



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

[citymanager@cityofhomer-ak.gov](mailto:citymanager@cityofhomer-ak.gov)

(p) 907-235-8121 x2222

(f) 907-235-3148

## Memorandum 22-065

TO: Mayor Castner and Homer City Council  
FROM: Rob Dumouchel, City Manager  
DATE: April 6, 2022  
SUBJECT: FY22/23 Midbiennium Adjustment Supplemental Memo

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I received a few questions after the introduction of Ordinance 22-20. This memo is intended to provide more context and clarity on a number of items.

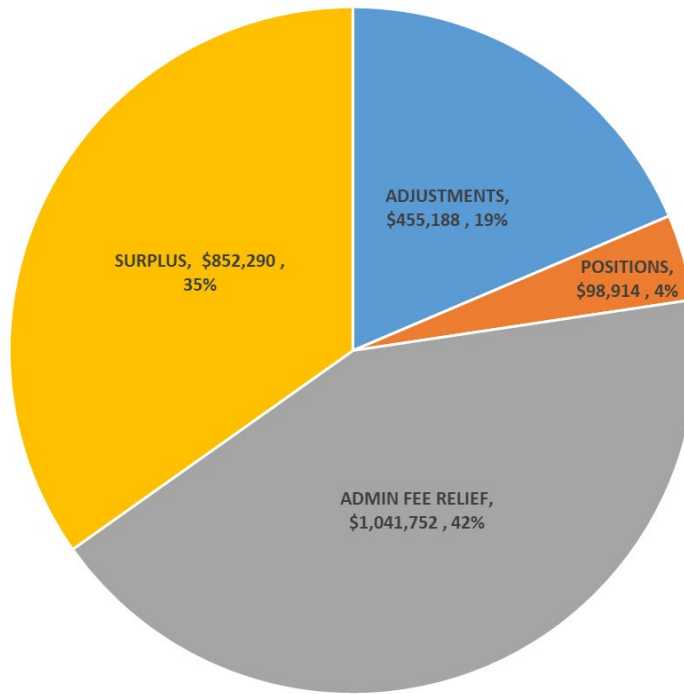
The combined proposals create the following changes:

Fund	FY22 Adopted	FY22 Amended	FY22 Difference	FY23 Adopted	FY23 Amended	FY23 Difference
General	\$13,376,115	\$14,782,587	\$1,406,392	\$13,702,641	\$15,245,750	\$1,543,109
Utility	\$3,806,225	\$3,776,684	(\$29,541)	\$3,930,779	\$3,768,088	(\$162,691)
Enterprise	\$5,105,259	\$5,105,259	\$0	\$5,251,279	\$5,251,279	\$0

**Notes:** The decreases for the Utility Fund (Water (FY22/23) and Sewer (FY23)) are due to the fact that there were budgeted deficits for each which are no longer in place. The Enterprise Fund shows no difference between years because the budgeted amount remains the same while the amount sent to the Port Reserves increases.

The following pages provide both pie charts and tables to provide a basic overview of what is happening within the proposed midbiennium adjustments at the General Fund level. The pie charts visualize how the additional sales tax funds would be spent in FY22 and FY23. Note that FY23 shows a small slice for a “deficit fix.” In the original FY23 budget, we had a small deficit that would have drawn on General Fund unassigned fund balance. The midbiennium proposal removes that transfer as it is now unnecessary. The tables provide a more holistic overview that includes information relevant to the Utility and Enterprise Funds

**FY22 GENERAL FUND BUDGET ADJUSTMENTS**

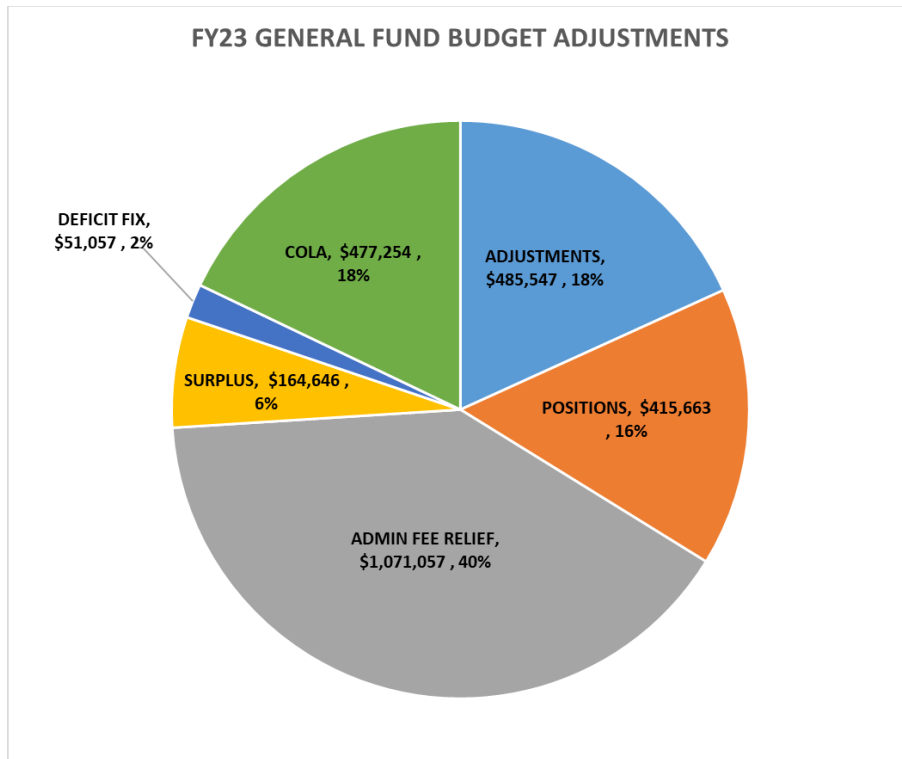


**FY22 Proposed Modifications**

Modification	Impact	Notes
Sales Tax Reforecast	Increases total sales tax revenue by <b>\$3,811,419</b>	General Fund: \$2,448,144 HART Roads: \$511,228 HART Trails: \$56,803 HAWSP: \$568,031 Police Station: \$272,213
7% COLA	\$0	Doesn't apply to FY22
3 Positions	Increases personnel spend by <b>\$98,914</b>	Unlikely to actually spend that amount when the time to recruit is factored into the equation
Departmental Adjustments (excludes COLA)	Increases operational expenditures by <b>\$503,058</b>	General Fund: \$455,188 (3.4% increase) Utility Fund: \$13,793 (.4% increase) Enterprise Fund: \$34,077 (.7% increase)
Admin Fee Relief	Removes <b>\$1,041,752</b> from General Fund revenues	Utility Fund: \$588,359 Enterprise Fund: \$453,392

Surplus

\$852,290 remains for General Fund Fund  
Balance



<b>FY23 Proposed Modifications</b>		
<b>Modification</b>	<b>Impact</b>	<b>Notes</b>
Sales Tax Reforecast	Increases total sales tax revenue by <b>\$4,156,611</b>	General Fund: \$2,665,224 HART Roads: \$559,270 HART Trails: \$62,141 HAWSP: \$621,412 Police Station: \$248,565
7% COLA	Increases personnel spend by <b>\$664,973</b> (this amount would decrease \$21,957 if the new positions are not approved)	General Fund: \$477,254 Utility Fund: \$88,043 Enterprise Fund: \$99,676
3 Positions	Increases personnel spend by <b>\$415,663</b> (\$437,620 with the COLA)	
Departmental Adjustments (excludes COLA)	Increases operational expenditures by <b>\$513,139</b>	General Fund: \$485,547 (3.5% increase) Utility Fund: \$14,015 (.4% increase) Enterprise Fund: \$13,577 (.3% increase)
Admin Fee Relief	Removes <b>\$1,071,057</b> from General Fund revenues	Utility Fund: \$605,719 Enterprise Fund: \$465,339

Surplus	\$164,646 remains for the General Fund Fund Balance	
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**Special Project Coordinator Positions**

The intent behind the special project coordinator positions is to allow me to recruit for some employees to assist with the large number of projects underway or on deck for the City. These employees would potentially help with projects like the volunteer action plan, building code adoption and implementation, transportation planning, assisting on the comprehensive plan rewrite, assisting with zoning code updates, implementing software products for various departments, managing projects, writing grants, assisting with the FY24/25 budget’s outreach and development, etc. Special project coordinators are also the folks up first to take care of unexpected problems like COVID.

I’m hoping to find either 2 full-time, or one full-time and two part-time employees that can work interdepartmentally to make significant progress on our many initiatives. Depending on the talent available, I am open to both in-person and remote workers to fill these positions. For ease of explaining my interests in each position, I stated that I’d like to find one with strong municipal finance skills and one with strong planning skills. These target skill sets match the two items from the visioning that had the most support and work to achieve: updating and improving fiscal policies and fast forwarding the Comprehensive plan. That said, I’m not looking to hire a financial analyst or a planner, I’m looking for dynamic professionals that can do much more. We have staff that is very skilled and capable to handle the day-to-day operational work of the City, however, we face significant challenges in meeting the staffing required to handle significant projects. How the positions are filled will be highly dependent upon the talent available and interested in working in local government.

Our human resource needs will fluctuate over time, but I am confident that Homer has enough work to keep a pair of special projects coordinators busy for quite some time. If we hit a point where the special project work slows down and we have a stronger need on the operational-side of things, redesigning those positions into operational gigs is always an option. Beyond these proposed positions, I expect that I will also be supplementing some projects with contractors as opposed to employees.

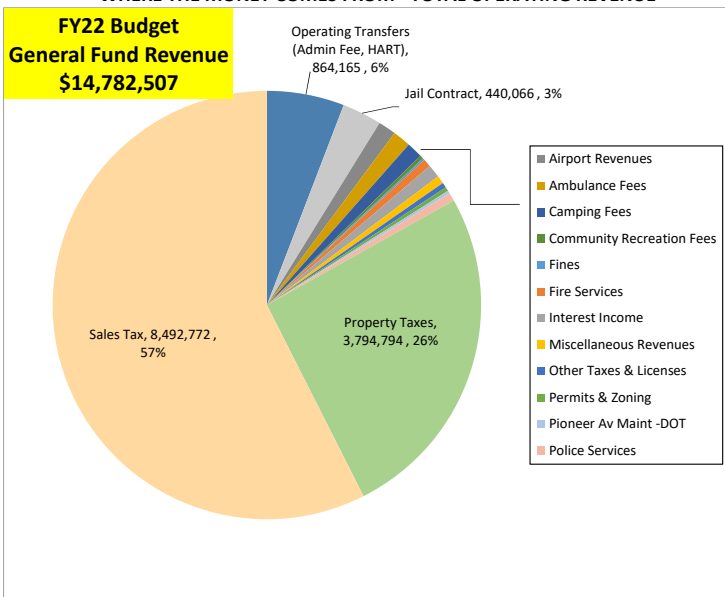
**Admin Fee Relief**

The proposed budget drops admin fees for the Utility Fund and Enterprise Fund for FY22 and FY23. This change to the FY22/23 budget allows the Utility Fund and Enterprise Fund to put the funds they would have otherwise paid to the General Fund into their respective reserve accounts. This action doesn’t preclude Council from using admin fees in the future. That remains a decision for Council to make. I expect we will program a number of admin fee discussions into the FY24/25 budget cycle (which starts in July of this year for staff). With the amount of time I’ve built into the schedule to work on the FY24/25 budget, staff and Council should have a sufficient amount of time to develop many creative solutions to choose from regarding how we balance the relationships between our different funds.

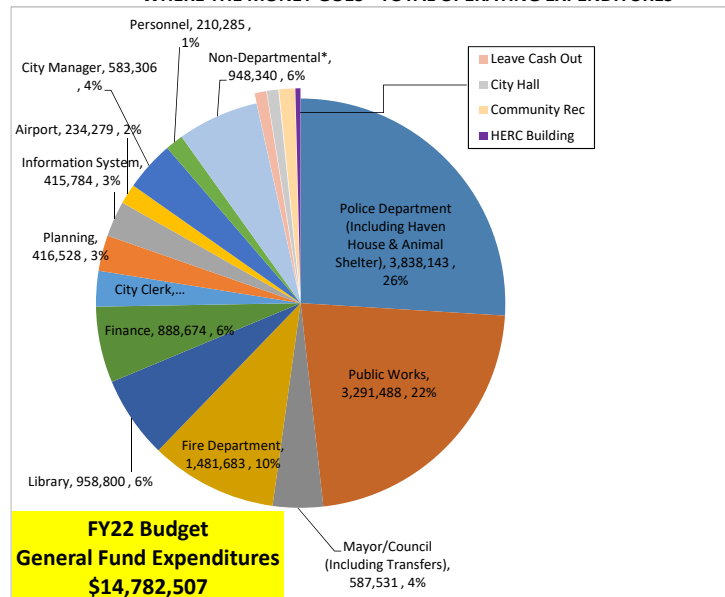
**Staff Recommendation:** Adopt Ordinance 22-20

**FY22 GENERAL FUND AMENDED BUDGET (PROPOSED)**

**WHERE THE MONEY COMES FROM - TOTAL OPERATING REVENUE**

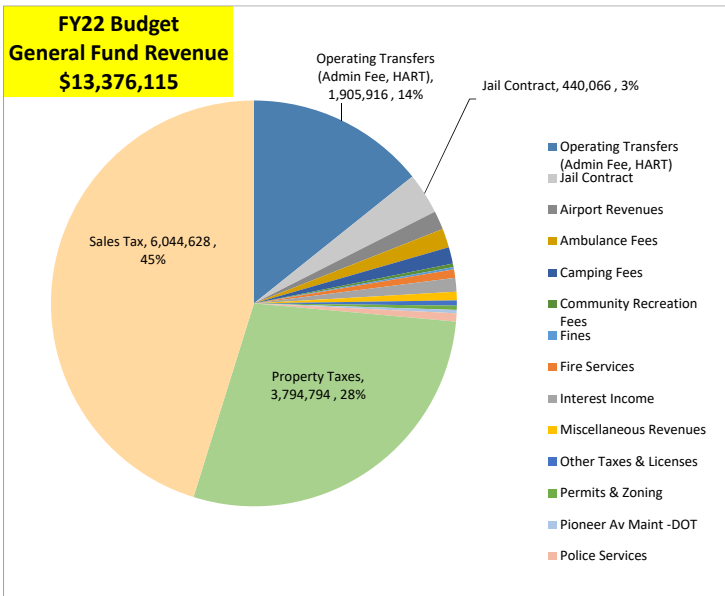


**WHERE THE MONEY GOES - TOTAL OPERATING EXPENDITURES**

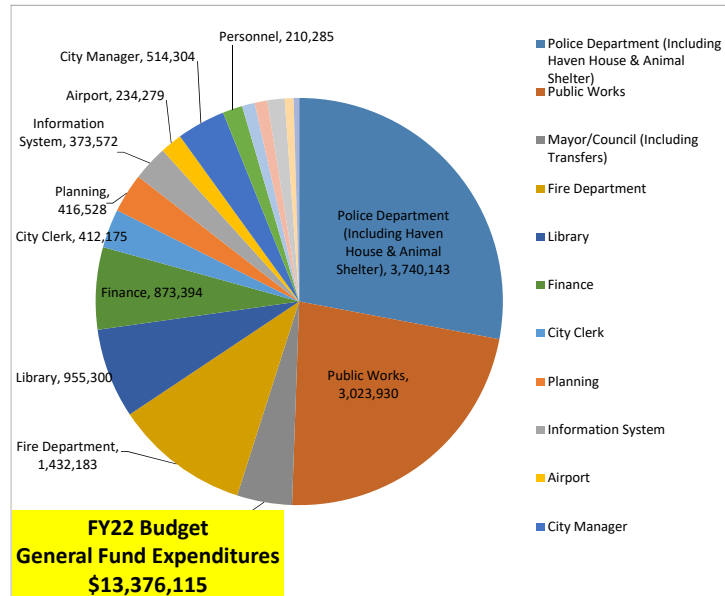


**FY22 GENERAL FUND ADOPTED BUDGET**

**WHERE THE MONEY COMES FROM - TOTAL OPERATING REVENUE**



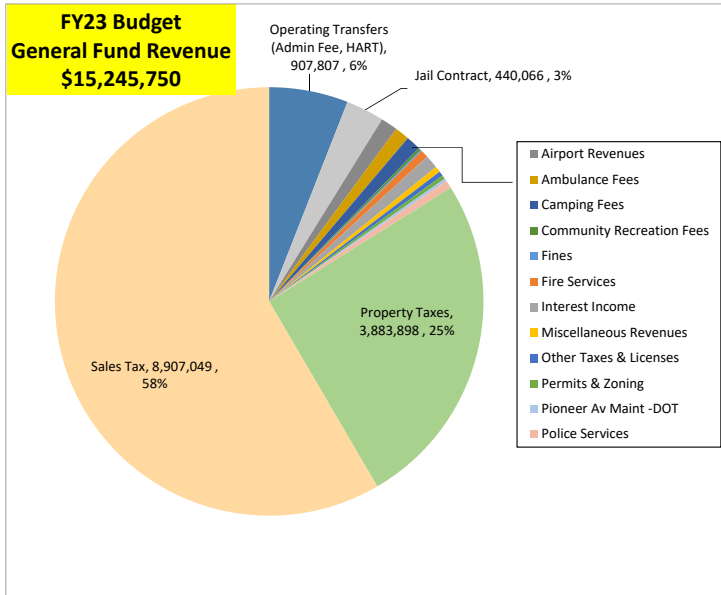
**WHERE THE MONEY GOES - TOTAL OPERATING EXPENDITURES**



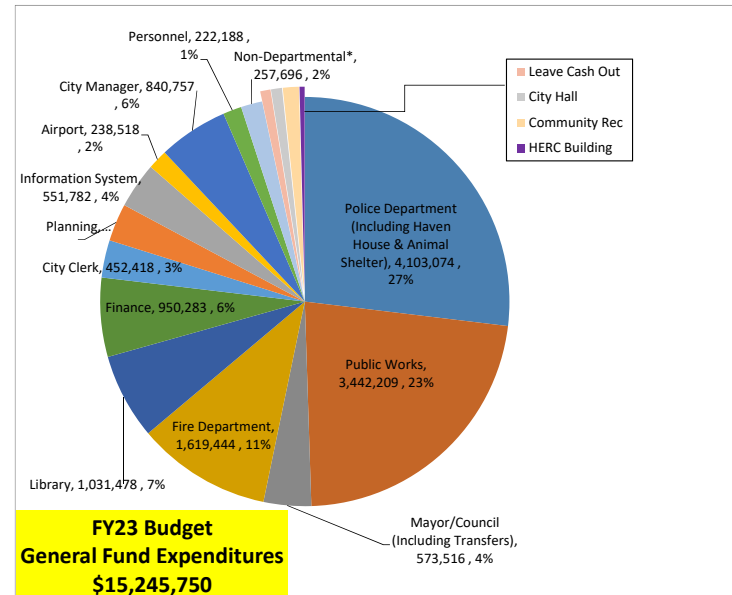
\*Non-Departmental: Includes Pratt Museum, Homer Foundation, and Surplus (transfer to General Fund Unassigned Fund Balance)

**FY23 GENERAL FUND AMENDED BUDGET (PROPOSED)**

**WHERE THE MONEY COMES FROM - TOTAL OPERATING REVENUE**

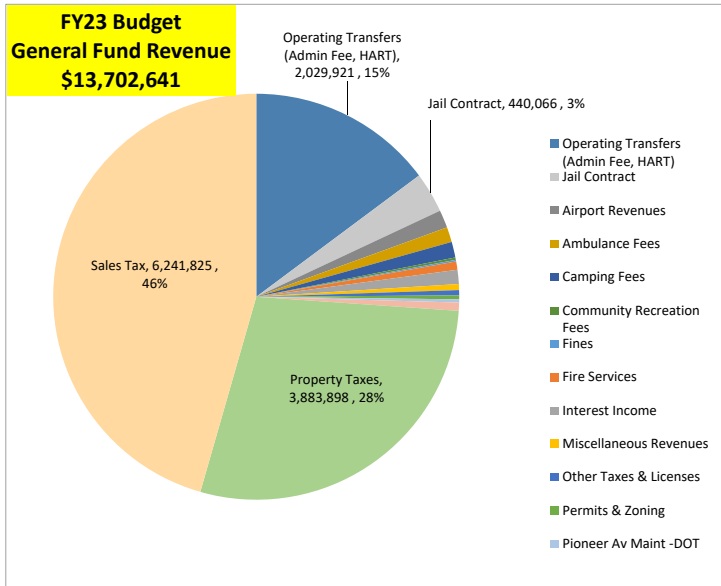


**WHERE THE MONEY GOES - TOTAL OPERATING EXPENDITURES**

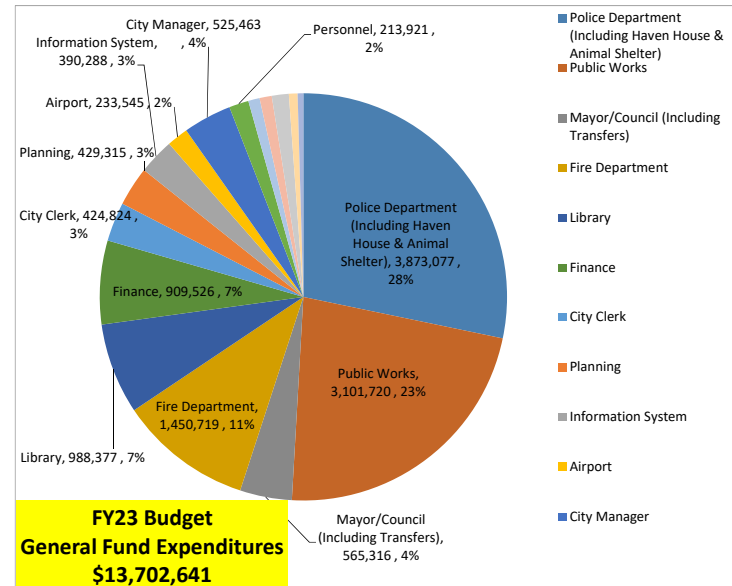


**FY23 GENERAL FUND ADOPTED BUDGET**

**WHERE THE MONEY COMES FROM - TOTAL OPERATING REVENUE**



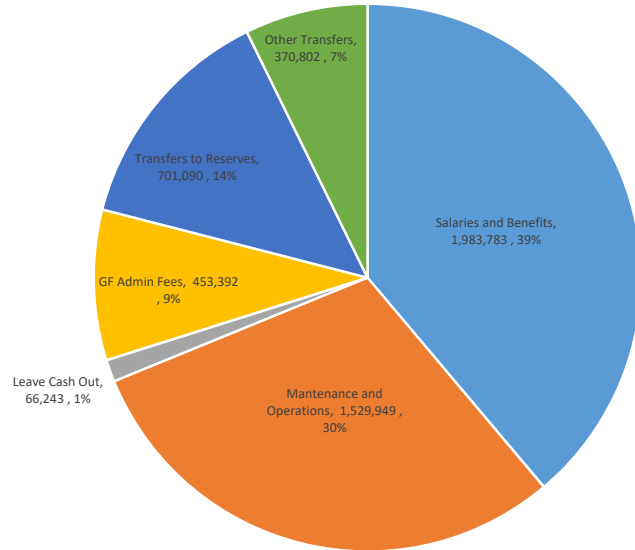
**WHERE THE MONEY GOES - TOTAL OPERATING EXPENDITURES**



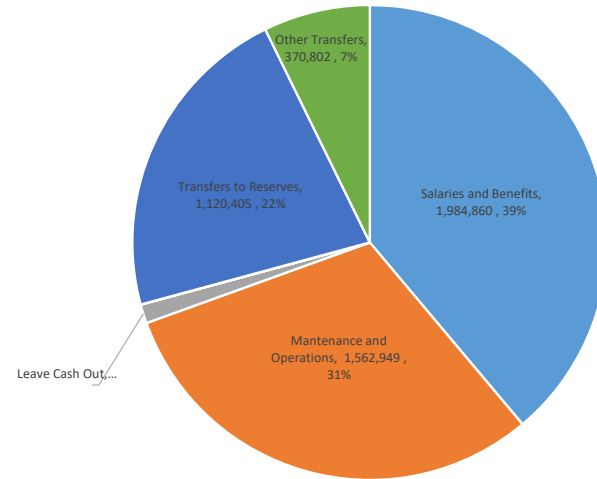
\*Non-Departmental: Includes Pratt Museum, Homer Foundation, and Surplus (transfer to General Fund Unassigned Fund Balance)

### FY22 PORT AND HARBOR BUDGET COMPARISON

FY22 ADOPTED BUDGET

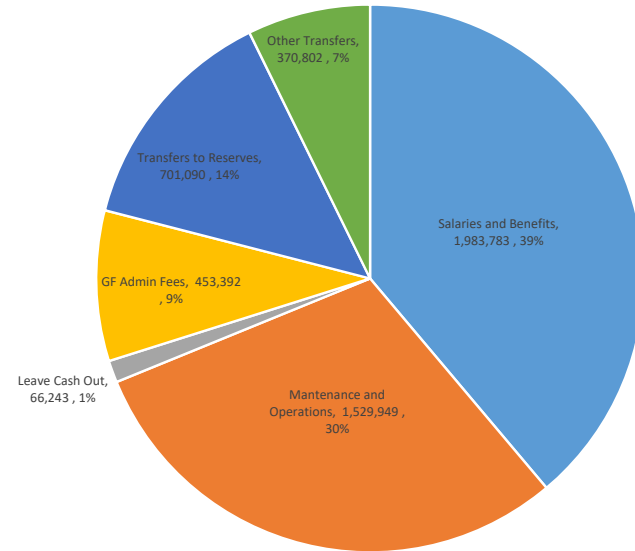


FY22 AMENDED BUDGET (PROPOSED)

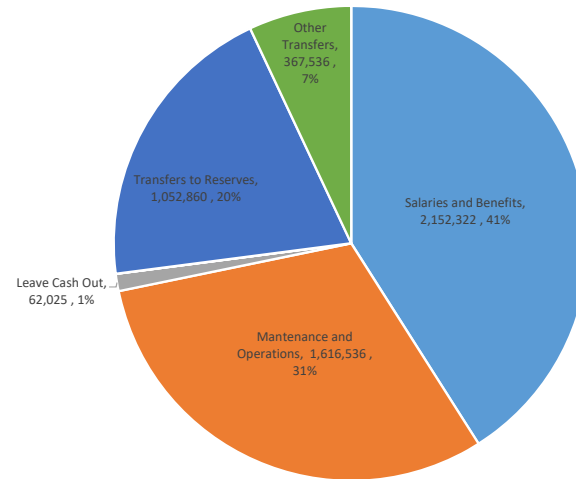


### FY23 PORT AND HARBOR BUDGET COMPARISON

FY23 ADOPTED BUDGET

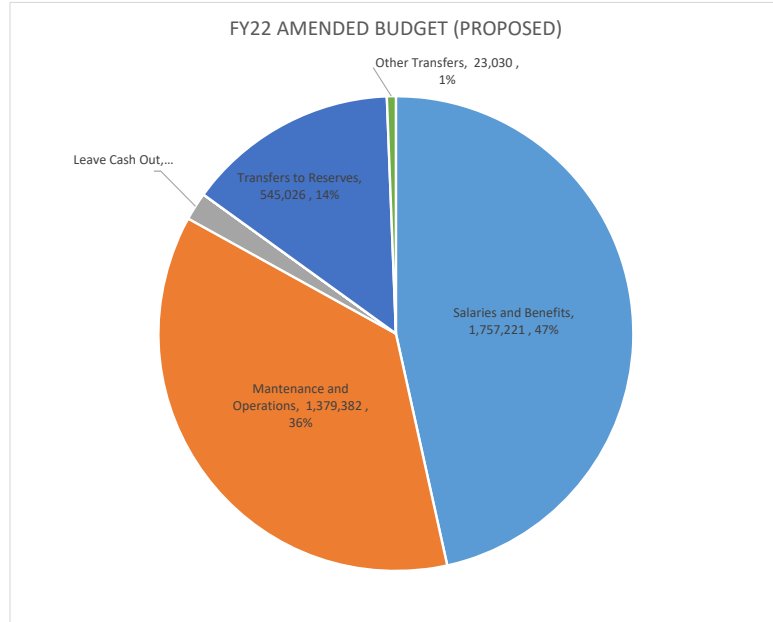
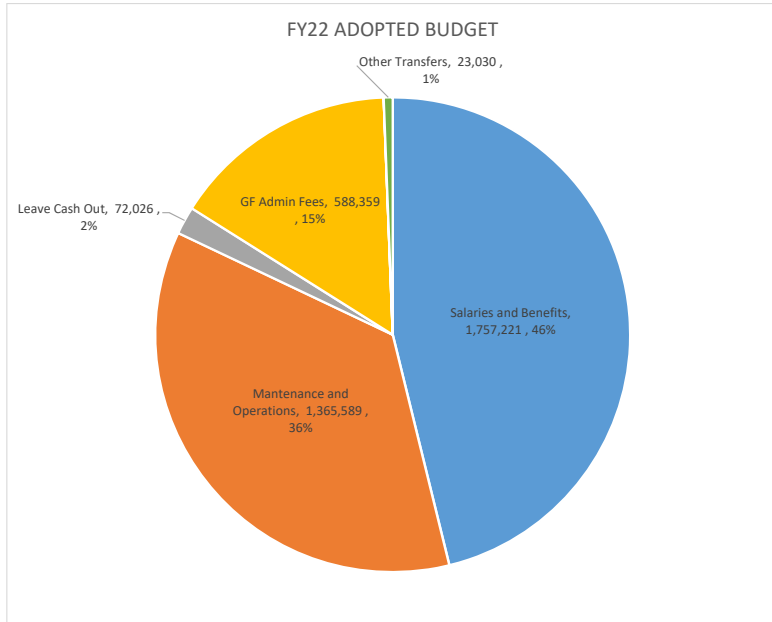


FY23 AMENDED BUDGET (PROPOSED)

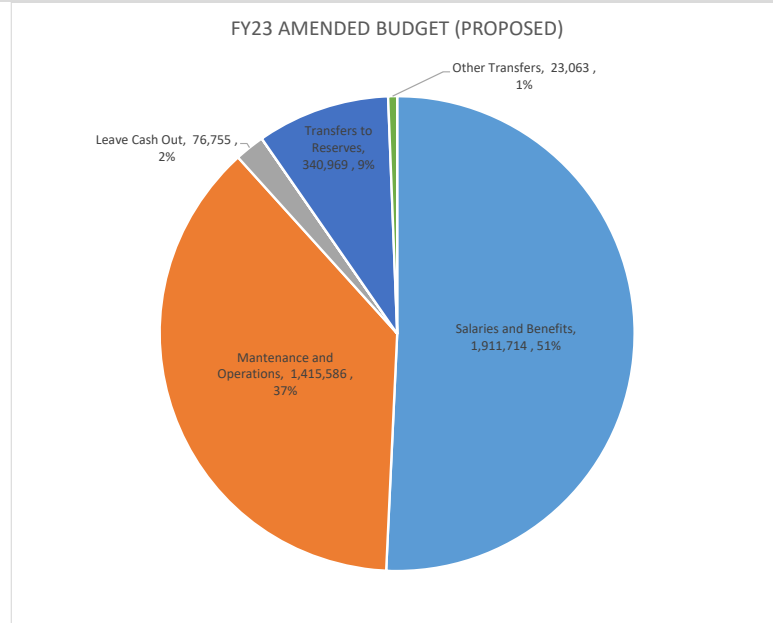
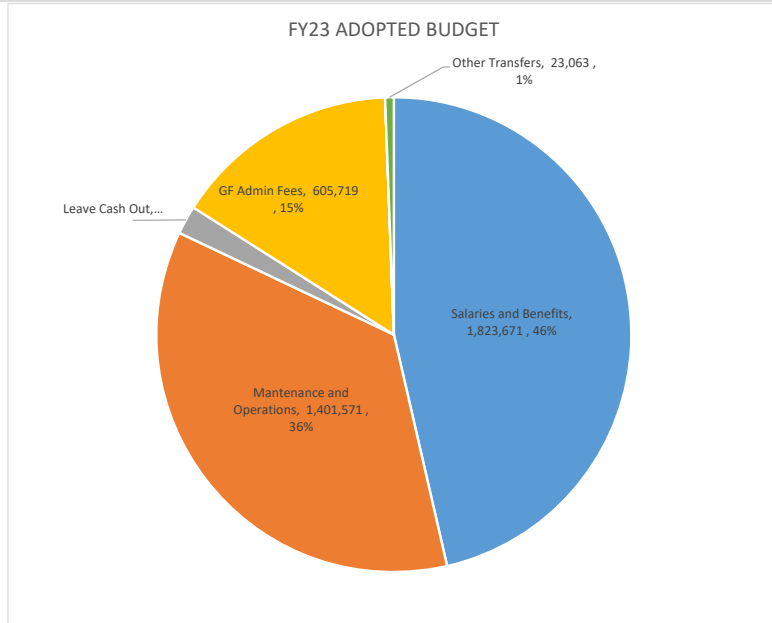




**FY22 UTILITY FUND BUDGET COMPARISON**



**FY23 UTILITY FUND BUDGET COMPARISON**



FUND 100 - GENERAL FUND										
DEPT 0100 - MAYOR/COUNCIL										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5236	Transportation	4,000	5,500	1,500	38%	4,000	8,000	4,000	100%	FY22 - Increased to cover through winter conference in Juneau; FY23 - Increased to allow 3 people attending summer conference, mayor and full council at AML annual conference, and 3 people attending winter conference.
5237	Subsistence	3,500	5,000	1,500	43%	3,500	6,200	2,700	77%	FY22 - Increased to cover through winter conference in Juneau; FY23 - Increased to allow 3 people attending summer conference, mayor and full council at AML annual conference, and 3 people attending winter conference.
5603	Employee Training	2,500	3,000	500	20%	2,500	4,000	1,500	60%	FY22 - Increased to cover through winter conference in Juneau; FY23 - Increased to allow 3 people attending summer conference, mayor and full council at AML annual conference, and 3 people attending winter conference.
DEPT 0101 - CITY CLERK										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5105	Overtime	10,000	13,000	3,000	30%	10,000	13,000	3,000	30%	OT increase due to add meetings requiring clerk presence to facilitate hybrid meetings and pay increases to Deputy Clerks.
5210	Professional Services	12,500	12,500	-	0%	12,500	17,000	4,500	36%	New agenda management software
5237	Subsistence	3,000	3,500	500	17%	3,000	3,500	500	17%	Increased subsistence to accommodate travel to IIMC annual conference.
5603	Employee Training	3,750	3,750	-	0%	3,750	5,000	1,250	33%	Increased training to cover conferences and an additional college/management type class.
DEPT 0110 - CITY MANAGER										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5101	Salary and Wages	268,206	279,206	11,000	4%	273,798	284,798	11,000	4%	Reso 21-061, should also result in changes to other related line items
5201	Office Supplies	1,200	3,200	2,000	167%	1,200	1,200	-	0%	One year increase to fund furniture update for Special Projects Coordinator
5227	Advertising	10,250	12,000	1,750	17%	10,250	12,000	1,750	17%	We have been making more use of advertising for City projects and issues (i.e., HERC redevelopment, recent snow events)
5236	Transportation	5,000	6,000	1,000	20%	5,000	6,000	1,000	20%	Market rates for costs for travel related to City business have increased
5237	Subsistence	2,700	4,000	1,300	48%	2,700	4,000	1,300	48%	Market rates for costs for travel related to City business have increased
DEPT 0113 - INFORMATION SYSTEM										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5105	Overtime	2,000	4,500	2,500	125%	2,000	4,500	2,500	125%	Increased overtime as projects move forward and utilization of non-exempt staff skills
5201	Office Supplies	250	1,750	1,500	600%	250	1,750	1,500	600%	Requested increase is for items to better organize IT spaces--shelving, storage containers, etc.
5216	Freight and Postage	200	1,000	800	400%	200	1,000	800	400%	Anticipation of bringing in a number of major shipments through Fife.
5231	Tools and Equipment	1,500	5,500	4,000	267%	1,500	5,500	4,000	267%	Higher costs
5603	Employee Training	250	1,250	1,000	400%	250	2,250	2,000	800%	Additional training for non-exempt staff to increase the range of tasks they can do.
5633	Phones	7,500	10,000	2,500	33%	7,500	10,000	2,500	33%	Phone system across the entire city is due for upgrading, which will be a capital project. In the short term, there will be updates and partial replacements coming due in late 2022.
DEPT 0120 - FINANCE										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5105	Overtime	12,220	15,000	2,780	23%	12,220	12,220	-	0%	Increased overtime associated with fiscal year change and additional audit related hours
5201	Office Supplies	6,000	7,000	1,000	17%	6,000	6,000	-	0%	Unexpected replacement of mailing equipment
5231	Tools and Equipment	2,500	5,500	3,000	120%	2,500	2,500	-	0%	Replacement of office furniture
5233	Computer Related Items	-	8,500	8,500	100%	-	-	-	0%	Purchase laptops for each member on finance staff to ensure finance operations can function outside of city facilities; improving COOP plans
DEPT 0130 - PLANNING										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5603	Employee Training	2,500	2,500	-	0%	2,500	5,000	2,500	100%	Support training related to expanded economic development mission

FUND 100 - GENERAL FUND										
DEPT 0145 - LIBRARY										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5210	Professional Services	8,900	9,400	500	6%	8,900	9,400	500	6%	Budget is generally adequate but prices are rising due to inflation.
5215	Communications	29,000	29,000	-	0%	29,000	33,500	4,500	16%	Wireless hotspots have seen enormous demand already. The hotspot service is grant-funded through the rest of FY22 and the first three months of FY23. Communication costs thereafter depend on whether we continue the program and how many hotspots we keep in service, as well as whether we secure more grant funding.
5216	Freight and Postage	2,500	3,000	500	20%	2,500	3,000	500	20%	Rise in interlibrary loans and putting on more traveling exhibits, with added postage costs.
5244	Snow Removal	8,200	10,200	2,000	24%	8,200	10,200	2,000	24%	This year has unusually heavy snowfall, but snow-clearance costs exceeded projections in FY20 and FY21 as well.
5603	Employee Training	3,500	4,000	500	14%	3,500	4,000	500	14%	Increased demand for employee training courses.
DEPT 0150 - FIRE ADMINISTRATION										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5105	Overtime	11,070	14,070	3,000	27%	11,070	14,070	3,000	27%	
5201	Office Supplies	3,000	3,500	500	17%	3,000	3,500	500	17%	Increased costs
5210	Professional Services	28,000	31,000	3,000	11%	28,000	31,000	3,000	11%	Increased costs
5215	Communications	20,000	25,000	5,000	25%	15,000	20,000	5,000	33%	Increased costs
DEPT 0151 - FIRE SERVICES										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5103	Part-time Wages	25,344	37,344	12,000	47%	25,546	61,546	36,000	141%	More part time help to meet the increases in run volume and the decrease of volunteer support.
5104	Part-time Benefits	2,923	4,423	1,500	51%	2,947	8,397	5,450	185%	More part time help to meet the increases in run volume and the decrease of volunteer support.
5105	Overtime	7,447	10,447	3,000	40%	7,447	14,447	7,000	94%	
5107	Part-time Overtime	1,350	1,850	500	37%	1,350	1,850	500	37%	
5207	Vehicle and Boat Maintenance	8,000	11,000	3,000	38%	8,000	11,000	3,000	38%	Age of the fleet is making cost of repairs/maintenance more expensive
DEPT 0152 - MEDICAL SERVICES										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5103	Part-time Wages	25,344	37,344	12,000	47%	25,546	61,546	36,000	141%	More part time help to meet the increases in run volume and the decrease of volunteer support.
5104	Part-time Benefits	2,923	4,423	1,500	51%	2,947	8,397	5,450	185%	More part time help to meet the increases in run volume and the decrease of volunteer support.
5105	Overtime	7,447	10,447	3,000	40%	7,447	14,447	7,000	94%	
5107	Part-time Overtime	1,350	1,850	500	37%	1,350	1,850	500	37%	
5202	Operating Supplies	20,000	21,000	1,000	5%	20,000	21,000	1,000	5%	Increased costs
DEPT 0160 - POLICE ADMINISTRATION										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5215	Communications	38,000	38,000	-	0%	39,000	43,000	4,000	10%	Telecommunications costs have been steadily increasing due to inflation and increased maintenance and repair costs associated with a larger dispatch system and more equipment.
5244	Snow Removal	8,000	12,000	4,000	50%	8,000	12,000	4,000	50%	The new police department has three different lots requiring plowing and sanding. They are also larger than those at our station resulting in higher costs.
5625	Impound Costs	3,000	5,500	2,500	83%	3,500	6,000	2,500	71%	Impounds have been steadily rising every year and the towing firms have been increasing the charges resulting in higher impound costs.
DEPT 0161 - DISPATCH										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5105	Overtime	38,446	42,446	4,000	10%	38,446	42,446	4,000	10%	Staffing shortages and COVID related issues; expect continuation of staffing shortages and disruptions in FY23
DEPT 0163 - PATROL										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5105	Overtime	108,901	183,901	75,000	69%	109,880	154,880	45,000	41%	Staffing shortages and COVID related issues; expect continuation of staffing shortages and disruptions in FY23

FUND 100 - GENERAL FUND										
DEPT 0164 - JAIL										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5105	Overtime	39,931	47,431	7,500	19%	39,931	47,931	8,000	20%	Staffing shortages and COVID related issues; expect continuation of staffing shortages and disruptions in FY23
DEPT 0165 - ANIMAL CONTROL										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5210	Professional Services	195,707	200,707	5,000	3%	195,707	208,707	13,000	7%	Reso 21-088, increase calendar year 2022 contract 5% and calendar year 2023 contract 3%
DEPT 0170 - PUBLIC WORKS ADMINISTRATION										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5201	Office Supplies	2,200	3,200	1,000	45%	2,200	3,200	1,000	45%	Inflation
5202	Operating Supplies	3,900	4,400	500	13%	3,900	4,400	500	13%	Inflation
5210	Professional Services	4,900	10,000	5,100	104%	4,900	10,000	5,100	104%	Needing a modest budget for exploring ideas before we commit full scale resources to them as well as professional help with public outreach, such as creating graphics, flyers, etc.
5215	Communications	10,000	11,040	1,040	10%	10,000	11,080	1,080	11%	New city phones for key staff; FY22 increases include initial purchase and monthly service charge; FY23 includes new ongoing monthly service charge
5227	Advertising	500	1,000	500	100%	500	1,000	500	100%	Increased public service announcements (PSA's)
5231	Tools and Equipment	2,100	1,100	(1,000)	-48%	2,100	1,100	(1,000)	-48%	No longer needed in public works administration budget
5602	Safety Equipment	1,200	2,478	1,278	107%	1,200	2,200	1,000	83%	Inflation
DEPT 0171 - GENERAL MAINTENANCE										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5209	Building & Grounds Maintenance	14,500	20,316	5,816	40%	14,500	20,607	6,107	42%	Inflation
5215	Communications	-	1,560	1,560	100%	-	1,620	1,620	100%	New city phones for key staff; FY22 increases include initial purchase and monthly service charge; FY23 includes new ongoing monthly service charge
5282	City Hall Building Maintenance	10,000	30,000	20,000	200%	10,000	10,000	-	0%	Replace glycol and pumps at City Hall
5287	Animal Control Building Maintenance	2,500	3,500	1,000	40%	2,500	2,500	-	0%	Replaced hot water tank
5603	Employee Training	3,000	5,000	2,000	67%	6,000	8,000	2,000	33%	Training for two employees (backflow in FY22 and boiler certification in FY23)
DEPT 0172 - GRAVEL ROADS										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5103	Part-time Wages	-	5,000	5,000	100%	-	5,000	5,000	100%	Temporary laborer for summer season to to help out while operator is working as construction inspector. Operator's time will be charged to relevant project(s)
5107	Part-time Overtime	-	750	750	100%	-	750	750	100%	Temporary laborer for summer season to to help out while operator is working as construction inspector. Operator's time will be charged to relevant project(s)
5204	Chemicals	57,150	82,150	25,000	44%	61,700	94,200	32,500	53%	Chemicals have a 30% price increase
5210	Professional Services	3,500	6,500	3,000	86%	3,500	6,500	3,000	86%	Occasional truck hauling for gravel hauling; increase for hydroseeding and tree trimming
5215	Communications	-	3,120	3,120	100%	-	3,240	3,240	100%	New city phones for key staff; FY22 increases include initial purchase and monthly service charge; FY23 includes new ongoing monthly service charge
5603	Employee Training	-	1,500	1,500	100%	-	1,500	1,500	100%	CDL training for employee
DEPT 0173 - PAVED ROADS										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5103	Part-time Wages	-	5,000	5,000	100%	-	-	-	0%	Temporary laborer for summer season to to help out while operator is working as construction inspector. Operator's time will be charged to relevant project(s)
5105	Overtime	1,693	3,693	2,000	118%	1,693	1,693	-	0%	Unforeseen emergencies
5107	Part-time Overtime	-	750	750	100%	-	-	-	0%	Temporary laborer for summer season to to help out while operator is working as construction inspector. Operator's time will be charged to relevant project(s)
DEPT 0174 - WINTER ROADS										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5105	Overtime	18,175	38,175	20,000	110%	18,175	23,175	5,000	28%	FY22 - Winter storms; unforeseen plowing and sanding; FY23 - matching FY22 budget
5204	Chemicals	56,400	81,400	25,000	44%	60,900	93,400	32,500	53%	Chemicals 30% increase in cost.
5214	Rents & Leases	15,000	35,000	20,000	133%	15,000	50,000	35,000	233%	FY22 - Grader rental and snow haulers; FY23 - Snow haulers

FUND 100 - GENERAL FUND										
DEPT 0175 - PARKS										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5202	Operating Supplies	32,000	40,000	8,000	25%	32,000	40,000	8,000	25%	Inflation
5210	Professional Services	90,000	170,000	80,000	89%	90,000	170,000	80,000	89%	Unexpected increases in contractor snow removal. Additional needs of contracting for restroom custodial services.
5215	Communications	-	1,000	1,000	100%	-	1,000	1,000	100%	New city phones for key staff; FY22 increases include initial purchase and monthly service charge; FY23 includes new ongoing monthly service charge
5220	Refuse and Disposal	3,000	3,500	500	17%	3,000	3,500	500	17%	Increased costs
5231	Tools and Equipment	4,000	4,500	500	13%	4,000	4,500	500	13%	Increased costs
5252	Credit Card Expenses	7,400	8,150	750	10%	7,400	8,150	750	10%	Increased costs
DEPT 0176 - MOTOR POOL										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5105	Overtime	2,194	2,794	600	27%	2,338	2,838	500	21%	Mechanics support equipment operators when there is a call out after hours.
5215	Communications	-	1,560	1,560	100%	-	1,620	1,620	100%	New city phones for key staff; FY22 increases include initial purchase and monthly service charge; FY23 includes new ongoing monthly service charge
5603	Employee Training	3,500	5,000	1,500	43%	3,500	3,500	-	0%	CDL training for employee
DEPT 0177 - ENGINEERING INSPECTION										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5210	Professional Services	3,500	8,500	5,000	143%	3,500	8,500	5,000	143%	We need a modest budget for conceptual engineering & other technical information gathering to ascertain the viability of projects before committing full scale resources to the ideas.
5215	Communications	-	1,040	1,040	100%	-	1,080	1,080	100%	New city phones for key staff; FY22 increases include initial purchase and monthly service charge; FY23 includes new ongoing monthly service charge
5233	Computer Related Items	3,000	5,194	2,194	73%	3,000	3,000	-	0%	Purchase cameras and laptops to allow more people to participate in Zoom meetings as well as work remotely.

	<u>FY22</u>		<u>FY23</u>
	\$ 455,188	<b>Total Proposed Amendments</b>	\$ 485,547

FUND 200 - UTILITY FUND										
DEPT 0402 - WATER SYSTEM TESTING										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5202	Operating Supplies	5,900	6,608	708	12%	6,500	7,300	800	12%	Vendor price increases
5208	Equipment Maintenance	4,000	4,500	500	13%	4,500	5,050	550	12%	Vendor price increases
DEPT 0501 - SEWER PLANT OPERATIONS										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5204	Chemicals	55,000	66,000	11,000	20%	55,000	66,000	11,000	20%	Vendor price increases
5234	Record and Permits	8,075	9,000	925	11%	8,075	9,000	925	11%	Vendor price increases
DEPT 0502 - SEWER SYSTEM TESTING										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5202	Operating Supplies	5,500	6,160	660	12%	5,500	6,240	740	13%	Vendor price increases

	<u>FY22</u>		<u>FY23</u>
	\$ 13,793	Total Proposed Amendments	\$ 14,015

FUND 400 - PORT AND HARBOR ENTERPRISE FUND										
DEPT 0600 - ADMINISTRATION										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5213	Survey and Appraisal	5,000	33,000	28,000	560%	5,000	12,500	7,500	150%	Amend the budget to account for the upcoming cost of land appraisals. We had a long term relationship with Derry and Derry but when they retired we had to go out for proposals. We awarded the contract to North Pacific Advisors and because we have a backlog of properties to be appraised we are looking at a big catch up year, hence the large budget increase for 2022. This information was not available in June when we were setting up the new budget.
DEPT 0604 - DEEP WATER DOCK										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5627	Port Security	-	2,500	2,500	100%	-	2,500	2,500	100%	The Port is required to have a Facility Security Plan (FSP) by DHS and we must have it reviewed by a creditable outside source prior to our annual FSP audit by CG MSD. I recommend adding this annual expense to our Port Security line 0604-5627 for this expenditure.
DEPT 0606 - FISH GRINDER										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5235	Membership Dues	-	2,500	2,500	100%	-	2,500	2,500	100%	DEC has indicated that there will be an annual permit instead of the 5 year permit of the past. At this point we are estimating that the cost will be \$2,500 per year.
DEPT 0611 - HARBOR MAINTENANCE										
A/C NUMBER	EXPENSE DESCRIPTION	FY22 ADOPTED BUDGET	FY22 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	FY23 ADOPTED BUDGET	FY23 AMENDED BUDGET	PROPOSED AMENDMENTS \$	PROPOSED AMENDMENTS %	NOTES
5105	Overtime	1,923	3,000	1,077	56%	1,923	3,000	1,077	56%	Increasing budget line to \$3,000 total based on trends

<u>FY22</u>		<u>FY23</u>
\$ 34,077	Total Proposed Amendments	\$ 13,577