

SL COUNTY BUDGET REQUEST / ADJUSTMENT FORM

Executive Summary

Request Item No: 240000YE01	For Fiscal Year: 2019
Requesting Organization: 24000000 CRIMINAL JUSTICE	Date of Request: 4-Sep-19
Budget Adjust Type(s): Technical	Ongoing (Y or N): N
	If Yes, next year's CF impact: \$0
	Net FTE Change: 0.00

Description and Justification:

Jail Release Planner from CJAC to CJS: Transfer 1 FTE time limited Jail Release Planner from CJAC to Criminal Justice Services. This position will meet with incarcerated clients in the jail to help them reconnect with the community. This is a technical adjustment, no additional county finding is requested.

Fund Impact

SUMMARY OF FUND IMPACT BY FUND	
FUND:	110 GENERAL FUND
Fund Impact (Budgetary)	\$0
Fund Impact (Transfers)	\$0
TOTAL FUND IMPACT	\$0

SUMMARY OF CNTY FUNDING IMPACT BY DEPT				
DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
1023000100 CJAC ADMINISTRATION	0	(123,132)	0	(123,132)
2400000501 ASSESSMENTS	0	123,132	0	123,132
TOTALS	0	0	0	0

Approvals

Division Director: _____	Date: _____
Dept. or Elected Fiscal Mgr: _____	Date: _____
Dept. Dir. or Elected Official: _____	Date: _____
Facilities Division Director: _____ <i>(Capital Projects Only)</i>	Date: _____
Chief Financial Officer: _____ Approve	Date: _____
Mayor or Designee: _____ Approve	Date: _____
Council Action: _____ Approve	Date: _____

Budget Adjustment Detail

Budget Year: 2019 *** Requesting Department:** 24000000 CRIMINAL JUSTICE SERVICES
Budget Period: Post June Year-End *** Req Item No:** 240000YE01 *** Adjustment Title:** Jail Release Planner from CJAC to CJS
Adjustment Type(s): Technical

Expense Budget String(s):

FUND	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
110	1023000100	601040			(82,668)
110	1023000100	603005			(6,324)
110	1023000100	603025			(12,948)
110	1023000100	603040			(300)
110	1023000100	603045			(852)
110	1023000100	603050			(20,040)
110	2400000501	601040			82,668
110	2400000501	603005			6,324
110	2400000501	603025			12,948
110	2400000501	603040			300

TOTAL EXPENDITURES Page 1: (\$20,892)
TOTAL EXPENDITURES ALL PAGES: \$0

Revenue Budget String(s):

FUND	SUB-DEPT ID	REVENUE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT

TOTAL REVENUES Page 1: \$0
TOTAL REVENUES ALL PAGES: \$0

Balance Sheet/Fund Unrestriction String(s): Bal sheet strings only required for Proprietary Fund adjustments or fund unrestrictedions; check if applicable.

FUND	SUB-DEPT ID	BAL. SHEET ACCOUNT	AMOUNT
		BAL_SHT or 499999	
		BAL_SHT or 499999	
		BAL_SHT or 499999	

TOTAL BALANCE SHEET CHANGE: \$0

* Ongoing (Y or N):	<u>N</u>	No. of New FTEs:	<u>0.00</u>	(2)
If Yes, next year's CF impact:	<u>\$0</u>	No. of New Time Limited FTEs:	<u>0.00</u>	(2)
		No. of Transferred FTEs:	<u>1.00</u>	(2)
		No. of Abolished FTEs:	<u>0.00</u>	(2)

Fund Balance Transfers:

From Fund	From Dept ID	To Fund	To Dept ID	Amount

Description and justification: (Attach additional pages as needed.)*

Transfer 1 FTE time limited Jail Release Planner from CJAC to Criminal Justice Services. This position will meet with incarcerated clients in the jail to help them reconnect with the community. This is a technical adjustment, no additional county finding is requested.

(1) If the request is for a grant, include the dates the grant will expire and what obligations are required of the County after the grant expires.

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)	10071
Existing/Proposed Job Start Date	
Existing/Proposed Job Code	9993
Existing/Proposed Job Title	JAIL RELEASE PLANNER
Position Type: Full-Time (FT), Part-Time (PT)	FT
Time Limited? Yes / No	YES
If Time Limited , expected expiration date	12/31/2019
Location Code (four digit number)	1067
Fund	To: 110 From: 110
PS/BRASS Sub Department Id	To: 2400000501 From: 1023000100
Reports To Position Number	9647
Reports To Job Title	Case Manager Spv
FTE (Example: .50 / .75 / 1.0)	To: 1 From: -1
Action Type: (New position (N), New TL (TL), Reclassification (R), Transfer (T), FTE Change/Re-Allocation (RA), Abolish (A), Other (O))	T

Position 2	
Position Number (For changes to existing positions)	
Existing/Proposed Job Start Date	
Existing/Proposed Job Code	
Existing/Proposed Job Title	
Position Type: Full-Time (FT), Part-Time (PT)	
Time Limited? Yes / No	
If Time Limited , expected expiration date	
Location Code (four digit number)	
Fund	To: From:
PS/BRASS Sub Department Id	To: From:
Reports To Position Number	
Reports To Job Title	
FTE (Example: .50 / .75 / 1.0)	To: From:
Action Type: (New position (N), New TL (TL), Reclassification (R), Transfer (T), FTE Change/Re-Allocation (RA), Abolish (A), Other (O))	

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

Total No. of New FTEs:	0
Total No. of New Time Limited FTEs:	0
Total No. of Transferred FTEs:	1
Total No. of Abolishments:	0
Total No. of Other Actions:	0

(a) Totals will transfer to the "Adj Request" tab's FTE section.