

# FY 2021 Mid Year Adjustments Salary & Benefits Savings

## Exhibit A

### FY 2021 Budget

City Manager	\$	54,708	Open Position
City Secretary	\$	18,608	Hired Admin instead of Deputy City Sec
Finance	\$	737	
Facilities	\$	(2,296)	
Municipal Court	\$	30,033	Open Position
Human Resources	\$	(1,373)	
Purchasing	\$	(762)	
Information Technology	\$	4,817	Change in insurance
Police	\$	25,911	Change in insurance
Fire	\$	(9,737)	
Emergency Communications	\$	55,672	Open Position
Animal Control	\$	44,187	Current open positions
Planning	\$	3,123	Change in insurance
Building Inspections	\$	16,485	Added Certification to the budget - not being paid
Code Enforcement	\$	(38)	
Streets	\$	27,227	Open Position and change in insurance
Parks	\$	5,894	Change in insurance
Library	\$	64,044	Turnover - filled with lower salary
		<u>\$337,240</u>	

**City of Wylie**  
**FY 2021 Mid-Year Adjustments**

Fund/Account	Account Description	Mid-Year Description	Amount	Additional Description
100-4000-48410	Miscellaneous Income	LEOSE Reimbursement	(4,365.77)	
100-4000-48410	Miscellaneous Income	Ballistic Vest Reimbursement Allocation	(9,002.00)	
100-4000-43510	County Library Grants	Collin County Interlocal Agreement	(6,868.00)	
100-4000-48440	Contributions/Donations	Catholic Foundation Donation	(5,779.00)	
100-4000-49600	Insurance Recoveries	Damage to Fire Stations #1 and #2	(17,846.61)	
100-5211-52710	Wearing Apparel & Uniform	Ballistic Vest Reimbursement Allocation	9,002.00	Funded From Comptroller
100-5251-52130	Tools and Equipment	Animal Bedding and Equipment	1,298.00	Funded from donations to Animal Shelter
100-5231-51130	Overtime	COVID-19 Overtime for Fire	54,226.00	Funded from CARES
100-5231-51310	TMRS	COVID-19 Overtime for Fire	8,405.00	Funded from CARES
100-5231-51440	FICA	COVID-19 Overtime for Fire	3,362.00	Funded from CARES
100-5231-51450	Medicare	COVID-19 Overtime for Fire	786.00	Funded from CARES
100-5241-56210	Travel & Training	LEOSE Reimbursement	4,635.77	Funded From Comptroller
100-5241-51310	Overtime	Coverage for Maternity Leave	34,000.00	
100-5241-51310	TMRS	Coverage for Maternity Leave	5,270.00	
200-5241-51440	FICA	Coverage for Maternity Leave	2,108.00	
100-5241-51450	Medicare	Coverage for Maternity Leave	493.00	
100-5551-52130	Tools & Equipment	Replace Tables in Meeting Rooms	5,779.00	Funded From Donation
100-5551-52130	Tools & Equipment	Replace A-frames in Lobby	6,868.00	Funded from Collin County Grant
100-5551-51112	Part-Time Salaries	Upgrade PT Clerk position to Technician	126.00	
100-5551-51310	TMRS	Upgrade PT Clerk position to Technician	(1,938.00)	New position will work less hours
100-5XXX-51110	Overtime	February 2021 Winter Storm	178,607.48	
100-5XXX-51310	TMRS	February 2021 Winter Storm	27,684.16	
100-5XXX-51440	FICA	February 2021 Winter Storm	11,073.66	
100-5XXX-51450	Medicare	February 2021 Winter Storm	2,589.81	
100-5185-52130	Tools & Equipment	February 2021 Winter Storm	9,105.49	
100-5185-52250	Medical and Surgical	February 2021 Winter Storm	630.21	
100-5185-52310	Fuels & Lubricants	February 2021 Winter Storm	1,596.21	
100-5185-52550	Irrigation System Parts	February 2021 Winter Storm	4,456.77	
100-5185-52810	Food Supplies	February 2021 Winter Storm	4,817.03	
100-5185-52990	Other	February 2021 Winter Storm	219.69	
100-5185-54210	Streets & Alleys	February 2021 Winter Storm	10,559.15	
100-5185-54310	Utility Plant - Water	February 2021 Winter Storm	1,748.90	
100-5185-54510	Motor Vehicles	February 2021 Winter Storm	26.52	
100-5185-54350	Heavy Equipment	February 2021 Winter Storm	7,431.22	
100-5185-54630	Tools & Equipment	February 2021 Winter Storm	84.48	
100-5185-54910	Buildings	February 2021 Winter Storm	33,296.50	
100-5185-56040	Special Services	February 2021 Winter Storm	10,017.25	
100-5185-56080	Advertising	February 2021 Winter Storm	408.70	
100-5185-56180	Rental	February 2021 Winter Storm	6,816.84	
100-5231-54510	Motor Vehicles	Winter Storm Fleet Damage	25,000.00	May be reimbursed through insurance
100-5231-51910	Buildings	Winter Storm Damage to Stations #1 & #2	17,846.61	Funded from Insurance Recoveries
<b>TOTAL GENERAL FUND</b>			<b>444,576.07</b>	
112-4000-49600	Insurance Recoveries	February Winter Storm Damage to Buildings	(48,317.27)	
112-5612-54910	Buildings	February Winter Storm Damage to Brown House	36,447.39	
112-5625-54910	Buildings	February Winter Storm Damage to WRC	11,869.88	
112-5000-56040	Special Services	IRS Audit Payment	5,828.80	
112-5XXX-51110	Overtime	February 2021 Winter Storm	4,888.12	
112-5XXX-51310	TMRS	February 2021 Winter Storm	757.66	
112-5XXX-51440	FICA	February 2021 Winter Storm	303.06	
112-5XXX-51450	Medicare	February 2021 Winter Storm	70.88	
<b>TOTAL 4B SALES TAX FUND</b>			<b>11,848.52</b>	
611-4000-49600	Insurance Recoveries	Stolen Brass Fittings for Water	(3,718.00)	
611-5712-54330	Water Mains and Fire Hydrants	Replace Brass Fittings	3,718.00	

**City of Wylie**  
**FY 2021 Mid-Year Adjustments**

Fund/Account	Account Description	Mid-Year Description	Amount	Additional Description
611-5XXX-51110	Overtime	February 2021 Winter Storm	31,398.20	
611-5XXX-51310	TMRS	February 2021 Winter Storm	4,866.72	
611-5XXX-51440	FICA	February 2021 Winter Storm	1,946.69	
611-5XXX-51450	Medicare	February 2021 Winter Storm	455.27	
<b>TOTAL UTILITY FUND</b>			<b>38,666.88</b>	
111-4000-49600	Insurance Recoveries	February 2021 Winter Storm Damage	(54,545.27)	
111-5611-54910	Buildings	February 2021 Winter Storm Damage Repairs	54,545.27	
111-5611-56040	Special Services	Demolition of 201 Industrial Court	24,500.00	
111-5611-58210	Streets & Alleys	Reimbursement for Transfer to Purchase Land	78,540.00	
111-5611-58210	Streets & Alleys	NTMWD Water Line Relocation	883,680.00	
<b>TOTAL WEDC</b>			<b>986,720.00</b>	
121-4000-43514	Park Grants	Twin Lakes Park Grant	(60,000.00)	
121-5622-58150	Land Betterments	Playground at Twin Lakes Park	60,000.00	
121-5622-58150	Land Betterments	Twin Lakes Trail Project	194.00	Over budget cleanup.
121-5623-56040	Special Services	WRC Operations and Acquatics Impact Study	25,000.00	Added scope to Lavon Lake Operations Study
<b>TOTAL PARKS A&amp;I</b>			<b>25,194.00</b>	
145-5145-52130	Tools & Equipment	Equipment and Software for Police	10,495.00	Funded from Federal Seized Funds
<b>TOTAL FEDERAL SEIZED FUNDS FUND</b>			<b>10,495.00</b>	
175-4000-49140	Transfer from Cap Proj Fund	Public Art from Fire Station #4 construction fund	(65,000.00)	
175-5175-58150	Land Betterments	Public Art for Fire Station #4	65,000.00	
<b>TOTAL PUBLIC ARTS FUND</b>			<b>0.00</b>	

GENERAL FUND  
STATEMENT OF REVENUES AND EXPENDITURES

	BUDGET 2020-21	PROJECTED PERSONNEL SAVINGS	WINTER STORM AMENDMENT	OTHER AMENDMENTS	AMENDED FY 2020-2021
<b>BEGINNING FUND BALANCE</b>	<b>\$21,914,768</b>				<b>\$21,914,768</b>
REVENUES:					
Ad Valorem Taxes	26,932,239				26,932,239
Sales Taxes	5,966,874				5,966,874
Franchise Fees	2,840,000				2,840,000
Licenses & Permits	916,852				916,852
Intergovernmental Revenues	4,554,021			6,868	4,560,889
Service Fees	3,872,224				3,872,224
Fines and Forfeitures	331,450				331,450
Interest & Miscellaneous	202,500			19,147	221,647
Total Revenues	45,616,160			26,015	45,642,175
OTHER FINANCING SOURCES:					
Transfers from Other Funds/Other Financing Sources	2,416,161		17,847		2,434,008
Use of Fund Balance for Carry-Forward Items	1,015,111				1,015,111
Total Other Financing Sources	3,431,272		17,847	0	3,449,119
<b>Total Revenues &amp; Other Financing Sources</b>	<b>49,047,432</b>	<b>0</b>	<b>17,847</b>	<b>26,015</b>	<b>49,091,294</b>
EXPENDITURES:					
General Government					
City Council	95,507	0			95,507
City Manager	1,205,582	54,708			1,150,874
City Secretary	423,850	18,608	314		405,557
City Attorney	170,000	0			170,000
Finance	1,243,879	737			1,243,142
Facilities	899,196	(2,296)	2,898		904,391
Municipal Court	548,566	30,033			518,533
Human Resources	721,834	(1,373)			723,207
Purchasing	206,256	(762)			207,018
Information Technology	2,011,514	4,817	120		2,006,817
Public Safety					
Police	11,230,854	25,911	34,379	9,002	11,248,324
Fire	9,522,116	(9,737)	176,396	66,779	9,775,028
Emergency Communications	2,020,542	55,672	7,891	46,507	2,019,269
Animal Control	620,751	44,187	2,678	1,298	580,540
Development Services					
Planning	327,506	3,123			324,383
Building Inspections	602,724	16,485	393		586,632
Code Enforcement	258,143	(38)			258,181
Streets	4,480,590	27,227	29,784		4,483,147
Community Services					
Parks	2,593,029	5,894	7,891		2,595,025
Library	2,120,887	64,044	57	10,835	2,067,735
Emergency Operations	0		91,215		91,215
Combined Services	5,234,999	0			5,234,999
<b>Total Expenditures</b>	<b>46,538,326</b>	<b>337,240</b>	<b>354,017</b>	<b>134,421</b>	<b>46,689,524</b>
Transfers to Other Funds/Other Financing	0				0
<b>ENDING FUND BALANCE</b>	<b>\$24,423,874</b>	<b>337,240</b>	<b>336,170</b>	<b>108,406</b>	<b>\$24,316,538</b>

# OVERTIME PAY FOR ICE STORM

Employees were paid overtime for hours worked preparing for and during the ice storm if they reported to the field office.

		<u>Overtime</u>
City Secretary	100-5113-51130	255.36
Facilities	100-5132-51130	2,353.59
IT	100-5155-51130	97.09
Police	100-5211-51130	27,916.56
Fire	100-5231-51130	108,444.53
Emergency Communications	100-5241-51130	6,407.98
Animal Control	100-5251-51130	2,174.61
Building Inspections	100-5312-51130	319.02
Streets	100-5411-51130	24,185.13
Parks	100-5511-51130	6,407.23
Library	100-5551-51130	46.38
	<b>GENERAL FUND</b>	<b>178,607.48</b>
Senior Center	112-5612-51130	788.67
4B Parks	112-5614-51130	2,788.44
Recreation Center	112-5625-51130	1,311.02
	<b>4B SALES TAX FUND</b>	<b>4,888.12</b>
Utility Admin	611-5711-51130	1,611.10
Water	611-5712-51130	14,414.03
Wasterwater	611-5714-51130	12,915.78
Utility Billing	611-5715-51130	2,457.29
	<b>UTILITY FUND</b>	<b>31,398.20</b>
	<b>TOTAL OVERTIME</b>	<b>214,893.80</b>
		<u>TMRS</u>
City Secretary	100-5113-51310	39.58
Facilities	100-5132-51310	364.81
IT	100-5155-51310	15.05
Police	100-5211-51310	4,327.07
Fire	100-5231-51310	16,808.90
Emergency Communications	100-5241-51310	993.24
Animal Control	100-5251-51310	337.06
Building Inspections	100-5312-51310	49.45
Streets	100-5411-51310	3,748.70
Parks	100-5511-51310	993.12
Library	100-5551-51310	7.19
	<b>GENERAL FUND</b>	<b>27,684.16</b>
Senior Center	112-5613-51310	122.24
4B Parks	112-5614-51310	432.21
Recreation Center	112-5625-51310	203.21
	<b>4B SALES TAX FUND</b>	<b>757.66</b>
Utility Admin	611-5711-51310	249.72
Water	611-5712-51310	2,234.17
Wastewater	611-5714-51310	2,001.95
Utility Billing	611-5715-51310	380.88
	<b>UTILITY FUND</b>	<b>4,866.72</b>
	<b>TOTAL TMRS</b>	<b>7,249.55</b>

# OVERTIME PAY FOR ICE STORM

Employees were paid overtime for hours worked preparing for and during the ice storm if they reported to the field office.

		<u>FICA</u>
City Secretary	100-5113-51440	15.83
Facilities	100-5132-51440	145.92
IT	100-5155-51440	6.02
Police	100-5211-51440	1,730.83
Fire	100-5231-51440	6,723.56
Emergency Communications	100-5241-51440	397.29
Animal Control	100-5251-51440	134.83
Building Inspections	100-5312-51440	19.78
Streets	100-5411-51440	1,499.48
Parks	100-5511-51440	397.25
Library	100-5551-51440	2.88
	<b>GENERAL FUND</b>	<b>11,073.66</b>
Senior Center	112-5613-51440	48.90
4B Parks	112-5614-51440	172.88
Recreation Center	112-5625-51440	81.28
	<b>4B SALES TAX FUND</b>	<b>303.06</b>
Utility Admin	611-5711-51440	99.89
Water	611-5712-51440	893.67
Wastewater	611-5714-51440	800.78
Utility Billing	611-5715-51440	152.35
	<b>UTILITY FUND</b>	<b>1,946.69</b>
	<b>TOTAL FICA</b>	<b>13,323.42</b>
		<u>Medicare</u>
City Secretary	100-5113-51450	3.70
Facilities	100-5132-51450	34.13
IT	100-5155-51450	1.41
Police	100-5211-51450	404.79
Fire	100-5231-51450	1,572.45
Emergency Communications	100-5241-51450	92.92
Animal Control	100-5251-51450	31.53
Building Inspections	100-5312-51450	4.63
Streets	100-5411-51450	350.68
Parks	100-5511-51450	92.90
Library	100-5551-51450	0.67
	<b>GENERAL FUND</b>	<b>2,589.81</b>
Senior Center	112-5613-51450	11.44
4B Parks	112-5614-51450	40.43
Recreation Center	112-5625-51450	19.01
	<b>4B SALES TAX FUND</b>	<b>70.88</b>
Utility Admin	611-5711-51450	23.36
Water	611-5712-51450	209.00
Wastewater	611-5714-51450	187.28
Utility Billing	611-5715-51450	35.63
	<b>UTILITY FUND</b>	<b>455.27</b>
	<b>TOTAL MEDICARE</b>	
	TOTAL GENERAL FUND	219,955.11
	TOTAL 4B SALES TAX FUND	6,019.72
	TOTAL UTILITY FUND	38,666.88
		<b>264,641.71</b>

**REQUEST FORM - MID YEAR BUDGET AMENDMENT**

**FISCAL YEAR 2021**

<b>RANK</b>	<b>1</b>	<b>OF</b>	<b>1</b>	<b>REQUEST:</b>	<b>EOC February Winter Storm expenses</b>	<b>DEPARTMENT:</b>	<b>Emergency Operations</b>
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New Request: Yes Salary Grade:

Funds already expensed? Yes From: To:

**PURPOSE/OBJECTIVE OF REQUEST:**  
 All expenses related to the February Winter Storm other that salaries were expensed to the Emergency Operations department in the General Fund. All expenses were tracked with a project code identifying them as winter storm related. The Emergency Operations Department does not have revenue to offset the expenses.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5185	52130	Tools and Equipment	9,105.49
100	5185	52250	Medical and Surgical	630.21
100	5185	52310	Fuel & Lubricants	1,596.21
100	5185	52550	Irrigation System Parts	4,456.77
100	5185	52810	Food Supplies	4,817.03
100	5185	52990	Other	219.69
100	5185	54210	Streets & Alleys	10,559.15
100	5185	54310	Utility Plant - Water	1,748.90
100	5185	54510	Motor Vehicles	26.52
100	5185	54350	Heavy Equipment	7,431.22
100	5185	54630	Tools & Equipment	84.48
100	5185	54910	Buildings	33,296.50
100	5185	56040	Special Services	10,017.25
100	5185	56080	Advertising	408.70
100	5185	56180	Rental	6,816.84
			<b>Total</b>	<b>91,214.96</b>

**ADDITIONAL COMMENTS:**

**REQUEST FORM - MID YEAR BUDGET AMENDMENT**

**FISCAL YEAR 2021**

<b>RANK</b>	1	<b>OF</b>	1	<b>REQUEST:</b>	February Winter Storm Repairs	<b>DEPARTMENT:</b>	Various
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New Request: Yes Salary Grade:

Funds already expensed? No From: To:

**PURPOSE/OBJECTIVE OF REQUEST:**  
 Several buildings were damaged in the February Winter Storm. The buildings were Fire Station #1 and #2, Recreation Center, WEDC and the Brown House. The damage was assessed by Texas Municipal League, insurance vendor for the City, and proceeds from these claims are starting to be received. In order to utilize these proceeds a budget amendment needs to be performed moving the proceeds from a revenue account to an operating account. Moving the funds to an operating account will allow staff to perform the needed repairs to the building and replacement of furniture and equipment.

ACCOUNT NO.			DESCRIPTION	AMOUNT
112	4000	49600	Insurance Recoveries	(48,317.27)
112	5612	54910	Buildings	36,447.39
112	5625	54910	Buildings	11,869.88
111	4000	49600	Insurance Recoveries	(54,545.27)
111	5611	54910	Buildings	54,545.27
100	4000	49600	Insurance Recoveries	(17,846.61)
100	5231	54910	Buildings	17,846.61
			<b>TOTAL</b>	0.00

**ADDITIONAL COMMENTS:**

**REQUEST FORM - MID YEAR BUDGET AMENDMENT**

**FISCAL YEAR 2021**

<b>RANK</b>	<b>1</b>	<b>OF</b>	<b>3</b>	<b>REQUEST:</b>	<b>LEOSE Reimbursement</b>	<b>DEPARTMENT:</b>	<b>Police</b>
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New Request: Yes Salary Grade: \_\_\_\_\_  
 Funds already expensed? Yes From: \_\_\_\_\_ To: \_\_\_\_\_

**PURPOSE/OBJECTIVE OF REQUEST:**  
 Reallocation of reimbursed funds to the Travel & Training Accounts for Wylie Fire & Rescue Telecommunicator for an annual allocation payment from Law Enforcement Officer Standards and Education. The Comptroller is directed by the Occupations Code, Section 1701.157 to make an annual allocation from the LEOSE account to qualified law enforcement agencies for expenses related to the continuing education of persons licensed under Chapter 1701, Occupations Code, which includes telecommunicators. By law these funds must be used for the continuing education of persons licensed under Chapter 1701, Occupations Code. The total funds allocated are \$4,635.77

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	4000	48410	Miscellaneous Income	(4,636)
100	5241	56210	Travel and Training	4,636
			<b>TOTAL</b>	<b>0</b>

**ADDITIONAL COMMENTS:**  
 The reimbursement check is determined by the revenue received from citations to the State of Texas.

**REQUEST FORM - MID YEAR BUDGET AMENDMENT**

**FISCAL YEAR 2021**

<b>RANK</b>	<b>2</b>	<b>OF</b>	<b>3</b>	<b>REQUEST:</b>	<b>Ballistic Vest Reimbursement</b>	<b>DEPARTMENT:</b>	<b>Police</b>
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New Request: Yes Salary Grade: \_\_\_\_\_  
 Funds already expensed? Yes From: \_\_\_\_\_ To: \_\_\_\_\_

**PURPOSE/OBJECTIVE OF REQUEST:**  
 Allocation of funds to the Wylie Police Department Wearing Apparel & Uniform Account reimbursing half of funds spent for purchasing ballistic vests through the Ballistic Vest Program.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	4000	48410	Miscellaneous Income	(9,002)
100	5211	52710	Wearing Apparel and Uniforms	9,002
			<b>TOTAL</b>	<b>0</b>

**ADDITIONAL COMMENTS:**  
 The Wylie Police Department participates in the BPV program, where the department is responsible for the upfront costs associated with purchasing ballistic duty vests for officers. Half of the expenses spent by the department are then reimbursed back to the department.

**REQUEST FORM - MID YEAR BUDGET AMENDMENT**

**FISCAL YEAR 2021**

<b>RANK</b>	<b>3</b>	<b>OF</b>	<b>3</b>	<b>REQUEST:</b>	<b>Use of Federal Seized Funds for software purchase</b>	<b>DEPARTMENT:</b>	<b>Police</b>
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New Request: Yes Salary Grade:

Funds already expensed? No From: To:

**PURPOSE/OBJECTIVE OF REQUEST:**  
 The federal seizure funds are required to be utilized towards equipment/software that will enhance law enforcement functions and investigations. The requested funds will be utilized to purchase micro live scan equipment and software to assist with capturing fingerprints and mugshots of individuals in accordance with state law.

ACCOUNT NO.			DESCRIPTION	AMOUNT
145	5145	52130	Tools & Equipment	10,495
			<b>TOTAL</b>	<b>10,495</b>

**ADDITIONAL COMMENTS:**

**REQUEST FORM - MID YEAR BUDGET AMENDMENT**

**FISCAL YEAR 2021**

<b>RANK</b>	<b>1</b>	<b>OF</b>	<b>1</b>	<b>REQUEST:</b>	<b>Animal Control Donations</b>	<b>DEPARTMENT:</b>	<b>Animal Control</b>
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New Request:  Yes  No Salary Grade: \_\_\_\_\_  
 Funds already expensed?  Donations already deposited into General Fund  From: \_\_\_\_\_ To: \_\_\_\_\_

**PURPOSE/OBJECTIVE OF REQUEST:**  
 Requesting donation funds be placed in the Animal Shelter's Tools & Equipment account. These donations have already been collected and deposited into the General Fund.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5251	52130	Tools & Equipment	1,298
			<b>TOTAL</b>	<b>1,298</b>

**ADDITIONAL COMMENTS:**  
 These funds are utilized to purchase animal bedding and equipment.

**REQUEST FORM - MID YEAR BUDGET AMENDMENT**

**FISCAL YEAR 2021**

<b>RANK</b>	<b>1</b>	<b>OF</b>	<b>2</b>	<b>REQUEST:</b>	<b>COVID-19 Overtime</b>	<b>DEPARTMENT:</b>	<b>Fire</b>
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New Request: Yes Salary Grade: \_\_\_\_\_  
 Funds already expensed? Yes From: \_\_\_\_\_ To: \_\_\_\_\_

**PURPOSE/OBJECTIVE OF REQUEST:**  
 The Fire department is seeking reimbursement of overtime expended on COVID-19. This request is for the COVID-19 overtime which is reimbursed by CARES funding. The money was moved to the General Fund revenue, but the overtime budget for Fire was not amended prior to this request.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5231	51130	Overtime	54,226
100	5231	51310	TMRS	8,405
100	5231	51440	FICA	3,362
100	5231	51450	Medicare	786
			<b>TOTAL</b>	<b>66,779</b>

**ADDITIONAL COMMENTS:**  
 According to our budget plan we should have 250,000 remaining in our overtime budget at midyear. Currently, we have 88,000 remaining. Our planned budget was 34,000/mo. We have experienced significant increases due to the ongoing pandemic (vaccinations) and the recent winter storm. The remaining \$88,000 will not get the fire department through June. With the expected increases in vacation utilization we are anticipating needing our full remaining budget to maintain current staffing levels.

**REQUEST FORM - MID YEAR BUDGET AMENDMENT**

**FISCAL YEAR 2021**

<b>RANK</b>	<b>2</b>	<b>OF</b>	<b>2</b>	<b>REQUEST:</b>	<b>Fleet Maintenance</b>	<b>DEPARTMENT:</b>	<b>Fire</b>
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New Request: Yes Salary Grade: \_\_\_\_\_  
 Funds already expensed? Partially From: \_\_\_\_\_ To: \_\_\_\_\_

**PURPOSE/OBJECTIVE OF REQUEST:**  
 During the 2021 winter storm several pieces of the fire department 's fleet was damaged. Many of the issues have been repaired in-house. The items that could be submitted to insurance have been submitted and the claims are pending. Should the items be covered by insurance the money will be placed in the general fund. This request will provide funding in the fire department's fleet budget to complete the repairs.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5231	54510	Motor Vehicles	25,000
			<b>TOTAL</b>	25,000

**ADDITIONAL COMMENTS:**

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<b>RANK</b>	<b>1</b>	<b>OF</b>	<b>1</b>	<b>REQUEST:</b>	<b>Overtime - Coverage for Maternity Leave</b>	<b>DEPARTMENT:</b>	<b>Emergency Communications</b>
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New Request: Yes

Salary Grade:

Funds already expensed? Partially

From:

To:

**PURPOSE/OBJECTIVE OF REQUEST:**

After completion of FY 21 budget, we were notified by two of our dispatchers that they were pregnant. Both of them have chosen to take their entire 12 weeks of leave. To maintain staffing in our 911 center we will utilize dispatchers assigned to other shifts on overtime to cover these two vacancies until the dispatchers return from leave. This request will provide the additional overtime funds to cover the shifts.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5241	51130	Overtime	34,000
100	5241	51310	TMRS	5,270
100	5241	51440	FICA	2,108
100	5241	51450	Medicare	493
			<b>TOTAL</b>	<b>41,871</b>

**ADDITIONAL COMMENTS:**

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<b>RANK</b>	<b>1</b>	<b>OF</b>	<b>3</b>	<b>REQUEST:</b>	<b>Funds from Catholic Foundation to Library</b>	<b>DEPARTMENT:</b>	<b>Library</b>
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New Request:  Yes  No Salary Grade: \_\_\_\_\_

Funds already expensed? \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**PURPOSE/OBJECTIVE OF REQUEST:**  
**To transfer the donation received from the Rita & Truett Smith Catholic Foundation to the library's budget.**

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	4000	48440	Contributions/Donations	(5,779)
100	5551	52130	Tools & Equipment	5,779
			<b>TOTAL</b>	<b>0</b>

**ADDITIONAL COMMENTS:**  
**Funds are being used to replace tables in the library's meeting rooms.**

**REQUEST FORM - MID YEAR BUDGET AMENDMENT**

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<b>RANK</b>	<b>2</b>	<b>OF</b>	<b>3</b>	<b>REQUEST:</b>	<b>Funds from Collin County to Library</b>	<b>DEPARTMENT:</b>	<b>Library</b>
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New Request:  Yes Salary Grade:

Funds already expensed?  From: To:

**PURPOSE/OBJECTIVE OF REQUEST:**  
**To transfer the funds received from the Collin County Interlocal Agreement for library service to the library's budget.**

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	4000	43510	County Library Grants	(6,868)
100	5551	52130	Tools & Equipment	6,868
			<b>TOTAL</b>	<b>0</b>

**ADDITIONAL COMMENTS:**  
**Funds are being used to replace A-frames in the lobby used for the Friends of the Library Book Sale.**

**REQUEST FORM - MID YEAR BUDGET AMENDMENT**

**FISCAL YEAR 2021**

<b>RANK</b>	<b>3</b>	<b>OF</b>	<b>3</b>	<b>REQUEST:</b>	<b>Upgrade Open Clerk/Shelver Position to Technician</b>	<b>DEPARTMENT:</b>	<b>Library</b>
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New Request: Yes Salary Grade: From: 100 To: 102  
 Funds already expensed?

**PURPOSE/OBJECTIVE OF REQUEST:**  
 The purpose of this request is to upgrade a currently vacant clerk/shelver position to a technician to allow for more flexibility and to make it possible to open the drive-thru longer during the week.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5551	51112	Part Time Salaries	126
100	5551	51310	TMRS	(1,938)
			<b>TOTAL</b>	<b>(1,812)</b>

**ADDITIONAL COMMENTS:**  
 We reduced the hours for another clerk/shelver position to account for this change and keep everything within budget. The original amount budgeted for both positions is \$26,581. With the reduced hours and the upgrade, the new total for these positions is \$24,769 coming in under what was originally budgeted. New position will work less than 20 hours so the savings will come from not paying TMRS.

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<b>RANK</b>	<b>1</b>	<b>OF</b>	<b>1</b>	<b>REQUEST:</b>	<b>WEDC</b>	<b>DEPARTMENT:</b>	<b>WEDC</b>
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New Request: Yes Salary Grade:   
 Funds already expensed? Yes From: 100 To: 102

**PURPOSE/OBJECTIVE OF REQUEST:**

Additional funds necessary for demolition of 201 Industrial Court \$24,500 (approved by WEDC Board on 1-7-2021), TxDOT Land Purchase at Hwy 78 & Brown \$78,540 (approved by WEDC Board on 2-5-21), and NTMWD water line relocation \$883,680 (Project and Design fees approved by WEDC Board on 11-19-20).

\$78,540 was transferred from Streets and Alleys account 58210 to Land 58110 in Feb for the purchase of land at Hwy 78 & Brown. This will reimburse the Streets and Alley account.

ACCOUNT NO.			DESCRIPTION	AMOUNT
111	5611	56040	Special Services	24,500
111	5611	58210	Streets & Alleys	78,540
111	5611	58210	Streets & Alleys	883,680
			<b>TOTAL</b>	986,720

**ADDITIONAL COMMENTS:**

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**FISCAL YEAR 2021**

<b>RANK</b>	1	<b>OF</b>	1	<b>REQUEST:</b>	IRS Payment for Contract Workers	<b>DEPARTMENT:</b>	Recreation Center
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New Request:  Yes Salary Grade:

Funds already expensed?  Yes From:  To:

**PURPOSE/OBJECTIVE OF REQUEST:**  
 In September of 2020, the IRS initiated an audit of the City's finances with an emphasis on certain aspects of Payroll and Accounts Payable. The IRS audit determined that the City of Wylie must reclassify recreation instructors from contractors to employees for tax reporting purposes and pay the FICA and Income Tax withholdings related to these individuals for the audited period of Jan - Dec 2018.

ACCOUNT NO.			DESCRIPTION	AMOUNT
112	5000	56040	Special Services	5,829
			<b>TOTAL</b>	5,829

**ADDITIONAL COMMENTS:**  
 Staff's decision was to pay the full amount due to the IRS (5,828.80) from account 112-5000-56040 Special Services immediately. Instructors will need to sign new contract agreements with updated wording and will also be required to complete a form W-4. The City will begin paying employment taxes for instructors effective April 1, 2021. In return, the IRS will not impose any additional taxes for instructors reported as contractors for the 2019, 2020 or 2021 tax years. Finance/Payroll will work with the Recreation Center to determine the best method of invoicing instructor pay and the timeline for necessary paperwork.

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<b>RANK</b>	<b>1</b>	<b>OF</b>	<b>1</b>	<b>REQUEST:</b> Reimbursement for Stolen Water Items	<b>DEPARTMENT:</b>	<b>Water</b>
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New Request: Yes Salary Grade: \_\_\_\_\_  
 Funds already expensed? No From: \_\_\_\_\_ To: \_\_\_\_\_

**PURPOSE/OBJECTIVE OF REQUEST:**  
 Move insurance payment funds recieved from revenue accounts to the water department for replacement of stolen brass fittings items.

ACCOUNT NO.			DESCRIPTION	AMOUNT
611	4000	49600	Insurance Recoveries	(3,718)
611	5712	54330	Water Mains & Fire Hydrants	3,718
			<b>TOTAL</b>	<b>0</b>

**ADDITIONAL COMMENTS:**  
 Department staff has reached out to the Police Department for their assistance in possibly finding the culprit.

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**FISCAL YEAR 2021**

**RANK 1 OF 2 REQUEST: Addition of Playground at Twin Lakes Park DEPARTMENT: Paks and Recreation**

New Request: Yes Salary Grade: \_\_\_\_\_  
 Funds already expensed? Grant money received. From: \_\_\_\_\_ To: \_\_\_\_\_

**PURPOSE/OBJECTIVE OF REQUEST:**  
 Collin County as part of their Open Space Grant program has reimbursed the City \$60,000 as part of the completion of the Twin Lakes Park Grant Project. That money will be placed back in the Parks Acquisition and Improvement Fund. Staff is requesting that these funds be used for a new playground at Twin Lakes Park. This would be a budget neutral item.  
 The Twin Lakes Trail Project was over budget by \$194 due to a modification after the original budget amendment was approved. There are no other budgeted accounts from which to transfer the money.

ACCOUNT NO.			DESCRIPTION	AMOUNT
121	4000	93514	Park Grants	(60,000)
121	5622	58150	Land betterments	60,000
121	5622	58150	Land betterments	194
			<b>TOTAL</b>	194

**ADDITIONAL COMMENTS:**

**REQUEST FORM - MID YEAR BUDGET AMENDMENT**

**FISCAL YEAR 2021**

<b>RANK</b>	<b>2</b>	<b>OF</b>	<b>2</b>	<b>REQUEST:</b>	<b>Operations review and Revenue Analysis</b>	<b>DEPARTMENT:</b>	<b>Paks and Recreation</b>
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New Request:  Yes  No Salary Grade: \_\_\_\_\_  
 Funds already expensed? \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**PURPOSE/OBJECTIVE OF REQUEST:**  
 City Council advised staff at the March 9, 2021 meeting, in a work session discussing revenues, recovery rates, and operations at the Wylie Recreation Center, to pursue having a consultant provide some analysis to the Council. The scope of work would analyze current operations of the recreation center and possibly aquatics facility operations. This review would provide a clearer picture of how current and future recreation facilities will impact the 4B budget. This service would cost \$12,500. Staff is requesting a review of other department programs such as athletics and park pavilion rentals. This service will cost an additional \$12,500.

ACCOUNT NO.			DESCRIPTION	AMOUNT
121	5623	56040	Special Services	25,000
			<b>TOTAL</b>	25,000

**ADDITIONAL COMMENTS:**

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<b>RANK</b>	1	<b>OF</b>	1	<b>REQUEST:</b>	Transfer Funds for Fire Station #4 Public Art	<b>DEPARTMENT:</b>	Public Arts Fund
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New Request: Yes

Salary Grade:

Funds already expensed?

From:

To:

**PURPOSE/OBJECTIVE OF REQUEST:**

In accordance with Ordinance 2006-37 establishing a Public Arts program, one percent of the city's capital improvement projects costs are designated for public art. The construction cost of Fire Station #4 will be \$6.5 million so one percent of that amount, which is \$65,000, will be transferred to the Public Art Fund.

ACCOUNT NO.			DESCRIPTION	AMOUNT
175	4000	49140	Transfer from Cap Proj Fund	(65,000)
175	5175	58150	Land Betterments	65,000
			<b>TOTAL</b>	<b>0</b>

**ADDITIONAL COMMENTS:**