

REQUEST FOR BUDGET ADJUSTMENT

15.7

Executive Summary

Reference No: 760100YE01	For Fiscal Year: 2017
Requesting Organization: 76010000 AUDITOR-TAX ADMIN	Date of Request: 13-Jul-17
Budget Adjust Type(s): FTE/Position Reclass	One Time Change (Y or N): Y
	If No, next year's impact: \$0
	Net FTE Change: 0.00
Description and Justification:	
Auditor FTE Reclassification: See attached PDQ	

Fund Impact

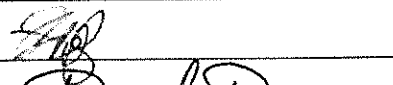
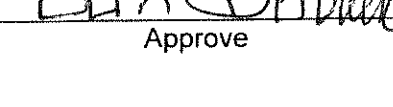
SUMMARY OF FUND IMPACT BY FUND

FUND:	110 GENERAL FUND	340 STATE TAX ADMINISTRATION LEVY FUND
Fund Impact (Budgetary)	\$28,708	(\$28,708)
Fund Impact (Transfers)	\$0	\$0
TOTAL FUND IMPACT	\$28,708	(\$28,708)

SUMMARY OF CNTY FUNDING IMPACT BY DEPT

DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
7600000100 AUDIT	0	(28,708)	0	(28,708)
7601000200 PROPERTY TAX	0	28,708	0	28,708
TOTALS	0	0	0	0

Approvals

Division Director:		Date: 7/13/2017
Dept. or Elected Fiscal Mgr:		Date: 7/13/2017
Dept. Dir. or Elected Official:		Date: 7/13/2017
Facilities Division Director: (Capital Projects Only)		Date: _____
Chief Financial Officer:		Date: 7/14/17
Mayor or Designee:		Date: 7/14/17
Council Action:	_____ Approve	Date: _____

Budget Adjustment Detail

Budget Year: 2017 * Requesting Department: 76010000 AUDITOR-TAX ADMINISTRATION
 Budget Period: Post June Year-End * Req Item No: 760100YE01 * Adjustment Title: Auditor FTE Reclassification
 Adjustment Type(s): FTE/Position Reclass

Expense Budget String(s):

FUND	AGENCY	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
110	076	7600000100	601030 PERMANENT AND PROVISIONAL			(19,808)
340	076	7601000200	601030 PERMANENT AND PROVISIONAL			19,808
110	076	7600000100	603025 RETIREMENT OR PENSION CONTRIB			(1,324)
340	076	7601000200	603025 RETIREMENT OR PENSION CONTRIB			1,324
110	076	7600000100	603045 SUPPLEMENTAL RETIREMENT (401K)			(1,980)
340	076	7601000200	603045 SUPPLEMENTAL RETIREMENT (401K)			1,980
110	076	7600000100	603050 HEALTH INSURANCE PREMIUMS			(5,596)
340	076	7601000200	603050 HEALTH INSURANCE PREMIUMS			5,596
TOTAL EXPENDITURE CHANGE:						<u>\$0</u>

Revenue Budget String(s):

FUND	AGENCY	SUB-DEPT ID	REVENUE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
TOTAL REVENUE CHANGE:						<u>\$0</u>

Balance Sheet/Fund Unrestriction String(s):

☐ Bal sheet strings only required for Proprietary Fund adjustments or fund unrestrictions; 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:			<u>\$0</u>

* One Time Change (Y or N): Y
 If No, next year's Impact:

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.)*

See attached PDQ

(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)	246
Existing/Proposed Job Start Date	Vacant to 8/1/2017
Existing/Proposed Job Code	599 to (new job code)
Existing/Proposed Job Title	Internal Auditor to Sr. Property Tax Analyst
Position Type: Full-Time (FT), Part-Time (PT)	FT
Time Limited? Yes / No	N
If Time Limited, expected expiration date	
Location Code (four digit number)	1392
Fund	To: 7601000000 From: 7600000000
PS/BRASS Sub Department Id	To: From:
Reports To Position Number	260
Reports To Job Title	Asst Division Administrator
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))	RA

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

(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
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Action Type List:

N New
 TL New Time Limited
 R Reclass
 T Transfer
 A Abolish
 RA Re-allocate
 O Other

Reclass Flag
 0

POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

CLASSIFICATION REQUEST

Please complete the PDQ, review with all incumbents and department/division personnel, make any and all changes needed to ensure an accurate representation of the position, obtain any necessary approvals as outlined in the Council and HR Requirements Matrix, and forward to your consultant. In addition, please include copies of both the incumbent's résumé and your division's most recent Organization Chart.

This request is for a: Reclassification

Department Name: Auditor

Position Number: 00000246

Division Name: Property Tax Division

Incumbent Name: n/a

Division Number: 7601000000

Incumbent EIN: n/a

Information Regarding New or Current Allocation

Current Job Title/Grade: Internal Auditor/15

Job Code: _____

Recommended Title/Grade: Sr. Property Tax Analyst/16

If known, list any comparable position(s)/grade(s) that currently exist within Salt Lake County:

This is a new position. We have two (2) Property Tax Analyst/15's, but this would be a senior level position with greater responsibilities.

Agency Budget Impact

- ☒ 1) There **is no** budget increase to this or subsequent year's budgets resulting from this position classification change. Please provide an explanation below:

This classification request will change the position from a grade 15 to a grade 16. As the vacant position was budgeted at mid grade (\$61,500), the proposed grade adjustment can accommodate a grade 16 entry (\$57,680) without a budget adjustment.

- ☐ 2) There **is** an increase to this or subsequent year's budgets. Below is a summary of the budget impact:

- ☐ 3) The budget impact for this classification change is unknown at this time.

Business justification: Please provide a brief summary of the organization need or business justification for this position classification request.

The Property Tax Division has a need to provide redundancies and succession planning for key statutory responsibilities, specifically regarding the calculation of county and municipal tax rates. At present, one employee of the Property Tax Division is tasked with creating the County tax roll and calculating taxes on all taxable property for the County, cities, school districts, and all other taxing entities within the County. This person also calculates and transmits property tax revenue rates and values to governmental entities and ensures that entities follow "truth-in-tax" requirements. Due to the importance of this task, as well as its complex nature, the Auditor and Property Tax Division Administrator wish to add an additional staff member to the process for the reasons stated above.

Position Summary: Provide a brief description (maximum of 3-4 sentences) that summarizes the overall purpose or objective of this position.

Assists in administering the County Auditor's Property Tax Division with responsibility over the day to day operations of one or more of the Auditor's county-wide property tax duties.

Essential Functions: Describe the duties and responsibilities that, if not performed, the position would not exist. Arrange these functions in order of importance (most important functions listed first) or in the sequential manner in which the duties are performed. Estimate the average percentage of time spent on each function, totaling 100%.

Essential Functions	% of Time
Sets tax rates and proposed revenues for all local government entities, prepares and reviews financial statements and tax accounting records, calculates final taxes and budgeted revenues for all entities, reconciles collections, audits the County Treasurer's books and records, and participates in year-end financial settlement.	20%
Reviews and analyzes complex financial instruments prepared by local governments and community reinvestment agencies (CRAs); reviews CRA budget documents and project plans; calculates funds for County Treasurer to distribute; generates related reports.	20%
Prepares certifications of bonding capacity to governmental entities.	2%
Assists in last resort collection activities related to delinquent taxes including selling real property, preparing and filing judgments against taxpayers in the Third District Court, auditing the County Treasurer's delinquent tax records, and making title deficiency and erroneous property assessment determinations.	7%
Implements changes to the assessment roll and subsequent tax roll corrections; assists in related processes, including Board of Equalization and State Tax Commission appeal processing, and charitable property tax exemption application processing.	7%
Assists in the development, printing, and release of public documents as required by statute, for distribution to property owners, taxing entities, and/or the public.	5%
Monitors compliance with Utah state law, State Tax Commission Standards of Practice, and County ordinances and policies; conducts related research as needed.	5%
Prepares and presents reports, studies, and analyses of the tax system as requested; makes recommendations.	4%
Develops and maintains audit procedures to ensure that current systems produce accurate results.	4%
Assists management in short and long range planning to accomplish operational planning and development goals and objectives.	4%
Reviews work of tax administration assistants and temporary employees.	4%
Assists in training and supervision of tax administration assistants and temporary employees.	4%
Proposes methods to improve efficiency, effectiveness, accuracy, and transparency throughout the tax system.	4%
Resolves taxpayer or taxing entity concerns or problems.	4%

Provides information to the public and other agencies.	4%
Other duties as assigned by the County Auditor.	2%

Type of Supervision Received: Which of the following best describes the level of supervision regularly provided to this position? Check the most applicable:

<input type="checkbox"/>	Initially, the employee is given specific instructions on how assignments are to be completed and the sequence of work steps to be employed. Once the employee becomes more experienced, the employee carries out recurring assignments without specific instructions and refers unfamiliar situations to supervisor for assistance. Work is reviewed on a regular basis.
<input type="checkbox"/>	The employee determines own work sequence within the limits of established policy, practices and procedures. Work is evaluated periodically and upon completion.
<input checked="" type="checkbox"/>	The employee determines own work methods and solves problems utilizing technical/specialized knowledge and/or experience resulting in minimal supervision while work is in progress. The supervisor only intercedes and provides direction for new or unusual problems which involve deviations from normal policies, procedures and work methods.
<input type="checkbox"/>	The employee operates under broad administrative direction and is given responsibility for independently planning, designing and carrying out programs, projects and studies in accordance with broad policy statements and/or legal requirements. The employee keeps the supervisor apprised of progress.

Budgetary Responsibility and/or Budgetary Impact:

Does the employee: Prepare a budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Administer a budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If so, what is the dollar amount of the budget that is prepared and/or administered by the employee?	
If not, describe how the essential functions may impact the department/division's budget:	
The Sr. Property Tax Analyst may advise and/or provide feedback regarding the division budget as requested by the Division Administrator, Administrative and Fiscal Manager, and/or Elected Official.	

Minimum Requirements: List the amount and type of education and/or years of experience required to perform the work at the entry level. Also list any licenses, certifications, etc., *required* (at minimum) for this position.

Bachelor's degree from an accredited college or university in accounting, business administration, economics, finance, law, public administration or other related field, plus two (2) years of closely related experience; OR an equivalent combination of related education and experience.

Knowledge, Skills and Abilities (KSAs) Required: Describe the things that the employee needs to know at entry level for this position (knowledge) and the things the employee needs to be able to do (skills and abilities). If a link cannot be made between a KSA and an essential function, do not include it in this section.

The application of internal controls and good business practices in a variety of contexts.
 The application of legal requirements to a variety of contexts.
 General accounting principles and specifically property tax accounting
 General office procedures and methods.
 Computer software related to job duties.
 Communication principles, methods and techniques.
 Local county government organization and administration.
 Constitutional and statutory law, as well as State Tax Commission rules and county ordinances and policies governing ad valorem property tax administration.
 Perform calculations with a high level of accuracy and complete detailed reports.
 Communicate effectively both verbally and in writing.
 Manage time wisely with narrow and overlapping deadlines.
 Use logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions.
 Read and interpret written policies, procedures, regulations, ordinances and statutes.
 Apply and articulate professional standards and procedures.
 Follow verbal and written instructions.
 Work independently, make professional decisions, work well with other individuals.
 Relate to individuals of diverse social, economic and ethnic backgrounds.
 Respond effectively and capably in stressful situations.
 Act ethically.

Working Conditions and Physical Requirements: List the working conditions (ex: exposure to unusual elements, such as extreme temperatures) and physical requirements (ex: requires heavy physical work, such as lifting, pushing, or pulling objects up to 50 pounds, walking, bending, etc.) that are essential to perform this job.

Work is primarily performed in a typical office environment. May be required to work overtime on occasion to meet statutory deadlines or as needed.

Additional Comments: Provide any additional information that would help us to better understand this position.

This position is currently vacant; there is no incumbent.

Incumbent Certifies the Position Description is an Accurate Reflection of Duties

(Have all incumbents sign below, then forward the approved PDQ to your HR Consultant. Incumbents may wish to print a copy for their records.)

By signing below, I certify that I have read and have received a copy of the above position description and agree that it is a fair representation of the expected/current essential functions of the position with Salt Lake County.

I agree with the above position description. ☐

I disagree with the above position description. ☐

Signature:

INCUMBENT AND SUPERVISOR NOTES
(Attach additional/supporting documents as needed)

Department/Division Approval Signatures

By providing approval and electronically signing below, this certifies that the PDQ is a fair representation of the expected/current essential functions of the position, and that any budgetary impact has been addressed.

Elected Official or Department Director	Approved: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature: Scott Tingley	Digitally signed by Scott Tingley Date: 2017.07.12 16:03:26 -06'00'
Division Director/ Administrator	Approved: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature: Stuart Tsai	Digitally signed by Stuart Tsai Date: 2017.07.12 15:40:03 -06'00'
Immediate Supervisor	Approved: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signature: Anna Borres	Digitally signed by Anna Borres Date: 2017.07.12 15:46:52 -06'00'

Immediate Supervisor's Title: Asst Division Administrator

E-Mail: aborres@slco.org

Phone Number: 385-468-7288

HR Consultant Contact Information

Consultant	E-Mail	Phone
Debbie Wine	dwine@slco.org	(385) 468-0574
Tracy Byington	tbyington@slco.org	(385) 468-0577
Martinha Penrod	mpenrod@slco.org	(385) 468-0592
Terry Fortner	tfortner@slco.org	(385) 468-0591

REQUEST FOR BUDGET ADJUSTMENT

158

Executive Summary

Reference No: 450000_YE01	For Fiscal Year: 2017
Requesting Organization: 45000000 TOWNSHIP ENGINEER	Date of Request: 7-Jul-17
Budget Adjust Type(s): Technical	One Time Change (Y or N): N
	If No, next year's impact: \$2,500
	Net FTE Change: 0.00

Description and Justification:

Budget Depreciation Expense: Public Works was created as an enterprise fund in 2017. In an enterprise fund accounting rules require that depreciation is reported as an expense. In the original 2017 budget, depreciation was not budgeted. This budget adjustment will account for the depreciation expense.

Fund Impact

SUMMARY OF FUND IMPACT BY FUND

FUND:	735 PUBLIC WORKS FUND
Fund Impact (Budgetary)	(\$2,500)
Fund Impact (Transfers)	\$0
TOTAL FUND IMPACT	(\$2,500)

SUMMARY OF CNTY FUNDING IMPACT BY DEPT

DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
4500000000 PUBLIC WORKS ENGINEERING PRGM	0	2,500	0	2,500
TOTALS	0	2,500	0	2,500

Approvals

Division Director: 

Date: 7/11/2017

Dept. or Elected Fiscal Mgr: 

Date: 7-9-17

Dept. Dir. or Elected Official: 

Date: 7 July 2017

Facilities Division Director:
(Capital Projects Only) 

Date: _____

Chief Financial Officer: 

Date: 7/10/17

Mayor or Designee: 

Date: 7/10/17

Council Action: _____

Date: _____

Approve

Budget Adjustment Detail

Budget Year: 2017 *** Requesting Department:** 45000000 TOWNSHIP ENGINEERING SERVICES
Budget Period: Post June Year-End *** Req Item No:** 450000_YE01 *** Adjustment Title:** Budget Depreciation Expense
Adjustment Type(s): Technical

Expense Budget String(s):

FUND	AGENCY	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
735	040	4500000000	669010			2,500

TOTAL EXPENDITURE CHANGE: \$2,500

Revenue Budget String(s):

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

TOTAL REVENUE CHANGE: \$0

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 **No. of New FTEs:** 0.00 (2)
If No, next year's impact: \$2,500 **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.)*

Public Works was created as an enterprise fund in 2017. In an enterprise fund accounting rules require that depreciation is reported as an expense. In the original 2017 budget, depreciation was not budgeted. This budget adjustment will account for the depreciation expense.

(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.

REQUEST FOR BUDGET ADJUSTMENT

15.9

Executive Summary

Reference No: 102500YE_01	For Fiscal Year: 2017
Requesting Organization: 10250000 OFFICE OF REGIONA	Date of Request: 30-Jun-17
Budget Adjust Type(s): Technical	One Time Change (Y or N): Y
	If No, next year's impact: \$0
	Net FTE Change: 0.00

Description and Justification:

County Dashboard from restricted account: During the budget process for 2017 in the Regional Development Fund, to assist with the County Dashboard Project of \$250,000 at that time the council determined to restrict the funds until further discussions on this project. We are requesting to move these funds from the restricted account to a unrestricted to account for Information Service can work on this project.

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: _____

Date: _____

Dept. or Elected Fiscal Mgr: **Robert Trujillo** Digitally signed by Robert Trujillo
Date: 2017.06.30 16:43:01 -06'00'

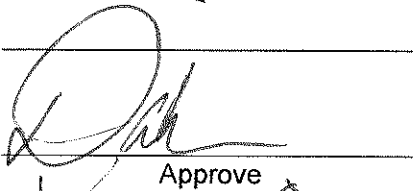
Date: _____

Dept. Dir. or Elected Official: 


Date: 7/1/17

Facilities Division Director:
(Capital Projects Only) 

Date: _____

Chief Financial Officer: 

Date: 7/10/17

Mayor or Designee: 

Date: _____

Council Action: _____
Approve

Date: _____

Budget Adjustment Detail

Budget Year: 2017 * Requesting Department: 10250000 OFFICE OF REGIONAL DEVELOPMENT
 Budget Period: Post June Year-End * Req Item No: 102500YE_01 * Adjustment Title: County Dashboard from restricted account
 Adjustment Type(s): Technical

Expense Budget String(s):

FUND	AGENCY	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
110	010	1025000110	695005			(250,000)
110	010	1025000110	615016			250,000

TOTAL EXPENDITURE CHANGE: \$0

Revenue Budget String(s):

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

TOTAL REVENUE CHANGE: \$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

* One Time Change (Y or N): y
 If No, next year's impact:

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.)*

During the budget process for 2017 in the Regional Development Fund, to assist with the County Dashboard Project of \$250,000 at that time the council determined to restrict the funds until further discussions on this project. We are requesting to move these funds from the restricted account to a unrestricted to account for Information Service can work on this project.

(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.

REQUEST FOR BUDGET ADJUSTMENT

15,10

Executive Summary

Reference No: 505000YE_04 For Fiscal Year: 2017
 Requesting Organization: 50500000 CAPITAL IMPROVEME Date of Request: 28-Jun-17
 Budget Adjust Type(s): Existing Capital Project One Time Change (Y or N): Y
 TECHNICAL If No, next year's impact: \$0
 Net FTE Change: 0.00

Description and Justification:

New project ID: HVAC Replacement is a capital asset. Per Steve Walker should be applied to account 675010. Also the capital assets group is showing that project 48SH is complete due to assets depreciation. They have requested that a new project ID be created for phase 2 and to no longer use 48SH.

Fund Impact


SUMMARY OF FUND IMPACT BY FUND


FUND:	450 CAPITAL IMPROVEMENTS FUND
Fund Impact (Budgetary)	\$0
Fund Impact (Transfers)	\$0
TOTAL FUND IMPACT	\$0


SUMMARY OF CNTY FUNDING IMPACT BY DEPT

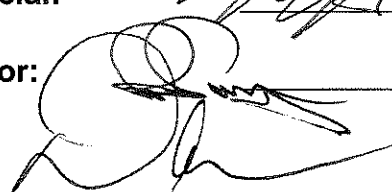
DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
TOTALS	0	0	0	0

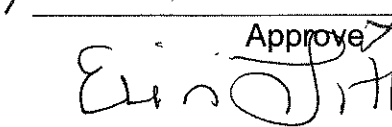
Approvals


Division Director:  Date: 6/28/17

Dept. or Elected Fiscal Mgr:  Date: 6/28/17

Dept. Dir. or Elected Official:  Date: 6/28/17

Facilities Division Director:  Date: 6/28/17
 (Capital Projects Only)

Chief Financial Officer:  Date: 7/12/17

Mayor or Designee:  Date: 7/13/17
 Approve

Council Action: _____ Date: _____
 Approve

Budget Adjustment Detail									
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Budget Year: 2017

* Requesting Department: 50500000 CAPITAL IMPROVEMENTS

Budget Period: Post June Year-End * **Req Item No:** 505000YE_04 * **Adjustment Title:** New project ID

Adjustment Type(s): Existing Capital Project

Expense Budget String(s):

[illegible]

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

[illegible]

TOTAL REVENUE CHANGE: \$0

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

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.)*

HVAC Replacement is a capital asset. Per Steve Walker should be applied to account 675010. Also the capital assets group is showing that project 48SH is complete due to assets depreciation. They have requested that a new project ID be created for phase 2 and to no longer use 48SH.

(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.

REQUEST FOR BUDGET ADJUSTMENT

15.11

Executive Summary

Reference No: 101500YE01 For Fiscal Year: 2017
 Requesting Organization: 10150000 OFFICE OF TOWNSHI Date of Request: 11-Jul-17
 Budget Adjust Type(s): Revenue Shift One Time Change (Y or N): Y
 If No, next year's impact: \$0
 Net FTE Change: 0.00

Description and Justification:

Fund Balance Transfer from Judgement Levy: Due to the underfunding of contracts with Animal Services, the reorganization of departments, and the reductions associated with the creation of the Municipal Services District, Salt Lake County Animal Services and Township Services had to perform a Reduction in Force (RIF). This RIF was for 4 FTEs, 2 at Animal Services and 2 at Township Services. The RIF for Township Services was to be effective June 30th and Animal Services was July 31st. Salt Lake County has worked with the employees to postpone the RIF date for Township Services to July 31st and Animal Services to August 31st. The funds necessary to extend the additional month will come from the Judgement Levy fund (232). There is money currently budgeted in 232 for such a contingency.

Fund Impact

SUMMARY OF FUND IMPACT BY FUND

FUND:	232 GOV IMMUNITY- UNINCORP FUND	735 PUBLIC WORKS FUND
Fund Impact (Budgetary)	\$0	\$0
Fund Impact (Transfers)	(\$24,222)	\$24,222
TOTAL FUND IMPACT	(\$24,222)	\$24,222

SUMMARY OF CNTY FUNDING IMPACT BY DEPT

DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
TOTALS	0	0	0	0

Approvals

Division Director:

Date: _____

Dept. or Elected Fiscal Mgr:

Date: 7-11-17

Dept. Dir. or Elected Official:

Date: 11 July 2017

Facilities Division Director:
(Capital Projects Only)

Date: _____

Chief Financial Officer:

Date: 7-12-17

Mayor or Designee:

Date: 7/12/17

Council Action:

Date: _____

Approve

Budget Adjustment Detail

Budget Year: 2017 *** Requesting Department:** 10150000 OFFICE OF TOWNSHIP SERVICES
Budget Period: Post June Year-End *** Req Item No:** 101500YE01 *** Adjustment Title:** Fund Balance Transfer from Judgement Levy
Adjustment Type(s): Revenue Shift

Expense Budget String(s):

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

TOTAL EXPENDITURE CHANGE: \$0

Revenue Budget String(s):

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

TOTAL REVENUE CHANGE: \$0

Balance Sheet/Fund Unrestriction String(s):

Bal sheet strings only required for Proprietary Fund adjustments or fund unrestrictions; 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

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

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
232	5022000000	735	1015000000	15,772
232	5022000000	735	4100000000	8,450

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

Due to the underfunding of contracts with Animal Services, the reorganization of departments, and the reductions associated with the creation of the Municipal Services District, Salt Lake County Animal Services and Township Services had to perform a Reduction in Force (RIF). This RIF was for 4 FTEs, 2 at Animal Services and 2 at Township Services. The RIF for Township Services was to be effective June 30th and Animal Services was July 31st. Salt Lake County has worked with the employees to postpone the RIF date for Township Services to July 31st and Animal Services to August 31st. The funds necessary to extend the additional month will come from the Judgement Levy fund (232). There is money currently budgeted in 232 for such a contingency.

(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.

15.12

REQUEST FOR BUDGET ADJUSTMENT

Executive Summary

Reference No: 102500YE02	For Fiscal Year: 2017
Requesting Organization: 10250000 OFFICE OF REGIONA	Date of Request: 11-Jul-17
Budget Adjust Type(s): FTE/Position Reclass	One Time Change (Y or N): Y
	If No, next year's impact: \$0
	Net FTE Change: 0.00

Description and Justification:

Reclass of FTE Position: Oversees economic development efforts in local communities including cities and metro townships assisting in the management of tax incremental project areas throughout the county, participating in all regional transportation and planning efforts, and identifying financing streams to support local economic development activities in the county. Coordinates and serves as a liaison to local stakeholders facilitating the on-going development and implementation of regional economic development plans and programs.

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:	Date: _____
Dept. or Elected Fiscal Mgr: Robert Trujillo	Date: _____
Dept. Dir. or Elected Official: 	Date: 7/11/17
Facilities Division Director: _____	Date: _____
Chief Financial Officer: 	Date: _____
Mayor or Designee: 	Date: 7/14/17
Council Action: _____	Date: _____

Budget Adjustment Detail									
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Budget Year: 2017

* Requesting Department: 10250000 OFFICE OF REGIONAL DEVELOPMENT

Budget Period: Post June Year-End * **Req Item No:** 102500YE02 * **Adjustment Title:** Reclass of FTE Position

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 require*

[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 unrestrictions; 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): y
If No, next year's impact:

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.)*

Oversees economic development efforts in local communities including cities and metro townships assisting in the management of tax incremental project areas throughout the county, participating in all regional transportation and planning efforts, and identifying financing streams to support local economic development activities in the county. Coordinates and serves as a liaison to local stakeholders facilitating the on-going development and implementation of regional economic development plans and programs.

(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)	8357
Existing/Proposed Job Start Date	July 20th 2017
Existing/Proposed Job Code	39
Existing/Proposed Job Title	From Manager to Director Municipal Economic Development Director
Position Type: Full-Time (FT), Part-Time (PT)	FT
Time Limited? Yes / No	Y
If Time Limited, expected expiration date	12/31/2017
Location Code (four digit number)	
Fund	To: 110 From:
PS/BRASS Sub Department Id	To: From:
Reports To Position Number	
Reports To Job Title	Economic Director
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

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))	