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FY22 Council Budget Draft

	FY18 Actual	FY19 Actual	FY20 Actual	3 Year Average	FY21 Budget	FY21 Actual as of 03/31/2020	FY21 Variance	FY22 Dept Request	FY22 Manager Approve	FY22 Council Approve
Expenses										
1000 7025 10 11 0000 0 Lobbying	30,000	30,000	24,000	28,000	24,000	18,000	6,000	30,000		
1000 7068 10 11 0000 0 Annexation Project	1,080	-	-	360	0	-	-	0		
1000 7130 10 11 0000 0 Advertising	1,947	606.75	980	1,178	2,000	714	1,286	2,500		
1000 7135 10 11 0000 0 Memberships	4,414	4,385	4,587.75	4,462	5,100	4,929	171	5,730		
1000 7150 10 11 0000 0 Travel	140	-	-	47	0	-	-	5,000		
1000 7155 10 11 0000 0 Training	310	330	330	323	500	373	127	500		
1000 7190 10 11 0000 0 Contributions	10,112	-	-	3,371	500	-	500	500		
1000 7300 10 11 0000 0 Office Supplies	69	-	77	49	100	-	100	100		
1000 7310 10 11 0000 0 Supplies	79	-	-	26	0	-	-	0		
1000 7320 10 11 0000 0 Food Items	296	58.96	180.88	179	250	-	250	500		
1000 7610 10 11 0000 0 Minor Tools & Equipment	-	-	23	8	500	-	500	500		
1000 7710 10 11 0000 0 Telephone	311	377	0	229	0	-	-	0		
Total Expenses	48,759	35,758	30,179	38,232	32,950	24,016	8,934	45,330	0	0

Council

1000 XXXX 10 11 0000 0

Lobbying	7025	\$30,000
<ul style="list-style-type: none"> Seeking new contract lobbying services. 		
Advertising	7130	\$2,000
<ul style="list-style-type: none"> Council and Committee/Board/Commission vacancies; Notice of Public Hearings on Proposed Ordinances. Increase in rates due to change of ownership of newspaper. 		
Subs & Memberships	7135	\$5,730
<ul style="list-style-type: none"> Alaska Municipal League \$3,400. SWAMC \$1,570 (based on population of 2,420 @.65/person). AML Conference of Mayors \$100. ZOOM Meeting \$660 (\$55 per month) 		
Travel	7150	\$5,000
<ul style="list-style-type: none"> Juneau Lobbying Trip (2) - \$1,810. Alaska Municipal League (1) - \$1,310. Southwest Alaska Municipal Conference (1) - \$1,040. Travel estimate is based on: <ul style="list-style-type: none"> \$600 for airfare per event. \$35 a day for per diem. \$100 a night for motel. Scholarships will be applied for and will likely defray travel costs. 		
Training	7155	\$500
<ul style="list-style-type: none"> Southwest Alaska Municipal Conference (2). Alaska Municipal League (2). Scholarships will be applied for and will likely defray travel costs. 		
Contributions	7190	\$500
<ul style="list-style-type: none"> Beaver Round-Up Festival. Flowers for funeral services, births. 		
Office Supplies	7300	\$100
<ul style="list-style-type: none"> Typical Office Supplies. 		
Food Items	7320	\$500
<ul style="list-style-type: none"> Food/snacks provided for meetings. 		
Minor Tools and Equipment	7610	\$500
<ul style="list-style-type: none"> Minor tools & equipment for council chambers. 		
Total Council Budget		\$45,330

FY22 City Clerk Budget Draft

Expenses	FY18 Actual	FY19 Actual	FY20 Actual	3 Year Average	FY21 Budget	FY21 Actual as of 03/31/2020	FY21 Variance	FY22 Dept Request	FY22 Manager Approve	FY22 Council Approve
1000 6000 10 12 0000 0 Salaries/Wages RT	72,181	72,286	72,814	72,427	75,039	54,736	20,303	78,063		
1000 6099 10 12 0000 0 Contra Wages			(9,865)		0	-8,637	8,637	0		
1000 6100 10 12 0000 0 Payroll Taxes	5,503	5,528	5,575	5,535	5,741	4,184	1,557	5,972		
1000 6210 10 12 0000 0 Health Insurance	11,162	10,050	10,398	10,537	11,282	7,391	3,891	12,124		
1000 6211 10 12 0000 0 HRA	-	-	4,839		2,000	0	2,000	2,000		
1000 6215 10 12 0000 0 Dental Insurance	681	615	573	623	568	369	199	568		
1000 6220 10 12 0000 0 Life Insurance	430	310	433	391	457	299	158	452		
1000 6230 10 12 0000 0 PERS Employer	14,270	15,912	16,019	15,400	16,508	12,042	4,466	17,174		
1000 6231 10 12 0000 0 PERS on Behalf	2,132	4,466	5,047	3,882	4,968	4,844	124	6,331		
1000 6235 10 12 0000 0 Workers' Compensation	295	302	235	277	238	168	70	247		
1000 7135 10 12 0000 0 Memberships	300	220	245	255	246	495	(249)	120		
1000 7150 10 12 0000 0 Travel	-	1,469	1,478	982	0	0	-	2,310		
1000 7155 10 12 0000 0 Training	-	125	775	300	1,650	1,015	635	1,650		
1000 7170 10 12 0000 0 Elections	3,431	3,773	3,109	3,438	3,866	3,825	41	5,000		
1000 7175 10 12 0000 0 Codification	1,245	1,783	2,159	1,729	2,500	923	1,577	2,500		
1000 7300 10 12 0000 0 Office Supplies	328	224	55	202	350	200	150	350		
1000 7310 10 12 0000 0 Supplies	78	-	-	26	0		-			
Total Expenses	112,035	117,063	113,889	116,004	125,413	81,855	43,558	134,861	0	0

Clerk

1000 XXXX 10 12 0000 0

Salaries	6000	\$78,063
<ul style="list-style-type: none"> One FTE. 		
Fringe Benefits	62XX	\$38,537
<ul style="list-style-type: none"> FICA/MED, Insurance (Health, Dental, Life), HRA, PERS Employer, Workers' Comp. 		
PERS On Behalf	6230	\$6,331
<ul style="list-style-type: none"> 8.11% for all employees provided by the State. 		
Subs & Memberships	7135	\$120
<ul style="list-style-type: none"> International Institute of Municipal Clerks \$175. (prepaid in FY21) Alaska Association of Municipal Clerks \$50. National Association of Parliamentarians \$70 		
Travel	7150	\$2,310
<ul style="list-style-type: none"> June NCI classes in Tacoma. Airfare - \$820, Per Diem - \$250. AAMC conference November, Anchorage, Airfare - \$500, Per Diem - \$140, Hotel - \$600. Will see if BBEDC funds are available. 		
Training	7155	\$1,650
<ul style="list-style-type: none"> June NCI classes in Tacoma \$1,150 (includes room). AAMC conference fee \$500 (Academy and Conference). 		
Elections	7170	\$5,000
<ul style="list-style-type: none"> October Regular City Election cost includes advertising, ballots, programming the election machine cards, election judges. Cleaning sheets for voting machine UV cleaning machine 		
Codification	7175	\$2,500
<ul style="list-style-type: none"> Submit adopted ordinances to Code Publishing Co. to update Dillingham Municipal Code online and provide a pdf version Web hosting annual fee of \$350 		
Office Supplies	7300	\$ 350
<ul style="list-style-type: none"> Includes printer cartridges, hard paper 		
Total Clerk Budget		\$134,861

CM Comments

FY22 Administration Department Budget Draft

	FY18 Actual	FY19 Actual	FY20 Actual	3 Year Average	FY21 Budget	FY21 Actual at 3/31/2020	FY21 Variance	FY22 Dept Request	FY22 Manager Approve	FY22 Council Approve
Expenses										
1000 6000 10 13 0000 0 Salaries/Wages RT	175,190	154,838	171,116	167,048	181,371	162,085	19,286	201,258		
1000 6010 10 13 0000 0 Overtime	3,318	1,854	1,515	2,229	5,006	4,044	962	3,866		
1000 6099 10 13 0000 0 Contra Wages Admin			(50,654)		-37,000	-37,548	548	0		
1000 6100 10 13 0000 0 Payroll Taxes	13,584	11,848	13,172	12,868	14,028	12,553	1,475	15,692		
1000 6210 10 13 0000 0 Health Insurance	19,024	26,676	30,497	25,399	33,326	22,882	10,444	39,564		
1000 6211 10 13 0000 0 HRA	-	-	-	-	2,000	1,792	208	2,000		
1000 6215 10 13 0000 0 Dental Insurance	1,216	1,679	1,740	1,545	1,723	1,195	528	1,930		
1000 6220 10 13 0000 0 Life Insurance	691	784	1,021	832	1,114	603	511	921		
1000 6230 10 13 0000 0 PERS Employer	25,011	34,192	37,979	32,394	40,343	31,672	8,671	45,128		
1000 6231 10 13 0000 0 PERS on Behalf	3,792	9,597	11,966	8,452	12,140	12,741	(601)	16,636		
1000 6235 10 13 0000 0 Workers' Compensation	739	652	555	649	578	459	119	644		
1000 6250 10 13 0000 0 Employee Screening	-	-	20	7	0	0	-	20		
1000 6615 10 13 0000 0 Recruiting - Misc	-	98	140	79	750	607	143			
1000 6620 10 13 0000 0 Recruiting - Travel	7,874	-	-	2,625	5,580	600	4,980	1,200		
1000 6621 10 13 0000 0 Recruiting - Moving Admin	3,000	-	-	1,000	15,000	9,426	5,574	15,000		
1000 7060 10 13 0000 0 Contractual/Professional	15,757	4,500	-	6,752	30,000	1,728	28,272	51,000		
1000 7130 10 13 0000 0 Advertising	-	-	1,130	377	2,000	0	2,000	2,000		
1000 7135 10 13 0000 0 Memberships	330	384	200	305	400	477	(77)	500		
1000 7150 10 13 0000 0 Travel	2,254	4,165	6,167	4,196	0	140	(140)	9,140		
1000 7155 10 13 0000 0 Training	-	1,030	650	560	0	905	(905)	1,000		
1000 7300 10 13 0000 0 Office Supplies	1,590	356	2,052	1,333	500	10,537	(10,037)	1,000		
1000 7310 10 13 0000 0 Supplies	-	-	40	40	0	641	(641)			
1000 7610 10 13 0000 0 Minor Tools & Equipment	-	0	-	-	15,000	0	15,000			
1000 7705 10 13 0000 0 Building Rent					10,800	6,000	4,800	18,000		
1000 7720 10 13 0000 0 Electricity					0	138	(138)	2,880		
1000 7730 10 13 0000 0 Heating Fuel					0	785	(785)	4,500		
1000 7780 10 13 0000 0 Janitorial					0	50	(50)	150		
	273,370	252,652	229,309	251,777	334,659	244,512	90,147	434,029	-	-

Administration

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Salaries	6000	\$201,258
<ul style="list-style-type: none"> • Interim City Manager through November 2021 • City Manager and HR/Executive Assistant wages. 		
Overtime	6010	\$3,866
<ul style="list-style-type: none"> • Overtime for HR/Executive Assistant for unanticipated requirements. • One major project is the reorganization of the files between the City Offices and Storage in accordance with COD retention schedule. 		
Fringe Benefits	62XX	\$105,879
<ul style="list-style-type: none"> • FICA/MED, Insurance (Health, Dental, Life), HRA, PERS Employer, Workers' Comp. 		
PERS on Behalf	6231	\$16,636
<ul style="list-style-type: none"> • 8.11% for all employees provided by the State. 		
Employee Screening	6235	\$20
<ul style="list-style-type: none"> • Background check for the Executive Assistant 		
Recruiting Travel	6620	\$1,200
<ul style="list-style-type: none"> • Round trip for Interim City Manager • Round trip for new City Manager 		
Recruiting Moving Admin	6621	\$15,000
<ul style="list-style-type: none"> • Recruiting Bonus for new City Manager 		
Contractual Professional	7060	\$51,000
<ul style="list-style-type: none"> • Tim Pearson contract finish from FY21 • Additional for city manager search 		
Advertising	7130	\$2,000
<ul style="list-style-type: none"> • Special Advertising as needed required. • Recruiting advertisement is a likely expenditure in the future in order to recruit personnel. 		
Subs & Memberships	7135	\$500
<ul style="list-style-type: none"> • Subscription to Alaska Municipal Managers Association. 		

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Travel	7150	\$9,140
<ul style="list-style-type: none"> • City Manager Travel. <ul style="list-style-type: none"> ○ Possible Juneau business during Legislative session - \$905. ○ Attendance during the SWAMC Conference – \$1,040. ○ Alaska Municipal League Annual Conference - \$1,310. • HR recruiting trips. <ul style="list-style-type: none"> ○ AVTEC/UAA/UAF career fairs - \$1,175. • Travel estimate is based on: <ul style="list-style-type: none"> ○ \$600 for airfare per event. (4 events=2,400) ○ \$35 a day for per diem. (20 days=700) ○ \$100 a night for motel. (16 nights=1,600) 		
Training	7155	\$1,000
<ul style="list-style-type: none"> • AML conference fee - \$500. • SWAMC conference fee - \$500. 		
Office Supplies	7300	\$1,000
<ul style="list-style-type: none"> • Typical Office Supplies. 		
Building Rent	7705	\$18,000
<ul style="list-style-type: none"> • Rent of Vitavik apartment G 		
Electricity	7720	\$2,880
<ul style="list-style-type: none"> • For apartment rental 		
Heating Fuel	7730	\$4,500
<ul style="list-style-type: none"> • For apartment rental 		
Janitorial	7780	\$150
<ul style="list-style-type: none"> • Cleaning for apartment rental 		
Total Admin Budget		\$434,029

CM Comments
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FY22 Finance Department Budget Draft

Expenses	FY18 Actual	FY19 Actual	FY20 Actual	3 Year Average	FY21 Budget	FY21 Actual as of 03/31/2020	FY21 Variance	FY22 Dept Request	FY22 Manager Approve	FY22 Council Approve
1000 6000 10 14 0000 0 Salaries/Wages RT	314,114	328,422	325,092	322,543	345,841	254,759	91,082	375,896		
1000 6010 10 14 0000 0 Overtime	2,094	1,829	2,079	2,000	5,459	1,136	4,323	2,858		
1000 6099 10 14 0000 0 Contra Wages			(2,363)		(24,000)	(24,701)		0		
1000 6100 10 14 0000 0 Payroll Taxes	23,733	24,735	24,556	24,342	26,874	19,257	7,617	28,975		
1000 6210 10 14 0000 0 Health Insurance	88,328	90,983	85,222	88,178	104,345	59,895	44,450	114,427		
1000 6211 10 14 0000 0 HRA	1,250	-	5,855	2,368	4,000	2,000	2,000	5,783		
1000 6215 10 14 0000 0 Dental Insurance	6,438	6,264	5,116	5,946	5,808	3,242	2,566	4,040		
1000 6220 10 14 0000 0 Life Insurance	1,616	1,691	1,914	1,740	2,121	1,318	803	2,027		
1000 6230 10 14 0000 0 PERS Employer	67,023	70,686	71,821	69,843	77,353	53,952	23,402	79,684		
1000 6231 10 14 0000 0 PERS on Behalf	9,971	19,946	22,621	17,513	23,256	21,646	1,610	29,375		
1000 6235 10 14 0000 0 Workers Comp	3,300	1,377	1,849	2,176	1,107	767	340	1,192		
1000 6240 10 14 0000 0 Unemployment	-	-	99	33	0	2,300	(2,300)	2,000		
1000 6250 10 14 0000 0 Employee Screening	-	-	20	7	0	(20)	20	40		
1000 6560 10 14 0000 0 Annual Payroll Fees	4,023	4,500	1,552	3,358	4,824	3,903	921	4,824		
1000 7030 10 14 0000 0 Appraisal	36,000	12,000	23,025	23,675	28,000	23,705	4,295	20,000		
1000 7060 10 14 0000 0 Contractual Professional	16,417	49,411	46,543	37,457	50,000	9,368	40,632	50,000		
1000 7060 10 14 1040 0 Contractual Professional	-	-	57	19	0	21,976	(21,976)	40,000		
1000 7130 10 14 0000 0 Advertising	616	165	-	260	1,000	0	1,000	500		
1000 7135 10 14 0000 0 Memberships	90	140	75	102	245	0	245	245		
1000 7150 10 14 0000 0 Travel	525	1,312	-	612	0	0	0	1,200		
1000 7155 10 14 0000 0 Training	-	-	-	-	2,000	0	2,000	6,000		
1000 7180 10 14 0000 0 Bank Chgs/Misc	1,946	2,308	163	1,473	3,000	665	2,335	1,000		
1000 7182 10 14 0000 0 Cash Over/Under	6	116	1	41	0	0	0	0		
1000 7186 10 14 0000 0 Fraud Finance (7185)	-	-	707	236	0	0	0	0		
1000 7300 10 14 0000 0 Office Supplies	5,027	2,956	3,181	3,721	3,000	2,786	214	4,000		
1000 7610 10 14 0000 0 Minor Tools & Equip	1,488	267	833	863	1,500	330	1,170	3,500		
1000 7940 10 14 0000 0 Computer Software	-	-	-	-	1,900	1,908	(8)	0		
Total Expenses	584,024	619,107	620,019	608,504	667,633	460,193	206,740	777,565	0	0

Finance

1000 XXXX 10 14 0000 0

Salaries	6000	\$375,895
<ul style="list-style-type: none"> • Finance Director • Assistant Finance Director • Accounting Tech III (Payroll/Payables and Taxes/Collections) • Accounting Tech II (Receivables) • Accounting Tech I (Cash) • Accounting Tech III (PT – 14 hrs per week) 		
Overtime	6010	\$2,858
<ul style="list-style-type: none"> • 80 hours per non-exempt employee 		
Fringe Benefits	62XX	\$236,128
<ul style="list-style-type: none"> • FICA/MED, Insurance (Health, Dental, Life), HRA, PERS Employer, Workers' Comp. 		
PERS on Behalf	6231	\$29,375
<ul style="list-style-type: none"> • 8.11% for all employees provided by the State. 		
Unemployment	6240	\$2,000
<ul style="list-style-type: none"> • Unemployment for prior employees 		
Employee Screening	6250	\$40
<ul style="list-style-type: none"> • Background checks for new employee \$20 each 		
Annual Payroll Fees	6560	\$4,824
<ul style="list-style-type: none"> • HRA Participant Fee (estimated \$300/month x 12 months = \$3,744). • HRA Annual Fee (\$880) • 2021 FICA Administration Fee (\$200). 		
Appraisals	7030	\$20,000
<ul style="list-style-type: none"> • City contract for Assessor for property taxes -30% start, 20% ½ complete, 40% provides roll to clerk, 10% Final roll & appeals 		
Contractual	7060	\$90,000
<ul style="list-style-type: none"> • Finance Director Consultant \$50,000 (400hrs x \$125/hr) • Remote Online Sales \$40,000 		
Advertising	7130	\$500
<ul style="list-style-type: none"> • Newspaper advertisements reminding public that: taxes are due, business licenses and property tax returns, the mill rate has been established. 		

1000 XXXX 10 14 0000 0

Subs & Memberships	7135	\$245
<ul style="list-style-type: none"> Alaska Government Finance Officers Association Annual fee (\$95). Bond for Notary (2 X \$75) 		
Travel	7150	\$1,200
<ul style="list-style-type: none"> Fall Alaska Government Finance Officers Association Conference (AGFOA) Payroll Training Will apply for BBEDC scholarships to help defray cost 		
Training	7155	\$6,000
<ul style="list-style-type: none"> Alaska Government Finance Officers Association conference fee - \$300. Payroll Training - \$200 AccuFund Training on site - \$5,500 		
Bank Charges	7180	\$1,000
<ul style="list-style-type: none"> Charges for various services provided by the bank. Amount is estimated based upon past fiscal year charges. 		
Office Supplies	7300	\$4,000
<ul style="list-style-type: none"> This is for the toner cartridges for the Finance Department printers, and check stock and window envelopes for mailing invoices, statements, and checks. General office supplies. 		
Minor Tools and Equipment	7610	\$3,500
<ul style="list-style-type: none"> Filing cabinets – \$1,100 (2 @ \$550 each) New Chairs – \$500 (2 @ \$250) Folding Machine – \$1,000 Replacement stamps - \$150 Dymo Label writer - \$300 Other items - \$450 		
Total Finance Department Budget		\$777,565

CM Remarks:

- Increase of contractual fees for remote online sales tax
- Increase of part time employee for 14 hours per week

FY22 Legal Budget Draft

	FY18 Actual	FY19 Actual	FY20 Actual	3 Year Average	FY21 Budget	FY21 Actual at 03/31/2020	FY21 Variance	FY22 Dept Request	FY22 Manager Approve	FY22 Council Approve
Expenses										
1000 7020 10 15 0000 0 Legal	34,119	19,763	30,916	28,266	60,000	17,635	42,365	60,000		
1000 7020 10 15 9100 0 Legal						878				
1000 7021 10 15 0000 0 Legal - PSEA	-	-	-	-	-		-			
1000 7022 10 15 0000 0 Legal - Local 71	-	-	-	-	-		-			
1000 7023 10 15 0000 0 Legal - Anx.	25,394	1,215	-	8,870	-		-			
Total Expenses	59,513	20,978	30,916	37,136	60,000	18,512	42,365	60,000	-	-

Legal

1000 XXXX 10 15 0000 0

Legal	7020	\$60,000
<ul style="list-style-type: none"> • General Legal Support. 		
Total Legal Budget		\$60,000

CM Remarks:

- Both CBA's need to be negotiated.
- \$60,000 for general legal support for FY22, continued from FY21 due to ongoing global pandemic needs.

FY22 Insurance Budget2Draft

	FY18 Actual	FY19 Actual	FY20 Actual	3 Year Average	FY21 Dept Budget	FY21 Actual 03/31/2020	FY21 Variance	FY22 Dept Request	FY22 Manager Approve	FY22 Council Approve
Expenses										
1000 7110 10 16 0000 0 General Liability (Ins)	34,709	35,846	47,293	39,283	75,117	55,619	19,498	66,100		
1000 7112 10 16 0000 0 Property	86,181	109,525	123,379	106,362	154,224	110,514	43,710	131,400		
1000 7114 10 16 0000 0 Automobile	36,530	34,310	35,184	35,341	42,716	32,434	10,282	38,000		
1000 7120 10 16 0000 0 Claims Deductibles	3,629	94	0	1,241	5,000	0	5,000	5,000		
Total Expenses	161,048	179,775	205,856	182,227	277,057	198,566	78,491	240,500	0	0

Insurance

1000 XXXX 10 16 0000 0

Overview		
<ul style="list-style-type: none"> • Our insurance carrier is the Alaska Public Entity Insurance (APEI). We are part of an insurance pool. This means that many cities get together and pool their resources to provide for insurance coverage. APEI are the administrators of the pool. Typically, in a pool, the cities' donations cover any claim up to a cap where umbrella coverage kicks in. The umbrella coverage covers catastrophic events. • The categories below do not represent the total billed by APEI. There are other insurance costs such as workers' compensation, Police Professional Liability and Wharfingers that are directly coded to the departmental budgets. 		
General Liability	7110	\$66,100
<ul style="list-style-type: none"> • Premium Credit from FY21 was 2.8% 		
Property	7112	\$131,400
<ul style="list-style-type: none"> • Premium Credit from FY21 was 2.7% 		
Automobile	7114	\$38,000
Claims Deductibles	7120	\$5,000
Total Insurance Budget		\$240,500

CM Remarks:

- Insurance is projected to increase by 7% from FY22. Evaluation of assets is expected to change the initial premiums assessed.

FY22 Non Departmental Budget Draft

Expenses	FY18 Actual	FY19 Actual	FY20 Actual	3 Year Average	FY21 Budget	FY21 Actual as of 03/31/2020	FY21 Variance	FY22 Dept Request	FY22 Manager Approve	FY22 Council Approve
1000 7010 10 17 0000 0 Audit	65,281	48,666	77,107	63,685	73,000	28,021	44,980	73,000		
1000 7060 10 17 0000 0 Contractual	1,050	2,485	1,985	1,840	500	45	455	2,000		
1000 7130 10 17 0000 0 Advertising	523	-	416	313	-	-	-	600		
1000 7181 10 17 0000 0 Credit Card Process Fees	1,048	-	-	349	-	-	-	-		
1000 7300 10 17 0000 0 Office Supplies	10,775	3,542	3,367	5,895	7,500	4,145	3,355	9,500		
1000 7310 10 17 0000 0 Supplies	-	-	394	-	-	-	-	-		
1000 7315 10 17 0000 0 Postage & Freight	9,831	8,977	10,435	9,748	10,000	7,246	2,754	10,000		
1000 7320 10 17 0000 0 Food Items	497	-	-	165	-	-	-	500		
1000 7385 10 17 0000 0 Gas, Oil, & Grease	261	-	-	87	-	-	-	-		
1000 7610 10 17 0000 0 Minor Tools & Equipment	-	478	-	159	-	1,719	-	-		
1000 7615 10 17 0000 0 AML/JJA Safety Account	-	-	-	-	16,200	16,119	-	-		
1000 7620 10 17 0000 0 Major Equipment	-	-	-	-	-	3,120	-	-		
1000 7630 10 17 0000 0 Leased Equipment	-	2,328	2,422	1,583	2,500	-	2,500	-		
1000 7630 10 17 0000 0 Copier Lease	7,226	-	-	2,409	-	-	-	-		
1000 7710 10 17 0000 0 Telephone	17,543	-	-	5,848	-	-	-	-		
1000 7715 10 17 0000 0 Internet	435	-	-	145	-	-	-	-		
1000 7910 10 17 0000 0 Computer Hardware	7,369	-	-	2,456	-	2,700	(2,700)	-		
1000 7920 10 17 0000 0 Computer Software	40,632	698	3,501	14,944	-	33,646	(33,646)	-		
1000 7940 10 17 0000 0 Computer Support	349	166	-	172	-	-	-	-		
1000 8110 10 17 0000 0 Vehicle Maintenance	2,989	448	32	1,157	3,000	5,600	(2,600)	8,200		
1000 8120 10 17 0000 0 Equipment Maintenance	-	-	-	-	-	-	-	-		
Total Expenses	165,810	67,788	99,659	111,086	112,700	102,361	10,339	103,800	-	-

Non-Departmental

1000 XXXX 10 17 0000 0

Audit	7010	\$73,000
<ul style="list-style-type: none"> Annual audit costs anticipated high for FY22 budget due to multiple projects occurring in FY21. 		
Contractual	7060	\$2,000
<ul style="list-style-type: none"> Unforeseen contractual costs. 		
Advertising	7130	\$600
<ul style="list-style-type: none"> Misc. advertising is for contracts & recruiting. 		
Office Supplies	7300	\$9,500
<ul style="list-style-type: none"> Typical office supplies. 		
Postage	7315	\$10,000
<ul style="list-style-type: none"> Typical postage costs. 		
Food Items	7320	\$500
<ul style="list-style-type: none"> Meetings and events. 		
Equipment Maintenance	8120	\$8,200
<ul style="list-style-type: none"> Cannon Contract Finance (\$1,600) Cannon Contracts Library (\$600) Cannon Contract Admin (\$4,000) 		
Total Non-Departmental Budget		\$103,800

CM Remarks:

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FY22 Planning Department Budget Draft

	FY18 Actual	FY19 Actual	FY20 Actual	3 Year Average	FY21 Budget	FY21 Actual as of 03/31/2020	FY21 Variance	FY22 Dept Request	FY22 Manager Approve	FY22 Council Approve
Revenues										
1000 4140 10 18 0000 0 Land Use Permits	333	760	420	504	800	250	550	800		
1000 4212 10 18 0000 0 Apartment Rent	0	0	2,478	826	25,500	6,920	18,580	12,000		
1000 4705 10 18 0000 0 Document Copies	10	0	0	3	150		150	150		
1000 4740 10 18 0000 0 Platting and Mapping	640	120	250	337	500	0	500	500		
Total Revenues	983	880	3,148	1,670	26,950	7,170	19,780	13,450	0	0
Expenses										
1000 6000 10 18 0000 0 Salaries/Wages RT	44,472	53,009	67,119	54,867	83,393	53,237	30,156	86,751		
1000 6099 10 18 0000 0 Contra Wages					-5,000	-5,049		0		
1000 6100 10 18 0000 0 Payroll Taxes	3,283	3,965	5,009	4,086	6,380	3,982	2,398	6,637		
1000 6210 10 18 0000 0 Health Insurance	14,859	18,124	22,898	18,627	30,675	16,135	14,540	32,966		
1000 6211 10 18 0000 0 HRA	-	6,000	474	2,158	2,000	2,756	(756)	4,000		
1000 6215 10 18 0000 0 Dental Insurance	1,000	1,260	1,403	1,221	1,743	921	822	1,743		
1000 6220 10 18 0000 0 Life Insurance	254	270	390	305	507	290	217	495		
1000 6230 10 18 0000 0 PERS Employer	9,729	11,658	14,766	12,051	18,347	11,712	6,635	19,086		
1000 6231 10 18 0000 0 PERS on Behalf	1,463	3,272	4,652	3,129	5,521	4,711	810	7,036		
1000 6235 10 18 0000 0 Workers' Compensation	202	212	217	210	263	163	100	274		
1000 7060 10 18 0000 0 Contractual	5,530	11,690	14,364	10,528	67,000	7,386	59,614	77,000		
1000 7060 10 18 3024 0 Contractual/Professional						19,322				
1000 7130 10 18 0000 0 Advertising	-	400		150	1,000	-	1,000	1,000		
1000 7130 10 18 3024 0 Advertising					51					
1000 7135 10 18 0000 0 Memberships	400	-	-	133	300		300	300		
1000 7150 10 18 0000 0 Travel	-	1,180	2,159	1,113	3,700	129	3,571	3,700		
1000 7155 10 18 0000 0 Training	-	-	320	107	1,905	219	1,686	1,905		
1000 7195 10 18 0000 0 Recording Fees	56	-	44	33	200	0	200	200		
1000 7300 10 18 0000 0 Office Supplies	1,197	201	140	513	500	0	500	500		
1000 7310 10 18 0000 0 Supplies	35	-	40	25	0		-			
1000 7325 10 18 0000 0 Household Supplies	-	-	12,120	4,040	500	0	500	500		
1000 7385 10 18 0000 0 Gas/Oil/ Grease						196				
1000 7610 10 18 0000 0 Minor Tools & Equipment	77	1,627	(371)	444	0		-			
1000 7705 10 18 0000 0 Building Rent	-	-	6,090	2,030	18,000	15,000	3,000	18,000		
1000 7710 10 18 0000 0 Telephone	119	-	-	40	0		-	3,000		
1000 7720 10 18 0000 0 Electricity			340		3,000	886		3,000		
1000 7730 10 18 0000 0 Heating Fuel			145		4,000	1,530		4,000		
Total Expenses	82,676	112,870	152,369	115,971	243,934	133,845	125,292	269,093	0	0
Excess Revenue Over (Under) Expenditures	(81,693)	(111,990)	(149,220)	(114,301)	(216,984)	(126,674.55)	(105,512)	(255,643)	-	-

Planning

1000 XXXX 10 18 0000 0

REVENUE		
Land Use Permits	4140	\$800
<ul style="list-style-type: none"> Fees for processing Land User Permits 		
Apartment Rent	4212	\$12,000
<ul style="list-style-type: none"> Revenue received from apartment - rent of Waskey Apt C 		
Document Copies	4705	\$150
<ul style="list-style-type: none"> Copies of maps and documents from planner 		
Platting and Mapping	4740	\$500
<ul style="list-style-type: none"> 		
EXPENSES		
Salaries	6000	\$86,751
<ul style="list-style-type: none"> Planner (Level X, Step 11) 		
Fringe Benefits	62XX	\$65,201
<ul style="list-style-type: none"> FICA/MED, Insurance (Health, Dental, Life), HRA, PERS Employer, Workers' Comp. 		
PERS on Behalf	6231	\$7,036
<ul style="list-style-type: none"> 8.11% for all employees provided by the State. 		
Contractual/Professional	7060	\$77,000
<ul style="list-style-type: none"> \$15,000 Geographic Information System (GIS) contract maintenance and projects \$5,000 Edge Survey for Coastal Erosion Annual Survey \$5,000 Edge Survey as needed for project and land use surveys \$42,000 request for update to the Comprehensive Plan by Agnew::Beck \$10,000 other miscellaneous engineering support for capital projects 		
Advertising	7130	\$1,000
<ul style="list-style-type: none"> Advertising needed for projects and RFP's. 		
Memberships	7135	\$300
<ul style="list-style-type: none"> Membership for APA - \$150 Membership for PMI - \$150 		