

REQUEST FOR BUDGET ADJUSTMENT

Executive Summary

Reference No: 230000FTE02	For Fiscal Year: 2017
Requesting Organization: 23000000 AGING AND ADULT S	Date of Request: 2-Jun-17
Budget Adjust Type(s): FTE/Position Reclass	One Time Change (Y or N): N
	If No, next year's impact: (\$561)
	Net FTE Change: 0.00

Description and Justification:

AAS FTE Reclass for Position 2450 2397: Through 2017 June budget process, Position #2450 will be reduced from a full time position to a 0.5 position.
 Effective 7/1/2017, AAS requests to make #2450 a full time position again by taking 0.5 FTE from #2397, a current 0.6 FTE driver position.

Fund Impact

SUMMARY OF FUND IMPACT BY FUND	
FUND:	120 GRANT PROGRAMS 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
TOTALS	0	0	0	0

Approvals

Division Director:	Paul Leggett <small>Digitally signed by Paul Leggett Date: 2017.06.02 12:26:36 -06'00'</small>	Date: _____
Dept. or Elected Fiscal Mgr:	Yanping Ding <small>Digitally signed by Yanping Ding Date: 2017.06.05 08:31:39 -06'00'</small>	Date: _____
Dept. Dir. or Elected Official:	Karen Crompton <small>Digitally signed by Karen Crompton Date: 2017.06.05 08:34:31 -06'00'</small>	Date: _____
Facilities Division Director: (Capital Projects Only)	_____	Date: _____
Chief Financial Officer:	 Approve	Date: 14 June 2017
Mayor or Designee:	 Approve	Date: 6/14/17
Council Action:	_____	Date: _____
	Approve	

Budget Adjustment Detail									
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Budget Year: 2017 * Requesting Department: 23000000 AGING AND ADULT SERVICES

Budget Period: Post June Year-End * Req Item No: 230000FTE02 * Adjustment Title: AAS FTE Reclass for Position 2450 2397

Adjustment Type(s): FTE/Position Reclass [v] [v] [v]

Expense Budget String(s): This is a FTE reclassification request not a budget adjustment request.

[illegible]

TOTAL EXPENDITURE CHANGE:		\$0
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Revenue Budget String(s):

[illegible]

TOTAL REVENUE CHANGE:		\$0
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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
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* One Time Change (Y or N):	<u>N</u>	No. of New FTEs:	<u>0.00</u>	(2)
If No, next year's impact:	<u>(\$561)</u>	No. of New Time Limited FTEs:	<u>0.00</u>	(2)
		No. of Transferred FTEs:	<u>0.00</u>	(2)
		No. of Other 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.)*

Through 2017 June budget process, Position #2450 will be reduced from a full time position to a 0.5 position. Effective 7/1/2017, AAS requests to make #2450 a full time position again by taking 0.5 FTE from #2397, a current 0.6 FTE driver position.

(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)		2397	
Existing/Proposed Job Start Date		1-Jul-17	
Existing/Proposed Job Code		567	
Existing/Proposed Job Title		Driver	
Position Type: Full-Time (FT), Part-Time (PT)		PT	
Time Limited? Yes / No		No	
If Time Limited, expected expiration date		1382	
Location Code (four digit number)			
Fund	To:	From:	
PS/BRASS Sub Department Id	To:	From:	
Reports To Position Number	2411		
Reports To Job Title	Nutrition/Transportation Spv		
FTE (Example: .50 / .75 / 1.0)	To:	0.1	From: -0.6
Action Type: (New position (N), New TL (TL), Reclassification (R), Transfer (T), FTE Change/Re-Allocation (RA), Abolish (A), Other (O))			

Position 2			
Position Number (For changes to existing positions)		2450	
Existing/Proposed Job Start Date		1-Jul-17	
Existing/Proposed Job Code		502	
Existing/Proposed Job Title		Secretary	
Position Type: Full-Time (FT), Part-Time (PT)		FT	
Time Limited? Yes / No		No	
If Time Limited, expected expiration date			
Location Code (four digit number)		1382	
Fund	To:	From:	
PS/BRASS Sub Department Id	To:	From:	
Reports To Position Number	2488		
Reports To Job Title	RSVP/Bridges Program Mgr		
FTE (Example: .50 / .75 / 1.0)	To:	1	From: -0.5
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:	0
Total No. of Other Actions:	0

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

Council Approval section below to be completed only by Council Staff and to be submitted to HR for final processing.				
Council Approved:	Yes:	No:	Date:	Signature:

AAS FTE reclass budget impact analysis															
Dept ID	Position #	Employee	Fr. To.	Job Title	Job Code	Current FTE	601030 Salary (Merit)	603005 FICA	603025 Retirement	603040 LTD	603045 401K	603050 Health Ins.	TOTALS	Fund Sources Outside Revenues	Tax Dollars
Effective 7/1/2017															
23000000202	2450	Kaneko, Amanda	Fr.	Secretary	502	(0.50)	\$ (14,856.00)	\$ (1,140.00)	\$ (2,748.00)	\$ (72.00)	\$ -	\$ (7,353.00)	\$ (26,169.00)	\$ -	\$ (26,169.00)
23000000401	2397	Vacant	Fr.	Driver	567	(0.60)	\$ (14,772.00)	\$ (1,128.00)	\$ (2,220.00)	\$ (72.00)	\$ (246.00)	\$ (13,605.00)	\$ (32,043.00)	\$ -	\$ (32,043.00)
23000000202	2450	Kaneko, Amanda	To.	Secretary	502	1.00	\$ 29,712.00	\$ 2,280.00	\$ 5,484.00	\$ 144.00	\$ -	\$ 14,691.00	\$ 52,311.00	\$ -	\$ 52,311.00
23000000401	2397	Vacant	To.	Driver	567	0.10	\$ 2,462.00	\$ 188.00	\$ 370.00	\$ 12.00	\$ 41.00	\$ 2,267.50	\$ 5,340.50	\$ -	\$ 5,340.50
Net Annual Impact						0.00	\$ 2,546.00	\$ 200.00	\$ 886.00	\$ 12.00	\$ (205.00)	\$ (3,999.50)	\$ (560.50)	\$ -	\$ (560.50)

REQUEST FOR BUDGET ADJUSTMENT

Executive Summary

Reference No: 240000FTE01		For Fiscal Year: 2017
Requesting Organization: 24000000 CRIMINAL JUSTICE		Date of Request: 2-Jun-17
Budget Adjust Type(s): FTE/Position Reclass		One Time Change (Y or N): N
		If No, next year's impact: (\$3,527)
		Net FTE Change: 0.00
Description and Justification:		
CJS FTE Reclass for Positions #2758; 8026; 8430: CJS requests the following FTEs to be reclassified to meet its operating needs. The annualized budget impact is a savings of \$3,527. Please refer to the attached analysis for the details.		

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
TOTALS	0	0	0	0

Approvals

Division Director:	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Kele Griffone</div> <div style="font-size: 0.8em;">Digitally signed by Kele Griffone Date: 2017.06.02 09:29:22 -06'00'</div> </div> <div style="flex: 1; border-bottom: 1px solid black; margin-top: 20px;"></div> </div>	Date: _____
Dept. or Elected Fiscal Mgr:	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Yanping Ding</div> <div style="font-size: 0.8em;">Digitally signed by Yanping Ding Date: 2017.06.05 13:07:17 -06'00'</div> </div> <div style="flex: 1; border-bottom: 1px solid black; margin-top: 20px;"></div> </div>	Date: _____
Dept. Dir. or Elected Official:	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Karen Crompton</div> <div style="font-size: 0.8em;">Digitally signed by Karen Crompton Date: 2017.06.05 13:09:08 -06'00'</div> </div> <div style="flex: 1; border-bottom: 1px solid black; margin-top: 20px;"></div> </div>	Date: _____
Facilities Division Director: <i>(Capital Projects Only)</i>		Date: _____
Chief Financial Officer:	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="font-size: 0.8em;">Digitally signed by Doreen J. Delta Date: 2017.06.05 13:09:08 -06'00'</div> </div> <div style="flex: 1; border-bottom: 1px solid black; margin-top: 20px;"></div> </div>	Date: June 14, 2017
Mayor or Designee:	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="font-size: 0.8em;">Digitally signed by Erin Hivack Date: 2017.06.05 13:09:08 -06'00'</div> </div> <div style="flex: 1; border-bottom: 1px solid black; margin-top: 20px;"></div> </div>	Date: 6/14/17
Council Action:	Approve	Date: _____

Budget Adjustment Detail

* Requesting Department: 24000000 CRIMINAL JUSTICE SERVICES

Budget Period: Post June Year-End * **Req Item No:** 240000FTE01 * **Adjustment Title:** CJS FTE Reclass for Positions #2758; 8026; 8430

Adjustment Type(s): FTE/Position Reclass

Expense Budget String(s): *This adjustment involves a reclass; while the next year's financial impact may be presented, no actual budget adjustment is required.*

FUND	AGENCY	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
110	020	2400000000	601030			0
TOTAL EXPENDITURE CHANGE:						\$0

TOTAL EXPENDITURE CHANGE:		\$0
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Revenue Budget String(s):

[illegible]

TOTAL REVENUE CHANGE:	\$0
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Balance Sheet String(s): ☐ Bal sheet strings only required for Proprietary Fund adjustments; check if applicable.

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

TOTAL BALANCE SHEET CHANGE: \$0

* One Time Change (Y or N): N
If No, next year's impact: (\$3,527)

No. of New FTEs:	0.00	(2)
No. of New Time Limited FTEs:	0.00	(2)
No. of Transferred FTEs:	0.00	(2)
No. of Other FTEs:	0.00	(2)

Fund Balance Transfers:

From Fund	From Dept ID	To Fund	To Dept ID	Amount

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

CJS requests the following FTEs to be reclassified to meet its operating needs. The annualized budget impact is a savings of \$3,527. Please refer to the attached analysis for the details.

Position #2758 will be reclassified from a 0.75 FTE office coordinator to a 0.75 FTE case manager. Positions #8430 and 8026 will be combined as a full time FTE #8026 as a data analyst.

(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)		8026	
Existing/Proposed Job Start Date			
Existing/Proposed Job Code		176	
Existing/Proposed Job Title		Data Analyst	
Position Type: Full-Time (FT), Part-Time (PT)		FT	
Time Limited? Yes / No		No	
If Time Limited, expected expiration date			
Location Code (four digit number)		1067	
Fund	To: 110	From: 110	
PS/BRASS Sub Department Id	To: 2400000101	From: 2400000501	
Reports To Position Number		2750	
Reports To Job Title		Director	
FTE (Example: .50 / .75 / 1.0)		To: 0.5	From: 0
Action Type: (New position (N), New TL (TL), Reclassification (R), Transfer (T), FTE Change/Re-Allocation (RA), Abolish (A), Other (O))		R	

Position 2			
Position Number (For changes to existing positions)		8430	
Existing/Proposed Job Start Date			
Existing/Proposed Job Code			
Existing/Proposed Job Title			
Position Type: Full-Time (FT), Part-Time (PT)		PT	
Time Limited? Yes / No		No	
If Time Limited, expected expiration date			
Location Code (four digit number)		1067	
Fund	To: 110	From: 110	
PS/BRASS Sub Department Id	To: 2400000502	From: 2400000502	
Reports To Position Number		2690	
Reports To Job Title		Case Management Supervisor	
FTE (Example: .50 / .75 / 1.0)		To: -0.5	From: .
Action Type: (New position (N), New TL (TL), Reclassification (R), Transfer (T), FTE Change/Re-Allocation (RA), Abolish (A), Other (O))		A	

Position 3			
Position Number (For changes to existing positions)		2758	
Existing/Proposed Job Start Date			
Existing/Proposed Job Code		379	
Existing/Proposed Job Title		Case Manager 14	
Position Type: Full-Time (FT), Part-Time (PT)		PT	
Time Limited? Yes / No		No	
If Time Limited, expected expiration date			
Location Code (four digit number)		1067	
Fund	To: 110	From: 110	
PS/BRASS Sub Department Id	To: 2400000502	From: 2400000101	
Reports To Position Number		2690	
Reports To Job Title		Case Management Supervisor	
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))		R	

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

CJS FTEs Reclass Budget Impact Analysis																		
Req#	Action	Dept ID	Position #	Incumbent (Vacant)	Job Title	Job Code	FTE	Time Limited (Y/N)	601030	603005	603025	603040	603045	603050	TOTALS	Outside Revenues	Tax Dollars	
A-1	From	24000000101	2758	Vacant	Office Coordinator 12	470	-0.75	N	(37,596)	(2,868)	(6,948)	(180)	-	(13,605)	(61,197)	-	(61,197)	
	To	24000000502	2758	Vacant	Case Manager 14	379	0.75	N	38,322	2,932	7,078	184	-	36	48,552	-	48,552	
					Net Annual Impact		0		726	64	130	3	-	(13,569)	(12,646)	-	(12,646)	
A-2	From	24000000502	8430	Move Jenny Kulland to 2758	Case Manager 14	379	-0.5	N	(25,548)	(1,956)	(4,716)	(120)	-	(36)	(32,376)	-	(32,376)	
	From	24000000501	8026	Vacant	Case Manager 14	379	-0.5	N	(22,584)	(1,728)	(4,176)	(108)	-	(36)	(28,632)	-	(28,632)	
	To	24000000101	8026	Vacant	Data Analyst 14	176	1	N	42,160	3,225	6,299	202	750	17,490	70,127	-	70,127	
					Net Annual Impact		0		(5,972)	(458)	(2,593)	(26)	750	17,418	9,119	-	9,119	
TOTAL ANNUAL IMPACT										(5,246)	(395)	(2,463)	(22)	750	3,849	(3,527)	-	(3,527)
										Results in savings of \$3,527								