



# Wylie City Council

## AGENDA REPORT

Meeting Date:	<u>January 26, 2021</u>	Item Number:	<u>D</u>
Department:	<u>Finance</u>		<i>(City Secretary's Use Only)</i>
Prepared By:	<u>Melissa Beard</u>	Account Code:	<u>Various</u>
Date Prepared:	<u>January 1, 2021</u>	Exhibits:	<u>2</u>

### Subject

Consider, and act upon, Ordinance No. 2021-03 amending Ordinance No. 2020-44 (2020-2021 Budget) for proposed budget amendments for fiscal year 2020-2021; providing for repealing, savings and severability clauses; and providing an effective date of this ordinance.

### Recommendation

Motion to approve Ordinance No. 2021-03 amending Ordinance No. 2020-44 (2020-2021 Budget) for proposed budget amendments for fiscal year 2020-2021; providing for repealing, savings and severability clauses; and providing an effective date of this ordinance.

### Discussion

There are three components to this budget amendment request:

1) Following the adoption of the Compensation Study in FY 2013-14, Council directed staff to develop a performance based evaluation and pay plan for non-public safety personnel. With that plan in place, an average salary increase of 2% was included in the FY 2020-2021 Budget. Individual performance evaluations have been completed and the reallocation of funds to the relative department line items is required in the form of an amendment to the FY 2020-2021 Budget Ordinance. Included in the reallocation is a one-time payment of \$500 to each public safety employee who is topped out in their step grade, as well as a merit based one-time payment for non-step employees who are at the top of their pay grade. The performance evaluation score of non-step employees determines the percentage increase earned or the amount of their one-time payment. One-time payments are set at \$300 for 1%, \$400 for 2% and \$500 for 3%.

	<u>Budget</u>	<u>Merit Based</u>	<u>One Time Payment</u>	<u>Variance</u>
General Fund	\$227,311	\$145,616	\$31,650	\$50,045
4B Fund	\$ 27,496	\$ 26,289	\$ 816	\$ 392
Utility Fund	\$ 35,878	\$ 32,912	\$ 2,340	\$ 625

The amendment does not change the total budget dollars. The variance will remain in the combined services department budget for each fund. The variance between the amendment and the amount set aside for merit in the

budget is due to several factors including turnover and employees hired after the eligible merit increase date of May 31, 2020. The budget is based on full staff levels.

2) During the council meeting on December 21, 2020, a budget amendment was approved to move the excess CARES money to the General Fund to cover public safety salaries per the Collin County Interlocal Agreement. At that time, there were two large expenses that qualified for use of CARES money that were not encumbered because the deadline for purchase could not be met. The deadline to expense CARES funds has since been extended, therefore staff is requesting these two items be added back to the Fund 140 (EOC) budget. The expenses are as follows:

Aeroclave Decontamination Systems \$123,383

Laserfiche RIO upgrade \$59,115

Additionally, the EOC is requesting that \$150,000 be added back to the budget of Fund 140 (EOC) for various expenses, mostly related to administration of the vaccine. Line item detail is in Exhibit A.

3) The digital sign project at the Municipal Complex was included in the FY 2020 Hotel Occupancy Fund budget, but the project was not completed as of September 30, 2020. This request is to move forward the remainder of the project cost totaling \$12,950.

All account details are included in **Exhibit A**.