: Expense Reduction Recommendations

PREPARED BY: Administration

DATE: July 20, 1998

FOR AGENDA OF: July 27, 1998

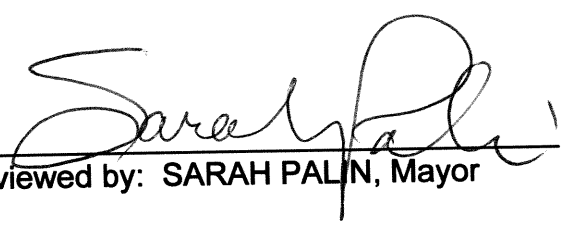
SUMMARY:

Per Councilman Chappel's request - this information is for your consideration.

FISCAL IMPACT: No Yes, amount requested: \$

Fund:

RECOMMENDED ACTION: Consideration



Reviewed by: SARAH PALIN, Mayor

Attachments: Library Funding Shortfall



CITY OF WASILLA

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Area Code (907)

Administration
Ph: 373-9055
Fx: 373-9085


Clerks Office
Ph: 373-9065
Fx: 373-9085

Finance
Ph: 373-9070
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Library
Ph: 376-5913
Fx: 376-2347

Museum
Ph: 373-9071
Fx: 373-9072

Planning
Ph: 373-9074
Fx: 373-9085


Ph: 373-9077
Fx: 373-9051

Public Works
Ph: 373-9095
Fx: 373-9085

Ph: _____
Fx: _____

July 17, 1998

TO: Mayor Sarah Palin

FR: Mary Ellen Baker, Library Director *MEB*

RE: **CM No. 98-34** Library Funding Shortfall
Expense Reduction Recommendations for July 27 City Council Meeting

During the July 13 meeting, City Council requested recommendations for reducing the FY'99 library operating expenses by the amount of the projected shortfall. I submit the following:

TOTAL PROJECTED SHORTFALL (FY'99)	\$30,397
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Salaries / Benefits (Accounts 03.455.1101 – 1206) (savings from use of accrued vacation / sick leave)	\$ 9,000 (estimate)
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OPT – General Fund (Account 03.455.9910)	8,000
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Travel (Account 03.455.2501)	500
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Continuing Education (Account 03.455.2505)	500
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Printed Forms (Account 03.455.2205)	300
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Alaska Library Association – Institutional Membership (Account 03.455.2603)	360
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FY'99 Public Library Assistance Grant
(Total Grant = \$7000 Recommend leaving balance
of \$2500 for equipment needs)

Travel / Continuing Education	1,810
Books	1,000
AudioVisual	500
Equipment upgrades	1,190

Periodicals (Account 03.455.3325)	500
Audiovisual (Account 03.455.3324)	250
Books (Account 03.455.3322)	6,487 **

TOTAL EXPENSE REDUCTIONS	\$30,397
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** I would only recommend reductions to the "Books" account at the end of the fiscal year, after other unexpected account balances have been applied to the shortfall. It is possible that revenue from fines will be higher than projected, as was the case for FY'98.

The only other suggestion I can make with regard to expense reduction is to hold the line on the Director's salary in FY'99, while you pursue options for stabilized funding for library services and operation. In FY'98, we realized savings of approximately \$800 by delaying the merit increase for this position until July 1.