



# MEMO

## Finance

To: Finance and Personnel  
From: Finance Director, William Van Rossum  
Date: 2/5/2024  
Re: 2024 Budget Amendments

### Code Enforcement Budget Item Reallocation

To align the budget effects of the code enforcement classification change from the previous agenda item, we will need a reallocation of budgeted funds from the Planning Department to the Police department to align with where the expenses that will be charged with the position change.

This reallocation will include the salary and benefits that were originally budgeted. This reclassification will also free up budgeted funds that will go toward the cost to convert the storage space into office space for this position. Below are the table showing the lines that will be affect. This is showing that \$41,972 is moving from planning to Police department. There is resolution to formalize this on the February 6, 2024, Council agenda.

PLANNING/COMMUNITY DEVELOPMENT				<i>Ammended</i>	
OBJECT			2024	2024	
CODE		DESCRIPTION	BUDGET	Budget	Diff
		<b>PERSONNEL SERVICES</b>			
		<b>Wages &amp; Salaries</b>			
5101		Regular Payroll	262,865	225,665	(37,200)
5104		Temporary Payroll	0	0	0
5119		Longevity Pay	15	15	0
		<b>Fringe Benefits</b>			0
5151		Retirement Plan	16,211	16,211	0
5152		Residency	4,021	1,789	(2,232)
5154		Social Security	20,110	18,426	(1,684)
5157		Group Health Insurance	37,290	37,290	0
5160		Group Life Insurance	484	484	0
5163		Workers Compensation	7,001	6,145	(856)
		<b>TOTAL PERSONNEL SERVICES</b>	347,997	306,025	(41,972)

POLICE DEPARTMENT					
				<i>Ammended</i>	
<i>OBJECT</i>			<i>2024</i>	<i>2024</i>	
<i>CODE</i>		<i>DESCRIPTION</i>	<i>BUDGET</i>	<i>Budget</i>	<i>Diff</i>
		<b>PERSONNEL SERVICES</b>			
		<b>Wages &amp; Salaries</b>			
5101		Regular Payroll	2,239,228	2,272,028	32,800
5107		Overtime Pay	60,000	60,000	0
5110		Shift Premium Pay	0	0	0
5113		Job Class Premium Pay	585	585	0
5116		Holiday Pay	116,688	116,688	0
5119		Longevity Pay	1,890	1,890	0
5125		Call Time	0	0	0
		<b>Fringe Benefits</b>			0
5151		Retirement Plan	358,014	358,014	0
5152		Residency	8,914	11,146	2,232
5154		Social Security	189,791	191,475	1,684
5157		Group Health Insurance	685,721	685,721	0
5160		Group Life Insurance	3,425	3,425	0
5163		Workers Compensation	59,044	59,900	856
		<b>TOTAL PERSONNEL SERVICES</b>	3,723,300	3,760,872	37,572
		<b>OUTLAY</b>			
5804		Office Equipment	2,500	6,900	4,400
			Total Expense Change		0

This budget amount amendment does not increase spending in the 2024 budget. It is reallocating budgeted funds to the area where we are anticipating the expenses occurring.

## Police Record Clerk Hours

The second budget adjustment also in the Police Department pertaining to the Record Clerk position. The four positions within this area have budgeted scheduled hours ranging from 20 hours to 29 hours. With the recent retirements the department is looking make all positions within this area budgeted 25 hours. This will help with scheduling, crossing training and some of the processes within the department. There will be little to no fiscal impact on the 2024 Budget. With the recent changes, retirement, and vacant positions, it will allow this change to stay within budget.

Position	NUMBER OF FULL-TIME EQUIVALENTS	
	<i>Budgetd</i>	<i>Amended Budget</i>
<b>Police Records Assistant</b>	0.73	0.63
<b>Police Records Assistant</b>	0.63	0.63
<b>Police Records Assistant</b>	0.50	0.63
<b>Police Records Assistant</b>	0.50	0.63
Total	2.36	2.50

0.14 Diff

## Staff Recommend Actions

1. Approve the reallocation of funds from Planning/Community Development to the Police department to match budget with actual expenses.
2. Approve the adjusted hours for the four Records Assistant positions within the police department, making them all consistently budgeted at 25 hours.