

Budget Memo Amendments:

Budget Memo 1: NO NEED FOR ACTION

Restates all the position changes that are already contained in the proposed budget. There are reclassifications for 57 positions, 34 new positions and 11 name changes. (Any council amendments related to these changes will be taken up at a later date.) This needs no action.

Budget Memo 2: This memo consists of various unrelated parts. They will be voted on separately:

A. Community and Economic Development

For Planning and Zoning:

Fund	Department	Current Title & Grade		New Title AND/OR Grade		Base Salary Impact
General	CED	Zoning Supervisor	12N	Zoning Supervisor	13N	3,049
General	CED	Chief Planner	13N	Chief Planner	15N	6,558
General	CED	HARB Planner	13N	Planner	10N	(14,681)
General	CED	Senior Planner	12N	Senior Planner	13N	8,987
General	CED	Senior Planner	12N	Senior Planner	13N	48

Net cost of said changes to Planning and Zoning will be \$3,961. Revised pages 201, 205 and 209 are attached for reference.

VOTE:

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B. For Building, Standards, & Safety:

Fund	Department	Current Title & Grade		New Title AND/OR Grade		Base Salary Impact
RUF	CED	Workflow Coordinator	11N	Workflow Coordinator	11N	(32,513)
General	CED	Workflow Coordinator	11N	Workflow Coordinator	11N	32,513
RUF	CED	NA- New position		Enforcement Officer	12M	45,513
General	CED	Building Inspector	18M (b)	Combo Inspector	19M	33

Net cost of said changes to Building, Standards, & Safety will be \$45,546. Revised pages 215 and 407 are attached for your reference

VOTE:

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C. Title Changes

-Change the title of the Associate Solicitor to **Deputy Solicitor** as part of the reclassification request. Revised page 39 is attached for reference.

-Change the title of the Project Manager to **Manager of Civic Innovations** as part of the reclassification request. Revised page 29 is attached for reference.

-Change the title of Director- HR, Risk & Safety to **Director- Human Resources**. Revised page 145 is attached for reference.

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D. Red-lined Employees

The following employees were placed at the highest step on 1/1/2022, received less than a 2% increase in salary and are not otherwise proposed for a reclassification in 2023. To compensate for the lower wages in 2022, we propose a 7% COLA for these employees.

2022 Red-Lined Employees Receiving 7% COLA in 2023			
Position Title	2023 Base Salary without COLA	7% Increase	Base Salary Impact
OFFICE MANAGER	69,662	74,542	4,880
ACCOUNTANT	83,564	89,414	5,850
CHIEF DESIGNER/SURVEYOR	91,843	98,280	6,437
PERS HEALTH ASSOC DIR	95,633	102,335	6,702
CAPTAIN	106,997	114,487	7,490
CAPTAIN	106,997	114,487	7,490
CAPTAIN	106,997	114,487	7,490
CAPTAIN	106,997	114,487	7,490
INFRASTRUCTURE MANAGER	104,478	111,791	7,313
TOTAL			61,141

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E. General Fund - Revenue

The Earned Income Act 205 (000-2900) and Earned Income Tax (000-2906) A&E for 2022 have been updated to reflect the information contained in the budget narrative.

2023 revenue for LCA Reimbursements have been moved to 3rd Party Reimbursements (000-5213). Due to this move, 000-5213 has increased from \$500 to \$40,500 and Miscellaneous Revenue (000-6170) has decreased from \$308,000 to \$268,000.

After conferring with the City Controller, we have revised revenue estimates for District Court (000-4110) from \$250,000 to \$200,000, and Fines and Restitution (000-4112) from \$145,000 to \$100,000. Also, the Sale of City Property (000-6161) line item has been reduced to zero, while the Miscellaneous (000-6170) line item increased by \$500,000 to reflect the more accurately expected revenue stream.

Closing cash amount updated from \$15,516,295 to \$29,536,013 to correct formulaic error.

Revised pages 1 - 5 are attached for reference.

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F. ARPA Fund- Public Works

Fund	Department	Current Title & Grade		New Title AND/OR Grade		Base Salary Impact
ARPA	Public Works	Tradesman	15M	Tradesman	16M	1,207

Revised pages 89 and 289 are attached for reference.

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G. Hamilton Street Dam Maintenance Fund

Corrects revenue 110-7121 to reflect the \$1,000 transfer from the General Fund, also corrects distribution account (46) to reflect proposed expenditures of \$1,000. Revised page 413 is attached for your reference.

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BUDGET MEMO THREE:

Community Economic Development:

1. Transfer \$100 from CED Director, 000-09-0901-0001-32, to Purchasing, 000-02-0602-0005-32. Amazon Business Prime account expenses were consolidated into the Purchasing department for 2023.
2. Remove \$260 from CED BEAR, 000-09-0901-0007-32. IEDC membership cost for 2 additional staff has been adjusted to \$200/each.
3. In CED Planning and Zoning, transfer items 5-8, totaling \$49,875, from 000-09-0902-0003-46 to 000-09-0902-0003-50.
4. In CED Health, transfer bike racks expense of \$750 from 000-09-0908-0003-72 to 000-09-0908-0003-68.
5. In Rental Unit Fund, remove \$6,600 from 105-09-0903-0005-22 for cell phones. This cost is budgeted in the IT department.

Revised pages 48, 64, 178, 180, 184, 197, 199, 206, 227, 238, 405 and 408 are attached for reference.

Police:

1. Remove \$80,000 in 000-04-0802-0022-72 for body camera maintenance and body camera software maintenance. This is already included in the 5-yr payment plan for body cameras.
2. Change amount budgeted in 000-04-0802-0001-46 for CIS services from \$300,000 to \$200,848. This will more accurately reflect the true costs based on a recent MOU with the county and a cost estimate from Pinebrook.
3. Transfer \$527,523 for emergency services radio system upgrades from 000-04-0808-0002-42 to 000-04-0808-0002-72.

Revised pages 110, 114, 125 and 127 are attached for reference.

IT:

1. Remove \$150,000 from 000-07-0604-0001-42, line items 8-10, for the secondary data center storage, backup, and servers. This cost was able to be included in the 2022 PO for the backup data center.

Revised pages 150 and 154 are attached for reference.

Fire-EMS:

1. On budget memo #1, correct the title change to Shift Supervisor-EMS to Assistant Chief of EMS. This has no impact to the proposed budget.
2. In EMS, increase line items 3 & 8 in 000-05-0605-0003-72 by a total of \$11,200 due to a 10% pricing increase that will be realized in 2023.
3. In Fire, move the \$9,800 budgeted for Vehicle GPS services from 000-05-0803-0002-42 to 000-05-0803-0002-46.

Revised pages 4, 5, 130, 133, 134 and 138 are attached for reference.

VOTE ON BUDGET MEMO THREE:

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Budget Memo 4 (revised):

At the request of City Council at their November 2, 2022, meeting, the following changes have been made to the Fleet Maintenance 2023 proposed budget. The budget has been amended to show the costs of bringing all fleet maintenance operations back in-house.

This will cost an additional \$304,827.26 over the initial proposed fleet maintenance budget. The \$318,212 in reduced spending in Budget Memo # 3 and the existing General Fund surplus will help to offsets these costs.

Please see attached narrative and revised summary and personnel summary pages of the Fleet Maintenance program and revised page of the Equipment Fund; revised expenditure detail pages are also attached for review

Budget Memo 4 brings fleet maintenance operations in house.

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Budget Memo 5:

Public Works

In Engineering, transfer the OCE Plotter lease of \$11,000 from 000-03-0702-0001-30 to 000-03-0702-0001-26. Also transfer the AUTOCAD maintenance of \$15,300 from 000-03-0702-0001-68 to 000-03-0702-0001-42

Transfer \$25,000 from Building Maintenance 000-03-0707-0001-68 to General Support Services 000-02-0602-0006-68 to centralize the purchase of 8-1/2" x 11" copy paper

Police

Remove \$6,000 in 000-04-0802-0001-42 for All Traffic Solutions speed signs; this expense is no longer needed in 2023.

Human Resources

Transfer \$45,000 for Recruiter Services from account 000-06-0603-0001-50 to 000-06-0603-0001-46.

Parks & Recreation

In Parks Maintenance, transfer \$2,000 for Small Equipment from 000-08-0709-0001-72 to 000-08-0709-0001-68

In Special Events, transfer \$3,000 for Hometown Heroes banner equipment from 000-08-0709-0007-72 to 000-08-0709-0007-68

In Lights in the Parkway, transfer \$3,600 for Volunteer gift cards from 000-08-0709-0008-40 to 000-08-0709-0008-46

Transfer \$5,000 for Percy Ruhe Concession Stand Inventory from Recreation 000-08-0905-0002-68 to Aquatics 000-08-0906-0001-68; funds will be used to increase the budget for the Cedar Pool concession stand inventory.

Transfer \$1,250 for Percy Ruhe Concession Stand Equipment from Recreation 000-08-0905-0002-72 to Aquatics 000-08-0906-0001-72; funds will be used to purchase equipment for the Cedar Pool concession stand.

In Aquatics transfer \$100 for Pesticide Licensing from 000-08-0906-0001-34 to 000-08-0906-0001-32

In General Fund Revenue, increase 000-3440 to \$5,000 to account for credit card fees received by Recreation from use of their online reservation software

Revised pages 1-5, 48, 68, 72, 84, 90, 110, 114, 142, 146, 158, 162, 166, 168, 172 and 175 attached for reference

Trexler Fund

In Grounds Maintenance, transfer \$1,500 for Small Equipment from 006-08-6761-0001-72 to 006-08-6761-0001-68

Revised pages 288 and 292 attached for reference.

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BUDGET MEMO 6:

This budget memo allocates \$1,000,000 of American Rescue Plan Act (ARPA) funds to American Economic Development Corporation (AEDC) for redevelopment of the Allentown Metal Works site. This change will be reflected in the ARPA Fund's General and Civic account, 019-01-0609-0001-40.

Investment Income revenue for the 2023 proposed budget in the ARPA fund (019-6415) is amended from zero to \$473,000.

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