

## SL COUNTY BUDGET REQUEST / ADJUSTMENT FORM

Executive Summary	
Request Item No: 450000IA02	For Fiscal Year: 2019
Requesting Organization: 45000000 · TOWNSHIP ENGINEER	Date of Request: 21-Feb-19
Budget Adjust Type(s): FTE Action	Ongoing (Y or N): Y
	If Yes, next year's CF impact: \$0
	Net FTE Change: 1.00
<b>Description and Justification:</b>	
Add 1 Engineer FTE: Public Works Operation Division (PW Ops) has requested that Public Works Engineering Division (PWE) manage their Engineering contracted-out services. In order to provide this service, PWE will require one additional Engineer FTE. PW Ops will reimburse PWE through Intrafund revenue by underexpending their 2019 budget.	
Fund Impact	

SUMMARY OF FUND IMPACT BY FUND	
FUND:	735 PUBLIC WORKS AND OTHER SERVICES FUND
Fund Impact (Budgetary)	\$0
Fund Impact (Transfers)	\$0
<b>TOTAL FUND IMPACT</b>	<b>\$0</b>

SUMMARY OF CNTY FUNDING IMPACT BY DEPT				
DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
4500000200 PW-PROJECT MANAGEMENT AND DESIGN	121,428	121,428	0	0
<b>TOTALS</b>	<b>121,428</b>	<b>121,428</b>	<b>0</b>	<b>0</b>

Approvals	
Division Director: <u><i>[Signature]</i></u>	Date: <u>2/21/2019</u>
Dept. or Elected Fiscal Mgr: <u><i>[Signature]</i></u>	Date: <u>2/21/19</u>
Dept. Dir. or Elected Official: <u><i>[Signature]</i></u>	Date: <u>21 Feb 2019</u>
Facilities Division Director: <u><i>[Signature]</i></u> (Capital Projects Only)	Date: _____
Chief Financial Officer: <u><i>[Signature]</i></u>	Date: <u>4/17/19</u>
Mayor or Designee: <u><i>[Signature]</i></u>	Date: <u>4/17/19</u>
Council Action: _____	Date: _____



## Position Management Information

**INSTRUCTIONS: Complete one section for each position. To facilitate efficient execution of HR actions, please complete ALL fields as requested. TO fields are required for all position actions while FROM fields only need to be entered for position transfers. Print pages for completed sections and attach to the budget adjustment form.**

Position 1	
Position Number (For changes to existing positions)	New
Existing/Proposed Job Start Date	1/1/2019
Existing/Proposed Job Code	800-3
Existing/Proposed Job Title	Engineer
Position Type: Full-Time (FT), Part-Time (PT)	FT
Time Limited? Yes / No	No
If Time Limited, expected expiration date	N/A
Location Code (four digit number)	1118
Fund	To: 735 From: 0
PS/BRASS Sub Department Id	To: 4600000200 From: 0
Reports To Position Number	00007681
Reports To Job Title	Roadway Engineering Project Manager
FTE (Example: .50 / .75 / 1.0)	To: 1 From: 0
Action Type: (New position (N), New TL (TL), Reclassification (R), Transfer (T), FTE Change/Re-Allocation (RA), Abolish (A), Other (O))	N

**Gabriel Anguiano**

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**From:** Jared C Steffey  
**Sent:** Friday, February 22, 2019 11:09 AM  
**To:** Budget  
**Cc:** Rick Graham; Scott Baird; Amy McCormick; Kade Moncur  
**Subject:** Engineering FTE for Public Works Ops  
**Attachments:** Engineering FTE for Public Works Ops.pdf

Here is a budget adjustment for Public Works Engineering to add an FTE that will work on Public Works Operations projects and be paid for through Intrafund revenue. Let me know if you have any questions. Public Works Operations will be filling out another request to me money from the personnel appropriation unit to the operations appropriation unit to cover the Intrafund expense.

Thank you,

Jared Steffey  
Public Works Fiscal Administrator  
Salt Lake County  
385-468-7056  
[jsteffey@slco.org](mailto:jsteffey@slco.org)