



Recommendation *Board of Supervisors*

RE: Budget Amendment & Recommended Staffing Adjustments

Date Presented: June 12, 2020
Prepared By: Amy Heinrich

Recommended Motions:

- 1. Motion to approve the Salary and Benefits budget amendments included in this memo which total an increase of \$50,000. This covers staffing adjustments recommended in this memo, including replacement of 2 vacant Police Officer positions, addition of 2 part-time Police Officers, replacement of one vacant position in Planning & Zoning and one vacant position in Public Works and the addition of a team member to Finance & HR.**
- 2. Motion to approve a budget amendment increase of \$22,500 for Police Equipment.**

Background and Analysis:

1. Salary & Benefit Adjustments: Total Budget Amendment of \$50,000.

a. Police Staffing Adjustments

- i. New Chief to start effective 7/1/2020, which will also include the back-fill of the open position created.
- ii. Fill vacant position from officer that departed in December of 2019.
- iii. Hire two new part-time officers to meet the current needs of the department inline with the Police Annual Report discussed at the last Board meeting.
- iv. We are not planning to utilize the budget money allocated to the accreditation manager this year. Given all of the changes this year, we are not focusing on this currently but will reevaluate for future.

b. Non-uniform Staffing Adjustments

- i. Fill vacant position in Planning & Zoning that was created by a departure in January 2020 and held by a contract employee since February.
- ii. Fill vacant position in Public Works that was created by a departure in March 2020.
- iii. Hire an additional team member for Finance/HR. This person will serve as a procurement specialist along with many other functions across Finance & HR to enable the Township to meet the continued demands on this department. The current situation and hours being worked by the current staff is not sustainable.
- iv. We are not intending to hire the Planner for Planning & Zoning given the prioritization of the other staffing adjustments and that we have not found a suitable candidate to date. This will be re-evaluated if the right candidate is found and/or for next year's budget.
- v. We are assuming that we will continue to use Keystone Municipal as the Building Code Inspectors and the licensed Building Code Officer (BCO) required for municipalities. We are happy with the arrangement with Keystone and we have not found a suitable candidate despite the position being posted since January. This will be re-evaluated if the right candidate is found and/or for next year's budget.

The financial impact of these changes is included in the attachment.

2. Police Equipment: Total Budget Amendment of \$22,500.

- a. We need to outfit a truck that the Township already owns to accommodate Police needs and support incremental officers. This is expected to cost \$10,000.
- b. We need to purchase 6 new AED's. We were recently informed that the ones that we currently have are outdated and can no longer be serviced or repaired. This is estimated to cost \$12,500.

Salary and Benefit Forecast vs. Budget

As of June 11, 2020

Department	GL Account	Account Title	Budget comments / Forecast assumptions	2020 Budget	Budget Amendment: Actual + Forecast	Forecast Favorable/ (Unfavorable)
Administration/ Finance/HR	400.105	Salaries, Board of Supervisors		\$ 7,500	\$ 7,500	\$ -
	401.100	Salaries, Office Staff	Forecast includes actuals for Amy Ferris YTD + hire date of 7/1 at \$52K.	\$ 498,000	\$ 438,453	\$ 59,547
		Salary & Benefits, Recommended Hire	Forecast for recommended additional hire for Finance/HR. Procurement specialist/jack-of-all trades		\$ 33,458	\$ (33,458)
	401.180	Salaries, Overtime (Office)	Office staff overtime for BOS and Committee meetings, events, initiatives	\$ 15,000	\$ 3,856	\$ 11,144
Administration Total				\$ 520,500	\$ 483,268	\$ 37,232
Planning and Zoning	414.100	Salaries (P&Z)	Forecast includes actuals for Keystone Municipal YTD + \$25k for the rest of the year (assumes no new hire). Spreadsheet error in forecast left out planner budget mentioned in comments and conceptually approved.	\$ 188,000	\$ 155,153	\$ 32,847
	414.117	Salaries, Planning Commission	\$1650 per quarter for members	\$ 6,600	\$ 6,600	\$ -
	414.180	Salaries, Overtime (P&Z)		\$ -	\$ 819	\$ (819)
Planning and Zoning Total				\$ 194,600	\$ 162,573	\$ 32,027
Police Department	410.100	Salaries, Police	Forecast includes Chief starting 7/1 @ \$120k, Urbany replacement starting 7/1, & 2 new P/T POs (8/1 & 9/1); 1x Holiday liability included in salaries. Given turnover, we are still favorable to budget.	\$ 865,000	\$ 888,878	\$ (23,878)
	410.180	Salaries, Overtime (Police)	OT includes estimated holiday OT (paid at 2x) and reimburseable OT (needs to be broken out & reclassified). Look at variance lines together. Overtime	\$ 20,000	\$ 37,642	\$ (17,642)
	410.183	Salaries, Overtime Reimbursable	Hard to estimate but offset by revenue; Actuals still hitting line above (need to break-out/reclass)	\$ 15,000	\$ -	\$ 15,000
	410.191	Uniform Maintenance (Police)	Per CBA	\$ 3,000	\$ 3,000	\$ -
	410.192	Social Security & Medi (Police)	SS 6.2%; Medicare 1.45% of salaries	\$ 71,528	\$ 71,062	\$ 466
	410.194	Unemployment Taxes (Police)	Not split out for Police.	\$ -	\$ -	\$ -
	410.196	Medical & Dental Insur (Police)	Budget intended to split out for Police but spreadsheet error caused \$0 Budget for Police.	\$ -	\$ 163,079	\$ (163,079)
	410.197	Employee Pension Plan (Police)	Minimum Municipal Obligation (MMO) paid in Fall	\$ 83,611	\$ 83,611	\$ -
	410.198	Life, Disability, H&L Insurance	Life and Disability (\$9.2K). Heart & Lung (\$5K)	\$ 14,200	\$ 15,967	\$ (1,767)
	410.199	Employee Savings Plan (Police)	Max of 3% salary match	\$ 27,000	\$ 27,796	\$ (796)
	410.354	Worker's Comp. Insur. (Police)	Currently not split out for Police only.	\$ -	\$ -	\$ -
	410.460	Training & Conferences (Police)	Training, travel and dues. Forecast assumes little training due to COVID	\$ 8,000	\$ 4,000	\$ 4,000
	410.461	Tuition Reimbursement (Police)	Benefit provided via CBA. Currently only one officer utilizing.	\$ 10,000	\$ 5,000	\$ 5,000
Police Department Total			Total Police variance is negative driven by spreadsheet budget error for medical insurance. Excluding that, we are expected to be favorable to budget for Police salary and benefits due to vacancies.	\$ 1,117,339	\$ 1,300,035	\$ (182,697)
Fire Department	411.115	Salaries, Fire Marshall - PT	\$496 per pay period.	\$ 13,000	\$ 13,036	\$ (36)
Fire Department Total				\$ 13,000	\$ 13,036	\$ (36)
Public Works	430.100	Salaries, Public Works	Public works, including MS4 part-timer. 10% of PW salary is allocated to Sewer. Forecast assumes replace Eric 7/1 @\$30/hr	\$ 398,000	\$ 387,922	\$ 10,078
	430.180	Salaries, Overtime (PW)	Budget 2019 annualized. Actuals/forecast running very light due to few winter storms in early 2020.	\$ 51,000	\$ 19,288	\$ 31,712

Salary and Benefit Forecast vs. Budget

As of June 11, 2020

Public Works Total				\$ 449,000	\$ 407,210	\$ 41,790
Employee Benefits - Non-uniform (unless otherwise noted)						
	487.192	Social Security & Medicare	SS 6.2%; Medicare 1.45% of salaries. Non-uniform only.	\$ 85,000	\$ 80,480	\$ 4,520
	487.194	Unemployment Taxes	All employees. (Need to review cause of variance)	\$ 6,800	\$ 9,225	\$ (2,425)
	487.196	Medical & Dental Insurance	Favorable for just non-uniform, however see note above about budget error for Police.	\$ 284,000	\$ 254,427	\$ 29,573
	487.197	Employee Pension Plan	Minimum Municipal Obligation - Non-Uniform	\$ 164,454	\$ 164,454	\$ -
	487.198	Life & Disability Insurance	Non-uniform. Include estimate for additional disability & life insurance benefits and new hires.	\$ 3,000	\$ 6,000	\$ (3,000)
	487.199	Employee Savings Plan	457b retirement plan, max of 3% salary match. 2020 Actuals include \$13.6K for 2019 contributions paid in 2020, driving variance. Non-uniform.	\$ 34,000	\$ 40,781	\$ (6,781)
Employee Benefits Total				\$ 577,254	\$ 555,366	\$ 21,888
Total for all Salary & Benefits				\$ 2,871,693	\$ 2,921,488	\$ (49,795)