City of Saint Paul Financial Analysis Template Instructions

Purpose of the Fiscal Analysis Template:

- Provide summary information of the fiscal impact of financial resolutions that come before the Mayor and City Council
- Provide accurate accounting information (codes, and amounts) so that budget amendments can be reflected in the Infor system.
- Resolutions and administrative orders without this information will not be approved by OFS, and will be returned to the resolution drafter.

Financial Analysis Template

- Provide the requested information in the <u>Financial Analysis Template (green tab)</u> of this file. Pop-up windows will appear throughout the file to provide more details on what information is required.
- Complete the **top section** (line #s 1-27) of the Financial Analysis Template for any finance related resolutions, including:
 - Grants: applying for, accepting, and budgeting
 - Donations: soliciting, accepting, and budgeting
 - Budget amendments: both resolutions and administrative orders
 - All other resolutions with a financial impact
- Required fields are marked with red font or borders.
- General Ledger (GL) Annual Budget
 - Complete the General Ledger section for all changes to the annual budget
 - Provide accurate GL account codes: Company, Accounting Unit (fund-department-cost center), Account
 - If you need help with GL codes, check the Chart of Accounts crosswalk on the intranet or contact Lori Lee x68822
 - This section is required for all changes to the budget via budget amendment or administrative order
- Activity Ledger (AC) Life to Date Activity Budget
 - Complete the **Activity Ledger** section <u>in addition to</u> the GL section for changes to the following budgets:
 - Grants
 - Capital and Capital Bond Proceeds
 - STAR
 - TIF
 - HRA
 - Provide accurate AC account codes: Activity Group, Activity, Account Category
 - If you need help with AC codes, check the Chart of Accounts crosswalk on the intranet or contact Patty Germain x68807

Budget Reference Tabs

- The Operating Budget Reference and CIB Budget Reference pages (blue tabs) contain guidance on what kind of Mayoral and/or Council action is required for budget changes to the operating and capital budgets. Charter and administrative code citations for various financial resolutions are also provided.
- If you have questions about what is required to accomplish a particular financial action, please contact your budget analyst.

City of Saint Paul Financial Analysis

1	File ID Number:	AO 23-34	
2			
3	Budget Affected:	Operating Budge Water Department	Special Fund
4			
5	Total Amount of Transaction	<u>n:</u> -	
6			
7	Funding Source:	Transfer of Appropriations	
8			
9		Appropriation already included in budget?	Yes
10			
11	Charter Citation:	City Charter 10.7.4	

14 Fiscal Analysis

The Board of Water Commisioners approved Resolution 23-379 on March 14, 2023 amending the 2023 spending budget in the Water Utility Fund. This resolution recommends the transfer of 2023 spending budget from AU 69082210 / 69082430 to new AU 69082220. This results in zero net change to the 2023 Adopted Budget.

24 Detail Accounting Codes:

GENERAL LEDGER (GL) - ANNUAL BUDGET

28 Spending Changes

(Action Accomplished)

	30	(Action Accomp	GL Annual Budget	t		CURRENT		AMENDED
33 8 69082210 60175 Overtime 570,000 (14,400) 555,600 34 8 69082210 61005 Social Security 307,295 (7,637) 299,658 35 8 69082210 61110 Medicare 71,660 (1,768) 70,074 36 8 69082210 61120 Health Ins 951,245 (39,965) 911,260 38 8 69082210 61225 Basic Life 4,866 (240) 4,616 39 8 69082210 61550 Def Comp Match 18,359 (960) 17,399 40 8 69082210 61550 Indirect Fringes 210,649 (5,544) 205,105 41 8 69082210 61050 Sollaries 2,765,893 (86,268) 2,679,625 42 8 69082430 60105 Sollaries 2,765,893 (86,268) 2,679,625 43 8 69082430 61010 Medicare 50,443 <th>31</th> <th>Company Fund</th> <th></th> <th></th> <th>Description</th> <th>BUDGET</th> <th>CHANGES</th> <th>BUDGET</th>	31	Company Fund			Description	BUDGET	CHANGES	BUDGET
34 8 68082210 61005 Social Security 307.295 (7,877) 299,658 35 8 69082210 61010 Medicare 71,860 (1,768) 70,074 36 8 69082210 61210 Health Ins 365,744 (9,240) 357,504 37 8 69082210 61225 Basic Life 4,856 (20) 4,616 39 8 69082210 61505 Del Comp Match 18,359 (960) 17,399 40 8 69082210 61505 Del Comp Match 18,359 (960) 17,399 41 8 69082210 61505 Del Comp Match 330,962 (7,200) 323,762 42 8 69082430 60105 Sealanes 2,768,893 (86,268) 2,679,625 43 8 69082430 61005 Social Security 215,688 (5,348) 210,430 45 8 69082430 61010 Medicare 50,44	32	8	69082210	60105	Salaries	4,354,801	(123,188)	4,231,613
35 8 60082210 61010 Medicare 71,860 (1,766) 70,074 36 8 69082210 61110 Pera 36,744 (9,240) 357,504 37 8 69082210 61225 Basic Life 4,856 (240) 4,616 38 8 69082210 61255 Basic Life 4,856 (240) 4,616 39 8 69082210 61505 De Comp Match 18,359 (900) 17,392 40 8 69082210 61505 Finge Ben, Comp Abs 330,962 (7,00) 322,762 41 8 69082430 60105 Salaries 2,768,893 (86,28) 2,679,625 43 8 69082430 60105 Social Security 215,688 6,349 210,404 45 8 69082430 61010 Medicare 50,443 1,1250 49,193 47 8 69082430 61120 Heath Ins 54,447 28,511 <td>33</td> <td>8</td> <td>69082210</td> <td>60175</td> <td>Overtime</td> <td>570,000</td> <td>(14,400)</td> <td>555,600</td>	33	8	69082210	60175	Overtime	570,000	(14,400)	555,600
36 8 680082210 61110 Pera 366,744 (9,240) 357,504 37 8 69082210 61215 Health Ins 951,245 (39,985) 911,260 38 8 69082210 61505 Del Comp Match 18,359 (960) 17,399 40 8 69082210 61505 Del Comp Match 18,359 (960) 17,399 41 8 69082210 61505 Del Comp Match 18,359 (960) 17,290 41 8 69082210 61905 Fringe Ben, Comp Abs 330,962 77,200 323,762 42 8 69082430 60105 Salaries 2,766,893 (68,268) 2,679,625 43 8 69082430 61100 Medicare 50,443 1(,250) 49,193 45 8 69082430 61101 Pera 222,218 (6,470) 215,748 47 8 69082430 61225 Basic Life 3,203	34	8	69082210	61005	Social Security	307,295	(7,637)	299,658
37 8 69082210 61215 Health Ins 951,245 (39,885) 911,260 38 8 69082210 61505 Def Comp Match 18,359 (960) 17,399 40 8 69082210 61505 Def Comp Match 18,359 (960) 17,399 40 8 69082210 61505 Indirect Fringes 210,649 (5,544) 205,105 41 8 69082430 60105 Salaries 2,765,893 (86,268) 2,679,625 42 8 69082430 60105 Scalal Security 215,688 (8,5348) 2,10,400 45 8 69082430 60105 Social Security 215,688 (6,348) 2,10,404 45 8 69082430 60105 Social Security 215,688 (6,348) 2,10,404 45 8 69082430 61101 Health Ins 548,447 (28,561) 519,886 48 8 69082430 61205 Basic Life	35	8	69082210	61010	Medicare	71,860	(1,786)	70,074
38 6 69082210 61255 Basic Life 4,856 (24) 4,165 39 8 69082210 61505 Def Comp Match 18,359 (960) 17,399 40 8 69082210 61505 Endirect Fringes 210,649 (6,544) 205,105 41 8 69082210 61905 Fringe Ben, Comp Abs 330,962 (7,200) 323,762 42 8 69082430 60105 Salaries 2,765,893 (86,268) 2,679,625 43 8 69082430 60105 Social Security 215,688 (5,348) 210,340 44 8 69082430 61010 Medicare 50,443 (1,250) 49,193 46 8 69082430 61101 Health Ins 548,447 (28,561) 519,886 47 8 69082430 61225 Basic Life 3,203 (160) 3,043 48 8 69082430 61525 Def Comp Match 13,01	36	8	69082210	61110	Pera	366,744	(9,240)	357,504
39 8 69082210 61505 Def Comp Matich 18.359 (960) 17.398 40 8 69082210 61505 Indirect Fringes 210,649 (5.544) 205,105 41 8 69082210 61905 Firinge Ben, Comp Abs 330,962 (7.200) 323,762 42 8 69082430 60105 Salaries 2,765,893 (86,268) 2,679,625 43 8 69082430 61005 Social Security 215,688 (5,348) 210,340 44 8 69082430 61010 Medicare 50,443 (1,250) 49,193 46 8 69082430 61110 Pera 222,218 (6,470) 215,788 47 8 69082430 61205 Basic Life 3,203 (160) 3,043 48 8 69082430 61505 Def Comp Match 13,012 (640) 12,375 51 8 69082430 61505 Indirect Fringes 1	37	8	69082210	61210	Health Ins	951,245	(39,985)	911,260
40 8 69082210 61505 Indirect Fringes 210,649 (5,544) 205,105 411 8 69082210 61905 Fringe Ben, Comp Abs 330,962 (7,200) 323,762 42 8 69082430 60105 Solaries 2,765,893 (86,268) 2,679,625 43 8 69082430 60105 Overtime 111,000 (9,600) 106,400 44 8 69082430 61010 Medicare 50,443 (1,255) 49,193 46 8 69082430 61101 Pera 222,218 (6,470) 215,748 47 8 69082430 61101 Pera 222,218 (6,470) 215,748 48 8 69082430 6125 Basic Life 3,203 (160) 13,043 49 8 69082430 61505 Def Comp Match 13,012 (640) 12,372 51 8 69082430 61505 Fringe Ben, Comp Abs 154,018 <td>38</td> <td>8</td> <td>69082210</td> <td>61225</td> <td>Basic Life</td> <td>4,856</td> <td>(240)</td> <td>4,616</td>	38	8	69082210	61225	Basic Life	4,856	(240)	4,616
41 8 69082410 61905 Fringe Ben, Comp Abs 330,962 (7,200) 323,762 42 8 69082430 60105 Salaries 2,765,883 (86,268) 2,679,625 43 8 69082430 61005 Social Security 215,688 (5,348) 210,340 45 8 69082430 61010 Medicare 50,443 (1,250) 49,193 46 8 69082430 61110 Pera 222,218 (6,470) 215,748 47 8 69082430 61210 Health Ins 548,447 (28,561) 519,886 48 8 69082430 61255 Basic Life 3,203 (160) 3,243 49 8 69082430 61505 Def Comp Match 13,012 (640) 12,372 50 8 69082430 61505 Indirect Fringes 147,857 (3,882) 143,975 51 8 69082430 61305 Erigneers 25,000 <td>39</td> <td>8</td> <td>69082210</td> <td>61505</td> <td>Def Comp Match</td> <td>18,359</td> <td>(960)</td> <td>17,399</td>	39	8	69082210	61505	Def Comp Match	18,359	(960)	17,399
42 8 69082430 60105 Salaries 2,765,893 (86,268) 2,679,625 43 8 69082430 60175 Overtime 116,000 (9,600) 106,400 44 8 69082430 61010 Medicare 50,443 (1,250) 49,193 45 8 69082430 61110 Pera 222,218 (6,470) 215,748 46 8 69082430 61110 Pera 222,218 (6,470) 215,748 47 8 69082430 6125 Basic Life 3,203 (160) 3,043 48 8 69082430 61505 Def Comp Match 13,012 (640) 12,372 50 8 69082430 61505 Def Comp Match 13,012 (640) 12,375 51 8 69082430 61505 Fringe Ben, Comp Abs 154,018 (4,800) 143,375 51 8 69082430 63335 Testing Service 60,000	40	8	69082210	61550	Indirect Fringes	210,649	(5,544)	205,105
43 8 69082430 60175 Overtime 116,000 (9,600) 106,400 44 8 69082430 61005 Social Security 215,688 (5,348) 210,340 45 8 69082430 61110 Medicare 50,443 (1,250) 49,193 46 8 69082430 61210 Health Ins 522,2218 (6,470) 215,748 47 8 69082430 61210 Health Ins 548,447 (28,561) 519,886 48 8 69082430 61255 Basic Life 3,203 (160) 3,043 49 8 69082430 61555 Def Comp Match 13,012 (640) 12,372 50 8 69082430 61550 Indirect Fringes 147,857 (3,882) 143,975 51 8 69082430 61935 Fringe Ben, Comp Abs 154,018 (4,800) 149,218 52 8 69082210 63130 Engineers 25,000<	41	8	69082210	61905	Fringe Ben, Comp Abs	330,962	(7,200)	323,762
44 8 69082430 61005 Social Security 215,688 (5,348) 210,340 45 8 69082430 61010 Medicare 50,443 (1,250) 49,193 46 8 69082430 61110 Pera 222,218 (6,470) 215,748 47 8 69082430 61205 Basic Life 3,203 (160) 3,043 48 8 69082430 61505 Def Comp Match 13,012 (640) 12,372 50 8 69082430 61505 Def Comp Match 13,012 (640) 143,975 51 8 69082430 61505 Indirect Fringes 147,857 (3,882) 143,975 51 8 69082430 61905 Fringe Ben, Comp Abs 154,018 (4,800) 149,218 52 8 69082430 63335 Testing Service 10,000 (5,000) 7,500 53 8 69082430 64105 Building repair service	42	8	69082430	60105	Salaries	2,765,893	(86,268)	2,679,625
45 8 69082430 61101 Medicare 50,443 (1,250) 49,193 46 8 69082430 61110 Pera 222,218 (6,470) 215,748 47 8 69082430 6120 Health Ins 548,447 (28,561) 519,886 48 8 69082430 6125 Basic Life 3,203 (160) 3,434 49 8 69082430 61505 Def Comp Match 13,012 (640) 12,372 50 8 69082430 61505 Indirect Fringes 147,857 (3,882) 143,975 51 8 69082430 61505 Fringe Ben, Comp Abs 154,018 (4,800) 149,218 52 8 69082430 63130 Engineers 25,000 (10,000) (2,500) 7,500 54 8 69082430 64105 Building repair service 60,000 (5,000) 50,000 50,000 50,000 50,000 50,000 50,000	43	8	69082430	60175	Overtime	116,000	(9,600)	106,400
46 8 69082430 61110 Pera 222,218 (6,470) 215,748 47 8 69082430 61210 Health Ins 548,447 (28,561) 519,886 48 8 69082430 61255 Basic Life 3,203 (160) 3,043 49 8 69082430 61505 Def Comp Match 13,012 (60) 12,372 50 8 69082430 61555 Def Comp Match 13,012 (60) 12,372 51 8 69082430 61505 Indirect Fringes 147,857 3,882 143,975 51 8 69082430 61905 Fringe Ben, Comp Abs 154,018 (4,800) 149,218 52 8 69082430 63135 Engineers 25,000 (10,000) 15,000 53 8 69082430 64105 Building repair service 60,000 (5,000) 55,000 54 8 69082430 64105 Equipment repair 2	44	8	69082430	61005	Social Security	215,688	(5,348)	210,340
47 8 69082430 61210 Health Ins 548,447 (28,561) 519,886 48 8 69082430 61225 Basic Life 3,203 (160) 3,043 49 8 69082430 61555 Def Comp Match 13,012 (640) 12,372 50 8 69082430 61550 Indirect Fringes 147,857 (3,882) 143,975 51 8 69082430 61905 Fringe Ben, Comp Abs 154,018 (4,800) 149,218 52 8 69082430 63130 Engineers 25,000 (10,000) 15,000 53 8 69082430 63135 Testing Service 10,000 (5,000) 7,500 54 8 69082430 64105 Building repair service 60,000 (6,000) 7,500 55 8 69082430 64125 Equipment repair 20,000 (10,000) 6500 2,700 57 8 69082210 70530 <t< td=""><td>45</td><td>8</td><td>69082430</td><td>61010</td><td>Medicare</td><td>50,443</td><td>(1,250)</td><td>49,193</td></t<>	45	8	69082430	61010	Medicare	50,443	(1,250)	49,193
48 8 69082430 61225 Basic Life 3,203 (160) 3,043 49 8 69082430 61505 Def Comp Match 13,012 (640) 12,372 50 8 69082430 61505 Def Comp Match 13,012 (640) 12,372 51 8 69082430 61905 Fringe Ben, Comp Abs 154,018 (4,800) 149,218 52 8 69082430 63330 Engineers 25,000 (10,000) 15,000 53 8 69082430 63335 Testing Service 60,000 (5,000) 7,500 54 8 69082430 64105 Building repair service 60,000 (5,000) 7,500 55 8 69082430 64735 Equipment repair 20,000 (10,000) 10,000 57 8 69082210 70530 General equipment repair 20,000 (500) 2,700 58 8 69082210 70530 General equipment	46	8	69082430	61110	Pera	222,218	(6,470)	215,748
49 8 69082430 61505 Def Comp Match 13,012 (640) 12,372 50 8 69082430 61550 Indirect Fringes 147,857 (3,882) 143,975 51 8 69082430 61905 Fringe Ben, Comp Abs 154,018 (4,800) 149,218 52 8 69082210 63130 Engineers 25,000 (10,000) 15,000 53 8 69082430 63335 Testing Service 60,000 (5,000) 55,000 54 8 69082430 64105 Building repair service 60,000 (5,000) 55,000 55 8 69082430 64235 Equipment repair 20,000 (10,000) 10,000 56 8 69082430 64735 Equipment repair 20,000 (500) 2,700 57 8 69082210 70010 Communication supplies 2,700 (200) 2,500 58 8 69082210 70530 Gener	47	8	69082430	61210	Health Ins	548,447	(28,561)	519,886
50 8 69082430 61550 Indirect Fringes 147,857 (3,882) 143,975 51 8 69082430 61905 Fringe Ben, Comp Abs 154,018 (4,800) 149,218 52 8 69082210 63130 Engineers 25,000 (10,000) 15,000 53 8 69082430 63335 Testing Service 60,000 (5,000) 55,000 54 8 69082430 64105 Building repair service 60,000 (5,000) 55,000 55 8 69082430 64230 General equipment repair 20,000 (10,000) 10,000 56 8 69082430 64735 Equipment rental 5,000 (500) 2,700 57 8 69082210 70530 General office supplies 3,200 (500) 2,700 58 8 69082210 71550 Motor fuel 10,000 (6,000) 4,000 60 8 69082210 71520	48	8	69082430	61225	Basic Life	3,203	(160)	3,043
51 8 69082430 61905 Fringe Ben, Comp Abs 154,018 (4,800) 149,218 52 8 69082210 63130 Engineers 25,000 (10,000) 15,000 53 8 69082430 63335 Testing Service 10,000 (2,500) 7,500 54 8 69082430 64105 Building repair service 60,000 (5,000) 55,000 55 8 69082430 64230 General equipment repair 20,000 (10,000) 10,000 56 8 69082430 64735 Equipment rental 5,000 (500) 4,500 57 8 69082210 70010 Communication supplies 3,200 (500) 2,700 58 69082210 70530 General office supplies 2,700 (200) 2,500 59 8 690822130 71150 Motor fuel 10,000 (6,000) 4,000 60 8 69082210 71520 Gen Building repair	49	8	69082430	61505	Def Comp Match	13,012	(640)	12,372
52 8 69082210 63130 Engineers 25,000 (10,000) 15,000 53 8 69082430 63335 Testing Service 10,000 (2,500) 7,500 54 8 69082430 64105 Building repair service 60,000 (5,000) 55,000 55 8 69082430 64230 General equipment repair 20,000 (10,000) 10,000 56 8 69082430 64735 Equipment rental 5,000 (500) 4,500 57 8 69082210 70010 Communication supplies 3,200 (500) 2,700 58 8 69082210 70530 General office supplies 2,700 (200) 2,500 59 8 69082430 71105 Motor fuel 10,000 (6,000) 4,000 60 8 69082430 71520 Gen Building repair/maint 10,000 (2,000) 8,000 61 8 69082210 71530 <td< td=""><td>50</td><td>8</td><td>69082430</td><td>61550</td><td>Indirect Fringes</td><td>147,857</td><td>(3,882)</td><td>143,975</td></td<>	50	8	69082430	61550	Indirect Fringes	147,857	(3,882)	143,975
53 8 69082430 63335 Testing Service 10,000 (2,500) 7,500 54 8 69082430 64105 Building repair service 60,000 (5,000) 55,000 55 8 69082430 64230 General equipment repair 20,000 (10,000) 10,000 56 8 69082430 64735 Equipment rental 5,000 (500) 4,500 57 8 69082210 70010 Communication supplies 3,200 (500) 2,700 58 8 69082210 70530 General office supplies 2,700 (200) 2,500 59 8 69082210 71105 Motor fuel 10,000 (6,000) 4,000 60 8 690822430 71525 Plumbing supplies 10,000 (500) 9,500 61 8 69082210 71540 Janitoral supplies 500 (500) - 62 8 69082210 71540 Janitoral	51	8	69082430	61905	Fringe Ben, Comp Abs	154,018	(4,800)	149,218
54 8 69082430 64105 Building repair service 60,000 (5,000) 55,000 55 8 69082430 64230 General equipment repair 20,000 (10,000) 10,000 56 8 69082430 64735 Equipment rental 5,000 (500) 4,500 57 8 69082210 70010 Communication supplies 3,200 (500) 2,700 58 8 69082210 70530 General office supplies 2,700 (200) 2,500 59 8 69082230 71105 Motor fuel 10,000 (6,000) 4,000 60 8 69082430 71520 Gen Building repair/maint 10,000 (2,000) 8,000 61 8 69082210 71530 Electrical supplies 500 (500) - 62 8 69082210 71540 Janitoral supplies 500 (200) 300 64 8 69082210 71540 Jani	52	8	69082210	63130	Engineers	25,000	(10,000)	15,000
55 8 69082430 64230 General equipment repair 20,000 (10,000) 10,000 56 8 69082430 64735 Equipment rental 5,000 (500) 4,500 57 8 69082210 70010 Communication supplies 3,200 (500) 2,700 58 8 69082210 70530 General office supplies 2,700 (200) 2,500 59 8 69082430 71105 Motor fuel 10,000 (6,000) 4,000 60 8 69082430 71520 Gen Building repair/maint 10,000 (500) 9,500 61 8 69082210 71530 Electrical supplies 10,000 (500) 9,500 62 8 69082210 71540 Janitoral supplies 500 (500) - 63 8 69082210 71540 Janitoral supplies 120,000 (8,000) 112,000 64 8 69082210 7215 Cloth	53	8	69082430	63335	Testing Service	10,000	(2,500)	7,500
56 8 69082430 64735 Equipment rental 5,000 (500) 4,500 57 8 69082210 70010 Communication supplies 3,200 (500) 2,700 58 8 69082210 70530 General office supplies 2,700 (200) 2,500 59 8 69082430 71105 Motor fuel 10,000 (6,000) 4,000 60 8 69082430 71520 Gen Building repair/maint 10,000 (2,000) 8,000 61 8 69082210 71525 Plumbing supplies 10,000 (500) 9,500 62 8 69082210 71530 Electrical supplies 500 (500) - 63 8 69082210 71540 Janitoral supplies 500 (200) 300 64 8 69082430 71805 Equipment part supplies 120,000 (8,000) 112,000 65 8 69082210 72105 Clothing allo	54	8	69082430	64105	Building repair service	60,000	(5,000)	55,000
57 8 69082210 70010 Communication supplies 3,200 (500) 2,700 58 8 69082210 70530 General office supplies 2,700 (200) 2,500 59 8 69082430 71105 Motor fuel 10,000 (6,000) 4,000 60 8 69082430 71520 Gen Building repair/maint 10,000 (2,000) 8,000 61 8 69082210 71525 Plumbing supplies 10,000 (500) 9,500 62 8 69082210 71530 Electrical supplies 500 (500) - 63 8 69082210 71540 Janitoral supplies 500 (200) 300 64 8 69082210 71805 Equipment part supplies 120,000 (8,000) 112,000 65 8 69082210 72105 Clothing allowance 28,000 (500) 27,500 66 8 69082210 72305 Small too	55	8	69082430	64230	General equipment repair	20,000	(10,000)	10,000
58 8 69082210 70530 General office supplies 2,700 (200) 2,500 59 8 69082430 71105 Motor fuel 10,000 (6,000) 4,000 60 8 69082430 71520 Gen Building repair/maint 10,000 (2,000) 8,000 61 8 69082210 71530 Electrical supplies 10,000 (500) - 62 8 69082210 71540 Janitoral supplies 500 (500) - 63 8 69082210 71540 Janitoral supplies 500 (200) 300 64 8 69082430 71805 Equipment part supplies 120,000 (8,000) 112,000 65 8 69082210 72105 Clothing allowance 28,000 (500) 27,500 66 8 69082210 7210 Shoe allowance 16,000 (600) 15,400 67 8 69082220 60105 Salaries	56	8	69082430	64735	Equipment rental	5,000	(500)	4,500
59 8 69082430 71105 Motor fuel 10,000 (6,000) 4,000 60 8 69082430 71520 Gen Building repair/maint 10,000 (2,000) 8,000 61 8 69082210 71525 Plumbing supplies 10,000 (500) 9,500 62 8 69082210 71530 Electrical supplies 500 (500) - 63 8 69082210 71540 Janitoral supplies 500 (200) 300 64 8 69082430 71805 Equipment part supplies 120,000 (8,000) 112,000 65 8 69082210 72105 Clothing allowance 28,000 (500) 27,500 66 8 69082210 72110 Shoe allowance 16,000 (600) 15,400 67 8 69082220 60105 Salaries - 209,456 209,456 69 8 69082220 60175 Overtime - <td>57</td> <td>8</td> <td>69082210</td> <td>70010</td> <td>Communication supplies</td> <td>3,200</td> <td>(500)</td> <td>2,700</td>	57	8	69082210	70010	Communication supplies	3,200	(500)	2,700
60 8 69082430 71520 Gen Building repair/maint 10,000 (2,000) 8,000 61 8 69082210 71525 Plumbing supplies 10,000 (500) 9,500 62 8 69082210 71530 Electrical supplies 500 (500) - 63 8 69082210 71540 Janitoral supplies 500 (200) 300 64 8 69082210 71805 Equipment part supplies 120,000 (8,000) 112,000 65 8 69082210 72105 Clothing allowance 28,000 (500) 27,500 66 8 69082210 72110 Shoe allowance 16,000 (600) 15,400 67 8 69082210 72305 Small tool 25,000 (1,800) 23,200 68 8 69082220 60105 Salaries - 209,456 209,456 69 8 69082220 60175 Overtime - </td <td>58</td> <td>8</td> <td>69082210</td> <td>70530</td> <td>General office supplies</td> <td>2,700</td> <td>(200)</td> <td>2,500</td>	58	8	69082210	70530	General office supplies	2,700	(200)	2,500
61 8 69082210 71525 Plumbing supplies 10,000 (500) 9,500 62 8 69082210 71530 Electrical supplies 500 (500) - 63 8 69082210 71540 Janitoral supplies 500 (200) 300 64 8 69082430 71805 Equipment part supplies 120,000 (8,000) 112,000 65 8 69082210 72105 Clothing allowance 28,000 (500) 27,500 66 8 69082210 72110 Shoe allowance 16,000 (600) 15,400 67 8 69082210 72305 Small tool 25,000 (1,800) 23,200 68 8 69082220 60105 Salaries - 209,456 209,456 69 8 69082220 60175 Overtime - 24,000 24,000 70 8 69082220 61005 Social Security - <td< td=""><td>59</td><td>8</td><td>69082430</td><td>71105</td><td>Motor fuel</td><td>10,000</td><td>(6,000)</td><td>4,000</td></td<>	59	8	69082430	71105	Motor fuel	10,000	(6,000)	4,000
62 8 69082210 71530 Electrical supplies 500 (500) - 63 8 69082210 71540 Janitoral supplies 500 (200) 300 64 8 69082430 71805 Equipment part supplies 120,000 (8,000) 112,000 65 8 69082210 72105 Clothing allowance 28,000 (500) 27,500 66 8 69082210 72110 Shoe allowance 16,000 (600) 15,400 67 8 69082210 72305 Small tool 25,000 (1,800) 23,200 68 8 69082220 60105 Salaries - 209,456 209,456 69 8 69082220 60175 Overtime - 24,000 24,000 70 8 69082220 61005 Social Security - 12,985 12,985	60	8	69082430	71520	Gen Building repair/maint	10,000	(2,000)	8,000
63 8 69082210 71540 Janitoral supplies 500 (200) 300 64 8 69082430 71805 Equipment part supplies 120,000 (8,000) 112,000 65 8 69082210 72105 Clothing allowance 28,000 (500) 27,500 66 8 69082210 72110 Shoe allowance 16,000 (600) 15,400 67 8 69082210 72305 Small tool 25,000 (1,800) 23,200 68 8 69082220 60105 Salaries - 209,456 209,456 69 8 69082220 60175 Overtime - 24,000 24,000 70 8 69082220 61005 Social Security - 12,985 12,985	61	8	69082210	71525	Plumbing supplies	10,000	(500)	9,500
64 8 69082430 71805 Equipment part supplies 120,000 (8,000) 112,000 65 8 69082210 72105 Clothing allowance 28,000 (500) 27,500 66 8 69082210 72110 Shoe allowance 16,000 (600) 15,400 67 8 69082210 72305 Small tool 25,000 (1,800) 23,200 68 8 69082220 60105 Salaries - 209,456 209,456 69 8 69082220 60175 Overtime - 24,000 24,000 70 8 69082220 61005 Social Security - 12,985 12,985	62	8	69082210	71530	Electrical supplies	500	(500)	-
65 8 69082210 72105 Clothing allowance 28,000 (500) 27,500 66 8 69082210 72110 Shoe allowance 16,000 (600) 15,400 67 8 69082210 72305 Small tool 25,000 (1,800) 23,200 68 8 69082220 60105 Salaries - 209,456 209,456 69 8 69082220 60175 Overtime - 24,000 24,000 70 8 69082220 61005 Social Security - 12,985 12,985	63	8	69082210	71540	Janitoral supplies	500	(200)	300
66 8 69082210 72110 Shoe allowance 16,000 (600) 15,400 67 8 69082210 72305 Small tool 25,000 (1,800) 23,200 68 8 69082220 60105 Salaries - 209,456 209,456 69 8 69082220 60175 Overtime - 24,000 24,000 70 8 69082220 61005 Social Security - 12,985 12,985	64	8	69082430	71805	Equipment part supplies	120,000	(8,000)	112,000
67 8 69082210 72305 Small tool 25,000 (1,800) 23,200 68 8 69082220 60105 Salaries - 209,456 209,456 69 8 69082220 60175 Overtime - 24,000 24,000 70 8 69082220 61005 Social Security - 12,985 12,985	65	8	69082210	72105	Clothing allowance	28,000	(500)	27,500
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70 8 69082220 61005 Social Security - 12,985 12,985		8	69082220	60105	Salaries	-	209,456	209,456
·		8	69082220	60175	Overtime	-	24,000	24,000
71 8 69082220 61010 Medicare - 3,036 3,036		8	69082220	61005	Social Security	-	12,985	12,985
	71	8	69082220	61010	Medicare	-	3,036	3,036

72 73								
73	8	69082220	61110	Pera		-	15,710	15,710
_	8	69082220	61210	Health Ins		-	68,546	68,546
74	8	69082220	61225	Basic Life		-	400	400
75	8	69082220	61505	Def Comp Match		-	1,600	1,600
76	8	69082220	61550	Indirect Fringes		-	9,426	9,426
77	8	69082220	61905	Fringe Ben, Comp Abs		-	12,000	12,000
78	8	69082220	63130	Engineers		-	10,000	10,000
79	8	69082220	63335	Testing Service		-	2,500	2,500
80	8	69082220	64105	Building repair service		-	5,000	5,000
81	8	69082220	64230	General equipment repair		-	10,000	10,000
82	8	69082220	64735	Equipment rental		-	500	500
83	8	69082220	70010	Communication supplies		-	500	500
84	8	69082220	70530	General office supplies		-	200	200
85	8	69082220	71105	Motor fuel		-	6,000	6,000
86	8	69082220	71520	Gen Bld repair / maint		-	2,000	2,000
87	8	69082220	71525	Plumbing supplies		-	500	500
88	8	69082220	71530	Electrical supplies		-	500	500
89	8	69082220	71540	Janitoral supplies		_	200	200
90	8	69082220	71805	Equipment part supplies		_	8,000	8,000
91	8	69082220	72105	Clothing allowance		_	500	500
92	8	69082220	72110	Shoe allowance		_	600	600
93	8	69082220	72305	Small tool		_	1,800	1,800
94	Ü	00002220	72000				1,000	1,000
95					-			
96					TOTAL:	11,769,450	0	11,769,450
97					TO TAL.	11,700,400	Ŭ	11,700,400
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00	,	GL Annual Budg	zet			CURRENT		AMENDED
	Company Fun	d-Dept-Cost Cente		Description		BUDGET	CHANGES	BUDGET
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02 03	oompany an	•			TOTAL:			
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02 03 04 05	oompany an	·			TOTAL:	-	-	-
02 [–] 03 04 05 06 <u>–</u>	oompany an	·	AC	TIVITY LEDGER (AC) - LIFE TO DATE ACTIVITY		-	-	-
02 03 04 05 06 07		·		TIVITY LEDGER (AC) - LIFE TO DATE ACTIVITY d Proceeds, STAR, TIF, and HRA amendments.		-	-	-
02 03 04 05 06 07		·		TIVITY LEDGER (AC) - LIFE TO DATE ACTIVITY d Proceeds, STAR, TIF, and HRA amendments.		-	-	-
02 03 04 05 06 07 08 09	Complete this	section for Grants, C		· · ·		-	-	-
02 03 04 05 06 07 08 09	Complete this Spending Cha	section for Grants, C		· · ·		-	-	-
02 03 04 05 06 07 08 09 10 \$	Complete this Spending Cha (Action Accom	section for Grants, C anges aplished)	Capital, Capital Bon	· · ·		CURRENT	-	AMENDED
02 03 04 05 06 07 08 09 10 11	Complete this Spending Cha (Action Accom	section for Grants, Canges anglished) ife to Date Activity I	Capital, Capital Bon Budget	d Proceeds, STAR, TIF, and HRA amendments.		CURRENT	CHANGES	AMENDED
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02 03 04 05 06 07 10 11 12 13 14 15 16 17 18	Complete this Spending Cha (Action Accomativity Grounds)	section for Grants, Canges applished) ife to Date Activity I Activity	Capital, Capital Bon Budget	d Proceeds, STAR, TIF, and HRA amendments.	BUDGET		CHANGES	
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02 - 03 04 05 06 07 08 09 11 12 22 22 1	Complete this Spending Cha (Action Accomativity Ground Chapter Chapter) Financing Chapter (Action Accomatical Chapter) Li	section for Grants, Canges applished) anges Activity anges applished) fe to Date Activity I	Capital, Capital Bon Budget Account Category	d Proceeds, STAR, TIF, and HRA amendments. Description	BUDGET	BUDGET	-	BUDGET
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Operating Budget Changes Procedures Guide

	In order to:	Resolution, A.O., or Other Documentation Required?	Resolution/AO Action	Charter/Code Citation
1.)	Recognize additional/unanticipated revenues (Ex. Outperforming revenues, outside donations, etc.)	Budget Amendment Resolution and Public Hearing	- Mayor certifies that there are available for appropriation total revenues in excess of those estimated in the budget	C.C. 10.07.1
			- Amend spending and financing to recognize new revenue in the appropriate company and activity	
2.)	Accept a Grant			
	a.) If no budget has previously been established for the grant	Award Letter and/or Grant Agreement	- Mayor certifies that there are available for appropriation total revenues in excess of those	C.C. 10.07.1
		Budget Amendment Resolution and Public Hearing	estimated in the budget	Admin 41.03
			- Amend spending and financing to recognize the grant in the appropriate company and activity	
	b.) Previously established grant budget	Award Letter and/or Grant Agreement	- Accept the awarded grant funds	
		Resolution Accepting the Grant Funds (No public hearing needed)	- Include in the resolution that the grant funds were included in the current year's budget	
3.)	Transfer Appropriations within Departments:			
,	a.) Within the same Fund/Company	Administrative Order (A.O.)	- Mayor may transfer any unencumbered appropriation balances within a department	C.C. 10.07.4
			- Administrative order is prepared to execute the transfer	
	b.) Between Funds/Companies	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between companies	C.C. 10.07.4
			- Amend spending and financing to recognize transfer	

Operating Budget Changes Procedures Guide

	In order to:	Resolution, A.O., or Other Documentation Required?	Resolution/AO Action	Charter/Code Citation
4.)	Transfer Appropriations between Departments			
4.)	a.) Within the same Fund/Company	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between departments	C.C. 10.07.4
			- Amend spending and financing to recognize transfer	
	b.) Between Funds/Companies	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between departments	C.C. 10.07.4
			- Amend spending and financing to recognize transfer	
5.)	Allow appropriations to lapse (non-capital improvement dollars)	None	- No action required.	C.C. 10.08
	For Lapse of appropriations - Capital improvements see City Charter 10.09.		-All non-encumbered appropriations will fall to fund balance at the end of the fiscal year.	
	For guidance on budget change procedures for accomplished or abandoned projects, see the CIB Project and Budget Changes Procedures Guide, numbers 1, 2, and 6.		- All encumbered appropriations will be reappropriated in the following fiscal year's budget for the same purposes	
6.)	Enact Emergency Appropriation	Emergency is defined as "a sudden or unforeseen situation affecting life, health,	- Resolution to appropriate emergency funds is adopted by unanimous affirmative vote by the	C.C. 10.07.2
		property, or the public peace or welfare that requires immediate council action", C.C. 6.06 Emergency Ordinances	council	C.C. 6.06
		Budget Amendment Resolution		
7.)	Reduction of Appropriations	Report by the Mayor of the estimated amount of the deficit	- Resolution or other actions deemed necessary by Council to prevent or minimize any deficit	C.C. 10.07.3
		Recommendation by the Mayor to the City Council of steps to be taken		

Capital Project and Budget Changes Procedures Guide

-	In order to:	Resolution and/or A.O. Required? CIB	Resolution/AO Action	Charter/Code Citation
_		Administrative Order (completed by OFS)	- Amend project financing and spending	Administrative Code 57.09 (2)
1.)	Close a completed project with excess balances	Periodic review by the CIB Committee	- Transfer excess appropriation to contingency when applicable	City Charter 10.09 - Accomplished projects
Z.)	Close a completed project with no excess balances, but excess spending		- Amend project financing and spending	City Charter 10.09 - Accomplished projects
3)	Close a completed project with no excess balances and no excess	Periodic review by the CIB Committee None	- Contact OFS with project budget codes to have the project inactivated in the finance system	N/A
4.)	Adding new spending authority to an existing project (without changing	the scope of the project)		
-		CIB Committee review and recommendation		
	a.) Financing source is new money	Mayor recommends via resolution	- Amend project financing and spending to recognize	Administrative Code 57.09 (1)
	•	Compliance with City Comprehensive Plan	new revenue	City Charter 10.07.1
-		Public hearing All proposed uses of Contingency funds must first be reviewed by OFS		
	h) Financing source is contingency (less than \$25,000)	Transfers within a department require an Administrative Order (completed by departments; verified and approved by	- Reduce amount in appropriate contingency fund	Administrative Code 57.09 (3) a
		OFS) A.O.s require periodic review by CIB Committee	- Amend project spending and financing to recognize use of contingency funding	City Charter 10.07.4
-		Transfers between departments require a resolution All proposed uses of Contingency funds must first be		
		reviewed by OFS		
	c.) Financing source is contingency (more than \$25,000)	CIB Committee review and recommendation	- Reduce amount in appropriate contingency fund ("unallocated reserve account")	Administrative Code 57.09 (3) b
		Mayor recommends via resolution	- Amend project spending and financing to recognize use of contingency funding	City Charter 10.07.4
		Public hearing		

Capital Project and Budget Changes Procedures Guide

	In order to:	Resolution and/or A.O. Required? CIB	Resolution/AO Action	Charter/Code Citation
	Add a new project			
5.)	OR			
	Expand the scope of an existing project			
	a.) Financing source is new money	CIB Committee review and recommendation Mayor recommends via resolution Compliance with City Comprehensive Plan Public hearing	- Amend project financing and spending to recognize new revenue	Administrative Code 57.09 (1) City Charter 10.07.1
	b.) Financing source is contingency	All proposed uses of Contingency funds must first be reviewed by OFS CIB Committee review and recommendation Mayor recommends via resolution Public hearing	 Transfer dollars from contingency to new project Amend spending and financing to recognize transfer 	Administrative Code 57.09 (1) City Charter 10.07.4
6.)	Declare a project abandoned	Council resolution	- Identify project as abandoned -Transfer appropriation for the abandoned project to a separate contingency fund ("unallocated reserve account") - Reappropriation of the funds needs CIB Committee review, Mayor recommendation, and Council approval (see either of the Add dollars to a project sections above)	Administrative Code 57.09 (4) City Charter 10.09
7.)	Replace an approved project with a new project	1) Declare an approved project abandoned or completed with excess balances (see process above) 2) Add new project after capital improvement budget is adopted (see process above)	- Can accomplish both steps in one resolution	

(Select Department) Multiple Departments City Attorney's Office City Council **Emergency Management** Financial Services Fire and Safety Services General Government Accounts HRA Human Resources HREEO Mayor's Office Parks and Recreation PED Police Department Public Health Public Library Agency Public Works RiverCentre Safety and Inspections
Technology and Communications Water Department

Departments

Affected Budgets

Operating Budget

CIB Budget

(Choose CIB or Operating)

Both Operating and CIB Budgets

Already Appropriated? General vs. Special Fund **Funding Source** (Choose General, Special or Capital) (Select Funding Source) (Yes or No?) Transfer of Appropriations Yes General Fund Grant No Special Fund Donation Capital Multiple Multiple Funds Other

Company

3

5

8

9

(Choose Company)