

FY 2022 Mid Year Adjustments Salary & Benefits Savings

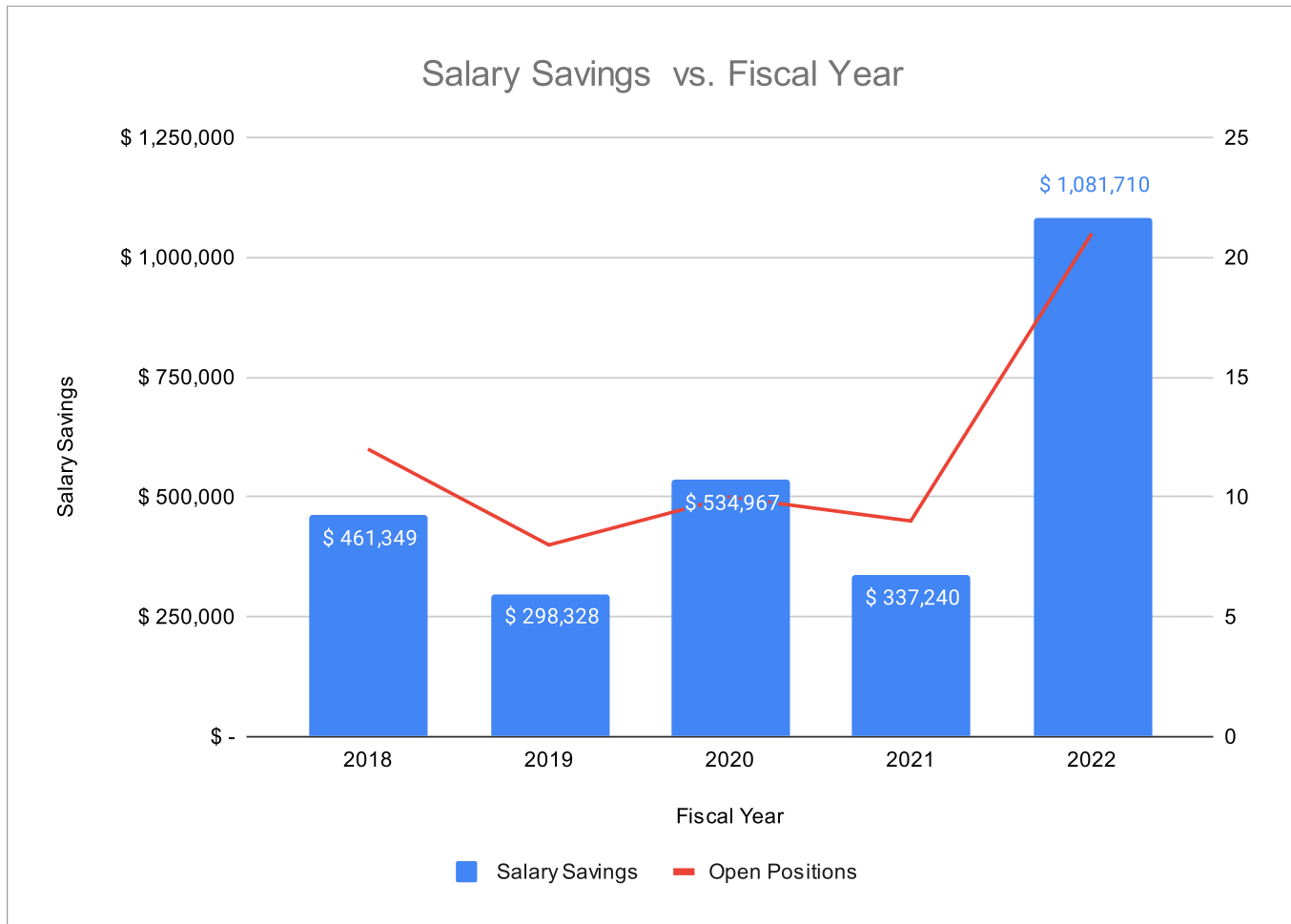
Exhibit A

FY 2022 Budget

City Manager	\$	208,865	Open Assistant City Manager Position
City Secretary	\$	17,551	
Finance	\$	32,859	Retirement of long term employee
Facilities	\$	14,334	
Municipal Court	\$	34,487	Open positions
Human Resources	\$	12,609	
Purchasing	\$	17,313	Open positions
Information Technology	\$	8,408	
Police	\$	127,518	Changes in insurance coverage
Fire	\$	216,706	Changes in insurance coverage
Emergency Communications	\$	18,634	Open Position
Animal Control	\$	67,898	Open Positions
Planning	\$	1,547	
Building Inspections	\$	19,974	Changes in insurance coverage
Code Enforcement	\$	3,732	
Streets	\$	150,718	Open Positions and Turnover
Parks	\$	84,334	Open Positions and Turnover
Library	\$	44,223	Open Assistant Library Director position
	\$	1,081,710	

Original Budget was for the City to pay 50% of dependent cost. Because of the savings realized with the new provider, and because the dollar amount paid by employees did not change from 2021 to 2022, the City is actually paying only 47% of the total cost.

154,800	Employees
82,000	Dependents
<u>35,160</u>	Dental
271,960	Healthcare savings



Fiscal Year	Salary Savings	Open Positions
2018	\$ 461,349	12
2019	\$ 298,328	8
2020	\$ 534,967	10
2021	\$ 337,240	9
2022	\$ 1,081,710	21

City of Wylie
FY 2022 Mid-Year Adjustments

Fund/Account	Account Description	Mid-Year Description	Amount	Additional Description
100-4000-48410	Miscellaneous Income	Ballistic Vest Reimbursement Allocation	(2,800.00)	
100-4000-48410	Miscellaneous Income	LEOSE Reimbursement	(4,151.26)	
100-4000-43510	County Library Grants	Collin County Interlocal Agreement	(6,868.00)	
100-4000-48440	Contributions/Donations	Catholic Foundation Donation	(5,779.00)	
100-5131-51XXX	Personnel Expense	Reclass Admin I to Admin II	2,581.00	
100-5211-52710	Wearing Apparel and Uniforms	Ballistic Vest Reimbursement Allocation	2,800.00	Funded from Ballistic Vest Reimbursement
100-5211-52130	Tools & Equipment	Use of Police Seized Funds for Software Purchase	10,399.00	Funded from Police Seized Funds
100-5211-58510	Motor Vehicles	2023 Vehicle Advance Orders	217,500.00	
100-5251-51XXX	Personnel Expense	Increase Salary for Animal Control Officers	10,330.00	
100-5251-52130	Tools and Equipment	Kuranda Bedding	1,400.00	Funded from donations and Pet Data Licensing
100-5231-51130	Overtime	Hiring Process Driver/Captain Promotional Process	8,760.00	
100-5231-51130	Overtime	Overtime for Background Checks	14,685.00	
100-5231-56040	Special Services	Hiring Process Driver/Captain Promotional Process	13,685.00	
100-5241-51XXX	Personnel Expense	Assistant Communications Manager	61,199.00	
100-5241-51XXX	Personnel Expense	Dispatcher	41,592.00	
100-5241-56210	Travel & Training	LEOSE Reimbursement	4,151.26	Funded From Comptroller
100-5411-51XXX	Personnel Expense	Public Works Reorganization	(71,272.07)	Remove Public Works Superintendent Position
100-5411-51130	Overtime	Special Events and Emergencies	8,300.00	
100-5411-54250	Street Signs & Markings	Replace Items for Quiet Zone Designation	30,570.00	
100-5411-58510	Motor Vehicles	2023 Vehicle Advance Orders	81,500.00	
100-5551-52130	Tools & Equipment	Tables for Conference Room	5,779.00	Funded From Donation
100-5551-52130	Tools & Equipment	Tables for Conference Room	6,868.00	Funded from Collin County Grant
TOTAL GENERAL FUND			431,228.93	
111-5611-51470	Workers Comp	Workers Comp audit adjustments	12.55	
TOTAL WEDC			12.55	
112-5613-54910	Buildings	Glass Block Replacement at Senior Center	18,533.00	
112-5613-58570	Engineering/Architectural	WSRC Renovation Design and Engineering	222,065.00	
112-5612-51470	Workers Comp	Workers Comp audit adjustments	5.38	
112-5613-51470	Workers Comp	Workers Comp audit adjustments	60.18	
112-5614-51470	Workers Comp	Workers Comp audit adjustments	84.92	
112-5625-51470	Workers Comp	Workers Comp audit adjustments	341.18	
TOTAL 4B SALES TAX FUND			241,089.66	
611-5712-54310	Utility Plant Water	Newport Harbor Emergency Repairs	130,000.00	
611-5712-51470	Workers Comp	Workers Comp audit adjustments	356.88	
611-5714-51470	Workers Comp	Workers Comp audit adjustments	196.62	
611-5715-51470	Workers Comp	Workers Comp audit adjustments	76.05	
611-5711-51XXX	Personnel Expense	Public Works Reorganization	(443,085.19)	
611-5711-52130	PPE	Public Works Reorganization	(100.00)	
611-5711-52710	Uniforms	Public Works Reorganization	(480.00)	
611-5711-52810	Food Supplies	Public Works Reorganization	(100.00)	
611-5711-56210	Travel and Training	Public Works Reorganization	(1,500.00)	
611-5711-56250	Dues and Subscriptions	Public Works Reorganization	(800.00)	
611-5711-52130	IT Equipment	Public Works Reorganization	(3,500.00)	
611-5711-54810	IT Software	Public Works Reorganization	(1,230.00)	
611-5713-51XXX	Personnel Expense	Public Works Reorganization	447,537.79	
TOTAL UTILITY FUND			127,372.15	

GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES

	BUDGET 2021-22	PROJECTED PERSONNEL SAVINGS	OTHER AMENDMENTS	AMENDED FY 2021-2022
BEGINNING FUND BALANCE	\$30,403,003			\$30,403,003
REVENUES:				
Ad Valorem Taxes	28,142,536			28,142,536
Sales Taxes	7,609,932			7,609,932
Franchise Fees	2,896,800			2,896,800
Licenses & Permits	1,079,430			1,079,430
Intergovernmental Revenues	2,128,034		6,868	2,134,902
Service Fees	4,008,588			4,008,588
Fines and Forfeitures	248,950			248,950
Interest & Miscellaneous	202,500		12,730	215,230
Total Revenues	46,316,770		19,598	46,336,368
OTHER FINANCING SOURCES:				
Transfers from Other Funds/Other Financing Sources	2,488,645			2,488,645
Use of Fund Balance for Carry-Forward Items	1,432,653			1,432,653
Total Other Financing Sources	3,921,298		0	3,921,298
Total Revenues & Other Financing Sources	50,238,068	0	19,598	50,257,666
EXPENDITURES:				
General Government				
City Council	97,257	0		97,257
City Manager	1,530,491	208,865		1,321,626
City Secretary	406,030	17,551		388,479
City Attorney	170,000			170,000
Finance	1,310,547	32,859	2,581	1,280,269
Facilities	992,608	14,334		978,274
Municipal Court	565,012	34,487		530,525
Human Resources	697,062	12,609		684,453
Purchasing	301,619	17,313		284,306
Information Technology	2,061,120	8,408		2,052,712
Public Safety				
Police	12,184,388	127,518	230,699	12,287,569
Fire	11,827,249	216,706	37,130	11,647,673
Emergency Communications	2,167,007	18,634	106,942	2,255,315
Animal Control	615,269	67,898	11,730	559,101
Development Services				
Planning	332,648	1,547		331,101
Building Inspections	608,579	19,974		588,605
Code Enforcement	266,176	3,732		262,444
Streets	5,169,688	150,718	49,098	5,068,068
Community Services				
Parks	2,907,759	84,334		2,823,425
Library	2,210,500	44,223	12,647	2,178,924
Combined Services	4,228,057	0		4,228,057
Total Expenditures	50,649,066	1,081,710	450,827	50,018,183
Transfers to Other Funds/Other Financing	7,006,672			7,006,672
ENDING FUND BALANCE	\$22,985,333	1,081,710	431,229	\$23,635,814

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	1	OF	1	REQUEST:	Workers Comp Audit Adjustment	DEPARTMENT:	Various
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New Request: Yes New personnel? No Salary Grade: N/A

Funds already expensed? Yes Change Level of current personnel? From: To:

PURPOSE/OBJECTIVE OF REQUEST:

Adjustments for Workers Comp Audit. This request is for 4B, WEDC and Utility Fund. The General Fund adjustments were part of the salary savings calculation. The General Fund total was \$7,539.

ACCOUNT NO.			DESCRIPTION	AMOUNT
112	5612	51470	Brown House	5.38
112	5613	51470	Senior Center	60.18
112	5614	51470	4B Parks	84.92
112	5625	51470	Recreation Center	341.18
			Total 4B Workers Comp Adjustments	491.66
111	5611	51470	WEDC Workers Comp Adjustments	12.55
611	5712	51470	Water	356.88
611	5714	51470	Wastewater	196.62
611	5715	51470	Utility Billing	76.05
			Utility Fund Workers Comp Adjustments	629.55
TOTAL				1,134

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	1	OF	1	REQUEST:	Vehicle Replacements and New Requests	DEPARTMENT:	Various
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New Request: Yes New personnel? No Salary Grade: N/A

Funds already expensed? No Change Level of current personnel? From: To:

PURPOSE/OBJECTIVE OF REQUEST:

GM has moved up the order dates for all pick-ups and Tahoes. If we miss the ordering window for Model Year 2023, vehicles *may* be available to purchase off the lot *if* a dealer is allowed to order additional inventory. This is becoming more difficult for the dealers. To prevent the City from falling too far behind on ordering of new and replacement vehicles, staff is requesting funding to order vehicles in advance of the normal budgeting process. Any equipment that is needed for the completion of these vehicles will be added to the 2022-2023 budget.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5211	58510	4 - 2023 Chevy Tahoes (PPV)	146,000
100	5211	58510	1 - 2023 Chevy Tahoe (SSV)	39,500
100	5211	58510	1 - 2023 Chevy Traverse	32,000
100	5411	58510	1 - 2023 Chevy 1 Ton Cab Chassis	47,500
100	5411	58510	1 - 2023 Chevy 3/4 Ton	34,000
			Total General Fund Adjustments	299,000
TOTAL				299,000

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	1	OF	1	REQUEST:	Reclass Admin I to Admin II	DEPARTMENT:	Finance
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New Request: Yes New personnel? No Salary Grade: 107

Funds already expensed? No Change Level of current personnel? From: 104 To: 107

PURPOSE/OBJECTIVE OF REQUEST:

The Finance Department is requesting to reclass our Administrative Assistant I (104) to Administrative Assistant II (107). We are currently in need of someone to perform accounting type work which does not fall under the job description of an Administrative Assistant I. We are not at the point of requiring a new accountant position or a budget analyst, but there are new responsibilities in both of those areas that need to be performed by someone. The Administrative Assistant II position would be assigned to implement and utilize a new module for Accounts Receivable in the Incode10 Financial software. The position will also be responsible for monthly reconciliation and year-end reporting for audit of the A/R module. The position will also be assigned budget analyst type work under the supervision of the Budget Manager to assist with an increased workload for budget development. The position will be trained to support City departments with questions they have about the software and to assign individual access to the software. This position will also assist with revenue projections.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5131	51110	Salaries	2,095
100	5131	51310	TMRS	325
100	5131	51440	FICA	130
100	5131	51450	Medicare	31
TOTAL				2,581

ADDITIONAL COMMENTS:

The Finance Division of the Finance Department has not added a new position since 2008 when an Accounts Payable Specialist position was added. As other City departments have grown, our workload as support to the departments has also increased. We have been able to absorb much of this workload by utilizing technology. We also have always had a tenured and experienced staff that could do more because of their experience. Reclassing this position and allowing us to assign these responsibilities will keep us from having to over-burden the current staff that already have full workloads.

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	1	OF	2	REQUEST:	BALLISTIC VEST REIMBURSEMENT	DEPARTMENT:	POLICE
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New Request: No New personnel? No Salary Grade: N/A

Funds already expensed? Yes Change Level of current personnel? From: To:

PURPOSE/OBJECTIVE OF REQUEST:

Allocation of funds to the Wylie Police Department Wearing Apparel & Uniform account as reimbursement for the purchase of ballistic vests through the Ballistic Vest Program.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5211	52710	Wearing Apparel and Uniforms	2,800
100	4000	48410	LEOSE Reimbursement	(2,800)
TOTAL				0

ADDITIONAL COMMENTS:

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	2	OF	2	REQUEST:	SEIZED FUNDS REIMBURSEMENT	DEPARTMENT:	POLICE
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New Request: Yes

New personnel? No

Salary Grade: N/A

Funds already expensed? Yes

Change Level of current personnel? From: To:

PURPOSE/OBJECTIVE OF REQUEST:

Funds used to purchase PowerDMS software to forward, track, and maintain all departmental policies and directives. This software was needed to help comply with the Texas Police Chiefs Association Best Practices.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5211	52130	Tools and Equipment	10,399
TOTAL				10,399

ADDITIONAL COMMENTS:

Funds were originally transferred out of WPD Tools and Equipment account #100-5211-52130 into Computer Hard/Software account #100-5211-54810. The seized funds accumulated in assigned fund balance (100-3000-33430) will be reduced by \$10,399 with a journal entry. The seized funds are recognized when they are received and the balance is tracked with a subledger in Finance.

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	1	OF	2	REQUEST:	Increase Salary for Animal Control Officers	DEPARTMENT:	Animal Control
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New Request: Yes

New personnel? No

Salary Grade: 105 & 107

Funds already expensed? No

Change Level of current personnel? From: To:

PURPOSE/OBJECTIVE OF REQUEST:

Over the past several months it has been hard getting good quality applicants to apply for an Animal Service Officer (ASO) positions. After reviewing all of the applications submitted, raising the starting pay by 5% would make the position more appealing and help increase the quality of applicants. In doing so, it is important to also maintain a distinct pay separation for those applying and the employees that have stuck with the City and worked through the staffing shortages. The request is to move the current employees to a range that is appropriate for their levels of experience, training, and tenure.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5251	51110	Salary Increase for Animal Control Officers	8,388
100	5251	51310	TMRS	1,300
100	5251	51440	FICA	520
100	5251	51450	Medicare	122
TOTAL				10,330

ADDITIONAL COMMENTS:

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	2	OF	2	REQUEST:	TRANSFER OF DONATED FUNDS	DEPARTMENT:	Animal Control
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New Request: Yes

New personnel?

No

Salary Grade: N/A

Funds already expensed?

Yes

Change Level of current personnel?

From:

To:

PURPOSE/OBJECTIVE OF REQUEST:

Monetary donations were received from citizens and local business through Pet Data Licensing. The request is to increase the Animal Control Tools & Equipment account to purchase Kuranda bedding with these donations.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5251	52130	Tools & Equipment	1,400
TOTAL				1,400

ADDITIONAL COMMENTS:

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	1	OF	1	REQUEST:	Hiring Process/Driver/Captain Promotional Process	DEPARTMENT:	Fire
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New Request: Yes New personnel? No Salary Grade: N/A

Funds already expensed? Partially Change Level of current personnel? From: To:

PURPOSE/OBJECTIVE OF REQUEST:

WFR continues to grow and implement the station 4 staffing plan. In addition, we have had some unexpected openings that has resulted in our promotional lists being exhausted. This request will allow us to start the hiring process now for the final 6 station 4 firefighter positions allowing us to have the new firefighters ready to start on October 1. This allows the new employees orientation to be completed and placed on shift before the city closes for the holidays. It will also provide funding for us to complete the Captains process and give a Drivers test. The details are listed below.

		ACCOUNT NO.		DESCRIPTION		AMOUNT	
		Project #1					
100	5231	51130	Agility overtime			1,450	
100	5231	51130	Interviews for 2 days			4,590	
100	5211	PD OT	Backgrounds to Mark Johnson			14,685	
100	5231	56040	Psychiatric			1,935	
100	5231	56040	Pre-employment physical			5,000	
		Project #2					
100	5231	56040	Captain Assessment Center Fee			3,750	
100	5231	51130	ASsessment Center Overtime			2,720	
		Project #3					
100	5231	56040	Driver Test			3,000	
				TOTAL		37,130	

ADDITIONAL COMMENTS:

Project #1: Written exam, physical agility, interviews, complete 6 backgrounds, 6 physicals and 6 psychiatric testings. All conducted over the summer to have the 6 hired on October 3, 2022. Project #2: Conduct a Captain Assessment Center for an unexpected Captain opening. Project #3 Conduct a Driver Test to establish an eligibility list for the the position of Driver/Engineer.

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	1	OF	3	REQUEST:	Assistant Communications Manager	DEPARTMENT:	Communications - Fire
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New Request: Yes New personnel? Yes Salary Grade: 112

Funds already expended? No Change Level of current personnel? From: To:

PURPOSE/OBJECTIVE OF REQUEST:

Our communications manager has announced her retirement effective November 2022. She was hired in September 2005 and promoted to manager in 2011. Replacing her will be a huge undertaking. Overall she has over 35 years in public safety and has been instrumental in many of the achievements of our communications division as well as developing the division into the outstanding professional organization it is today. The request is for an assistant communications manager at mid-year. This person will be hired as the future manager. Starting the process in May will allow us to open the position this fiscal year giving us ample time to find the right person for the job. Once hired there will be an opportunity for an overlap period to ensure a smooth transition.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5241	51110	Assistant Manager 1/2 Salary	46,000
100	5241	51310	TMRS	7,130
100	5241	51410	Hospital and Life Insurance	7,524
100	5241	51440	FICA	442
100	5241	51450	Medicare	103
			TOTAL	61,199

ADDITIONAL COMMENTS:

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	2	OF	3	REQUEST:	Dispatcher	DEPARTMENT:	Communications - Fire
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New Request: Yes New personnel? Yes Salary Grade: Comm - Step 0

Funds already expensed? No Change Level of current personnel? From: To:

PURPOSE/OBJECTIVE OF REQUEST:

We were notified by one of our staff in early March that she will be resigning in August. She will be returning to Utah where she is from to be closer to kids and other family. This dispatcher was hired in 2017. Her five years of experience will be missed and coupled with other departures could put us with a very inexperienced shift. This request will provide mid-year funding to hire the replacement now. Hiring a replacement now will allow us to get the new dispatcher started on training before this dispatcher departs.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5241	51110	Dispatcher 1/2 year salary	24,308
100	5241	51135	FLSA Overtime	3,356
100	5241	51310	TMRS	4,288
100	5241	51410	Hospital and Life	7,524
100	5241	51440	FICA	1,715
100	5241	51450	Medicare	401
TOTAL				41,592

ADDITIONAL COMMENTS:

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	3	OF	3	REQUEST:	LEOSE REIMBURSEMENT	DEPARTMENT:	Communications - Fire
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New Request: No New personnel? No Salary Grade: N/A

Funds already expended? Yes Change Level of current personnel? 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 \$4,151.26

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5241	56210	Travel and Training	4,151
100	4000	48410	Miscellaneous Income	(4,151)
TOTAL				0

ADDITIONAL COMMENTS:

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	1	OF	2	REQUEST:	Replace items for Quiet Zone designation	DEPARTMENT:	100-5411 (Streets)
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New Request: Yes

New personnel? N/A

Salary Grade: _____

Funds already expensed? Yes

Change Level of current personnel? From: To:

PURPOSE/OBJECTIVE OF REQUEST:

In late 2021, the city had an inspection performed of our Quiet Zones by a Railroad Safety Inspector. During this inspection, several railroad crossings were found to be in need of repairs. In order to maintain our Quiet Zone designation, unforeseen items needed to be replaced. Funds were used from the Street Signs and Markings Budget Line Item. This request is to replace those funds that were used for this project.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5411	54250	Street Signs and Markings	30,570
TOTAL				30,570

ADDITIONAL COMMENTS:

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	2	OF	2	REQUEST:	Overtime	DEPARTMENT:	100-5411 (Streets)
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New Request: Yes

New personnel? N/A

Salary Grade: _____

Funds already expensed? No

Change Level of current personnel? From: To:

PURPOSE/OBJECTIVE OF REQUEST:

During the winter storm this year, the Streets Department expended \$8,245 from their overtime budget. Only \$307 is currently available in this line item for the remainder of the 2022 budget year. The request of \$4,000 will allow the Streets Department to cover City events already planned. It also leaves a small cushion for any additional weather emergencies.

ACCOUNT NO.			DESCRIPTION	AMOUNT
100	5411	51130	Overtime	8,300
TOTAL				8,300

ADDITIONAL COMMENTS:

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	1	OF	2	REQUEST:	Catholic Foundation Donation	DEPARTMENT:	Library
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New Request: Yes

New personnel? No

Salary Grade: _____

Funds already expensed? No

Change Level of current personnel? From: To:

PURPOSE/OBJECTIVE OF REQUEST:

To transfer the donation received from the Rita & Truett Smith Catholic Fondation to the library's budget to purchase tables for the conference room.

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

ADDITIONAL COMMENTS:

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	2	OF	2	REQUEST:	Collin County Interlocal Agreement	DEPARTMENT:	Library
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New Request: Yes

New personnel? No

Salary Grade: _____

Funds already expensed? No

Change Level of current personnel? From: To:

PURPOSE/OBJECTIVE OF REQUEST:

To transfer the donation received from the Collin County Interlocal Agreement to the library's budget to purchase tables for the conference room.

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

ADDITIONAL COMMENTS:

REQUEST FORM - MID YEAR BUDGET AMENDMENT

FISCAL YEAR 2022

RANK	1	OF	2	REQUEST: WSRC Renovation design and engineering	DEPARTMENT: Parks and Recreation
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New Request: Yes New personnel? no Salary Grade: _____

Funds already expensed? No Change Level of current personnel? From: To:

PURPOSE/OBJECTIVE OF REQUEST:

The City Council approved the use of General Fund Fund Balance for renovations to the Wylie Senior Recreation Center in the current Fiscal Year. The proposed design and engineering costs for the renovation are recommended by staff to be used from the 4B Fund Balance, similar to the Dog Park and Splash Pad projects. The design and engineering funds will be used for the senior center improvements discussed with the City Council including restroom improvements, safety enhancements, and cosmetic updates.

ACCOUNT NO.			DESCRIPTION	AMOUNT
112	5613	58570	Design and Engineering for WSRC renovation	\$222,065
TOTAL				\$222,065

ADDITIONAL COMMENTS:

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	2	OF	2	REQUEST:	SRC - Glass Block Payment	DEPARTMENT:	Parks and Recreation
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New Request: No

New personnel? N

Salary Grade: _____

Funds already expensed? Yes

Change Level of current personnel? From: n/a To: n/a

PURPOSE/OBJECTIVE OF REQUEST:

In the 20-21 budget year, Wylie Senior Recreation Center received funding to remove the glass window blocks and replace them with glass panels. This project was completed before the end of the fiscal year. The final invoice from the vendor arrived after the close of the fiscal year so the payment was processed from the new fiscal year (funds were not budgeted for this project in the new fiscal year).

ACCOUNT NO.			DESCRIPTION	AMOUNT
112	5613	54910	Buildings	18,533
TOTAL				18,533

ADDITIONAL COMMENTS:

REQUEST FORM - MID YEAR BUDGET AMENDMENT**FISCAL YEAR 2022**

RANK	1	OF	1	REQUEST:	Emergency Repairs to Newport Harbor	DEPARTMENT:	Water
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New Request: Yes

New personnel?

Salary Grade: _____

Funds already expensed? No

Change Level of current personnel? From: To:

PURPOSE/OBJECTIVE OF REQUEST:

This mid-year budget amendment request is to cover emergency expenditure repairs to the Newport Harbor Ground Storage tank; which was damaged during high winds and rainstorms in November 2021. The Newport Harbor Pump Station sustained damage to the fence, automatic gate entrance, and the exterior of the 1.5 MG ground storage tank. The insurance claim funds did cover the cost to repair the fence and the gate entirely, but the amount that was allocated for the tank will not cover the expenditures for the tank repairs. Three quotes were received.

ACCOUNT NO.			DESCRIPTION	AMOUNT
611	5712	54310	Utility Plant Water	130,000
TOTAL				130,000

ADDITIONAL COMMENTS:

REQUEST FORM - MID YEAR BUDGET AMENDMENT

FISCAL YEAR 2022

RANK	1	OF	1	REQUEST:	Public Works Reorganization	DEPARTMENT:	Various
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New Request: Yes

New personnel? No

Salary Grade: _____

Funds already expensed? Yes

Change Level of current personnel?

From:

To:

PURPOSE/OBJECTIVE OF REQUEST:

With council approval, the decision has been made to reorganize Public Works and Engineering. In December, the Council approved adding an Assistant City Engineer and a Development Engineer. As with all other industries, filling these positions has been difficult. Beginning February 21, Public Works and Engineering was split. Tim Porter has been reassigned as the City Engineer. The City Engineer Department will be reopened under Fund 611 with the appropriate employee salaries moved here. The Development Engineer position is still being recruited. Tommy Weir was promoted to Public Works Director from Superintendent. The Superintendent position has been eliminated. Joel Piper was promoted from Streets Supervisor to Streets Manager and the Assistant Public Works Superintendent position was renamed to Utilities Manager.

ACCOUNT NO.	DESCRIPTION	AMOUNT
Personnel Expense	Utility Administration	(443,085)
Miscellaneous Expense	Utility Admin - remove Assistant City Engineer	(7,710)
Personnel Expense	Engineering	447,538
	Total Utility Fund	(3,257)
Personnel Expense	Streets - remove Public Works Superintendent	(71,272)
	Total General Fund	(71,272)
TOTAL		(74,529)

ADDITIONAL COMMENTS: