




Conor Baldwin
Chief Financial Officer

MEMORANDUM

TO: Thomas A. Golden, Jr., City Manager 

FROM: Conor Baldwin, Chief Financial Officer 

CC: Kelly Oakes, City Auditor

DATE: June 6, 2023

SUBJECT: Informational - Update City Manager's Contingency Balance FY2023

Per the request of the City Council, attached is a summary table of the activity from FY2023 in the city manager's contingency account. The funds were appropriated in the FY2023 budget into two categories: the "general contingency" and the "reserve for wages". Both accounts are listed separately on the report. Each transfer was approved by a vote of the City Council throughout the fiscal year.

Please let me know if there are any questions.

Date	Starting Balance	Transfer Amount	Purpose/ Notes	Revised Balance
7/1/2022	\$ 1,589,411.00		<i>Beginning Balance for FY2023</i>	\$ 1,589,411.00
8/10/2022	\$ 1,589,411.00	\$ (61,000.00)	Increased Salary for Elections Poll Workers	\$ 1,528,411.00
8/23/2022	\$ 1,528,411.00	\$ (75,000.00)	New Communications Director Position	\$ -
1/24/2023	\$ 1,453,411.00	\$ (201,400.00)	Increase Salaries for Skilled Tradespersons	\$ 1,453,411.00
4/11/2023	\$ 1,252,011.00	\$ (25,000.00)	New Position in DPW - LHS Facilities Director (Remainder of FY23)	\$ -
4/11/2023	\$ 1,227,011.00	\$ (100,000.00)	New Position in DPW - LHS Facilities Director (Salary Stabilization for FY24)	\$ 1,227,011.00
5/23/2023	\$ 1,127,011.00	\$ (83,160.00)	Increased Salaries for Specialiaty Positions (Remainder of FY23)	\$ -
5/23/2023	\$ 1,043,851.00	\$ (310,963.00)	Increased Salaries for Specialiaty Positions (Salary Stabilization for FY24)	\$ 1,043,851.00
5/23/2023	\$ 732,888.00	\$ (707,888.16)	Various Capital Vehicle purchases for DPW	\$ -
				\$ 24,999.84

Date	Starting Balance	Transfer Amount	Purpose/ Notes	Revised Balance
7/1/2022	\$ 2,078,911.00		<i>Beginning Balance for FY2023</i>	\$ 2,078,911.00
8/9/2022	\$ 2,078,911.00	\$ (250,000.00)	Legal/ expert witness/ depo./ outside counsel	\$ 1,828,911.00
9/13/2022	\$ 1,828,911.00	\$ (543,000.00)	Purchase new DPW vehicles (2 Dump/plow - 30k lbs)	\$ -
10/18/2022	\$ 1,285,911.00	\$ (100,000.00)	Overtime for Park Barrel picks (DPW Parks & Streets)	\$ 1,285,911.00
10/25/2022	\$ 1,185,911.00	\$ (12,780.80)	Winter Youth Program (recreation)	\$ -
10/25/2022	\$ 1,173,130.20	\$ (9,865.00)	Additional crosswalk painting - LPD	\$ 1,173,130.20
10/25/2022	\$ 1,163,265.20	\$ (19,920.00)	DPW Electrical - Additional Lighting on Prescott St.	\$ -
11/1/2022	\$ 1,143,345.20	\$ (315,000.00)	Insurance Premium Increase - City Building Insurance Policy	\$ 1,143,345.20
2/14/2023	\$ 828,345.20	\$ (69,000.00)	DPW Training - CDL License Training for Employees	\$ -
2/14/2023	\$ 759,345.20	\$ (37,000.00)	New Signage - 25MPH speed limit roadway signage	\$ 759,345.20
3/21/2023	\$ 722,345.20	\$ (233,000.00)	Additional Worker's Comp claims - School Dept.	\$ -
5/26/2023	\$ 489,345.20	\$ (350,000.00)	Cyber Security Insurance/ Life Lock	\$ 489,345.20
				\$ 139,345.20