

To: City of the Village of Douglas City Council
Date: September 11, 2024
From: Sean Homyen, Planning & Zoning Administrator
RE: Master Plan Budget Amendment



The Village of Friendliness – Since 1870

Background. After reviewing the invoices from Williams & Works for the Master Plan update, it has been determined that the City has now exceeded the originally budgeted amount of \$18,000. This occurred after the July meeting. Although we were not billed for the August meeting, the total costs now exceed the initial budget.

Proposed Amendment. To complete the remaining work, including the work billed for August, Williams & Works is requesting an additional \$5,500. At the upcoming Council meeting, I will be proposing an amendment to the contract to increase the total budget from \$18,000 to \$21,500 by using the General Fund – Planning & Zoning – Contractual Consultant (101.701.000 – 803.000).

Final Thoughts. To manage costs more effectively moving forward, I will facilitate future meetings to reduce the need for Tricia from Williams & Works to attend. Additionally, all feedback and requests for changes will be handled through me to ensure that we stay within the revised budget.

The proposed budget amendment will be coming forth to City Council at the September 16, 2024, Meeting where City Council will either approve or deny Resolution 22-2024 to amend the budget for the Master Plan contract from Williams & Works.