

# REQUEST FOR BUDGET ADJUSTMENT

15.5. ✓

## Executive Summary

|  |                                |
|--|--------------------------------|
| Reference No: 880000YE02                     | For Fiscal Year: <b>2017</b>   |
| Requesting Organization: 88000000 RECORDER   | Date of Request: 1-Nov-17      |
| Budget Adjust Type(s): Unforeseen / Exigency | One Time Change (Y or N): Y    |
|  | If No, next year's impact: \$0 |
|  | Net FTE Change: 0.00           |

### Description and Justification:

Gary Ott Settlement: The unforeseen event was a \$35,000 settlement for Gary Ott upon his retirement. This request is a fund balance transfer from Governmental Immunity Fund to Recorder to cover the \$35,000 charged to our Personnel budget.

## Fund Impact

### SUMMARY OF FUND IMPACT BY FUND

| FUND:                    | 110 GENERAL FUND | 115 GOVERNMENTAL IMMUNITY FUND |
|--------------------------|------------------|--------------------------------|
| Fund Impact (Budgetary)  | (\$35,000)       | \$0                            |
| Fund Impact (Transfers)  | \$35,000         | (\$35,000)                     |
| <b>TOTAL FUND IMPACT</b> | <b>\$0</b>       | <b>(\$35,000)</b>              |

### SUMMARY OF CNTY FUNDING IMPACT BY DEPT

| DEPT                           | REVENUE  | EXPENSE       | BAL SHEET | CNTY FUNDING  |
|--------------------------------|----------|---------------|-----------|---------------|
| 8800000100 RECORDER OPERATIONS | 0        | 35,000        | 0         | 35,000        |
| <b>TOTALS</b>                  | <b>0</b> | <b>35,000</b> | <b>0</b>  | <b>35,000</b> |

## Approvals

Division Director: \_\_\_\_\_

Date: \_\_\_\_\_

Dept. or Elected Fiscal Mgr: \_\_\_\_\_

Date: 11-1-17

Dept. Dir. or Elected Official: \_\_\_\_\_

Date: 11-1-17

Facilities Division Director:  
(Capital Projects Only)

Date: \_\_\_\_\_

Chief Financial Officer: \_\_\_\_\_

Date: 11-6-17

Mayor or Designee: \_\_\_\_\_

Approve

*Erin Stueck*

Approve

Date: 11/15/17

Council Action: \_\_\_\_\_

Approve

Date: \_\_\_\_\_

| Budget Adjustment Detail |  |
|--------------------------|--|
|--------------------------|--|

**Budget Year:** 2017      **\* Requesting Department:** 88000000 RECORDER

**Budget Period:** Post June Year-End \* **Req Item No:** 880000YE02 \* **Adjustment Title:** Gary Ott Settlement

**Adjustment Type(s):** Unforeseen / Exigency

**Expense Budget String(s):**

[illegible]

|                                  |  |                 |
|----------------------------------|--|-----------------|
| <b>TOTAL EXPENDITURE CHANGE:</b> |  | <b>\$35,000</b> |
|----------------------------------|--|-----------------|

**Revenue Budget String(s):**[illegible]

|                              |            |
|------------------------------|------------|
| <b>TOTAL REVENUE CHANGE:</b> | <b>\$0</b> |
|------------------------------|------------|

**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 |
|-----------|--------------|---------|-----------------------|--------|
| 115       | 8210000000   | 110     | 8800000100 RECORDER C | 35,000 |
|           |              |         |                       |        |
|           |              |         |                       |        |
|           |              |         |                       |        |

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

The unforeseen event was a \$35,000 settlement for Gary Ott upon his retirement. This request is a fund balance transfer from Governmental Immunity Fund to Recorder to cover the \$35,000 charged to our Personnel budget.

(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.

| Budget Year | Date | Journal ID | Program | Line Description | Vendor/Descr | AP Voucher | Reference | Fund Source | PC BU | Project | Activity | Amount |
|-------------|------|------------|---------|------------------|--------------|------------|-----------|-------------|-------|---------|----------|--------|
|-------------|------|------------|---------|------------------|--------------|------------|-----------|-------------|-------|---------|----------|--------|

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**110 - 088 - 8800000100 - 601005**

|      |            |            |  |                    |                     |  |  |  |  |  |  |            |
|------|------------|------------|--|--------------------|---------------------|--|--|--|--|--|--|------------|
| 2017 | 2017-07-15 | HRPAY22248 |  | HR Payroll Journal | HR Payroll Journals |  |  |  |  |  |  | \$8,623.75 |
| 2017 | 2017-07-31 | HRPAY22443 |  | HR Payroll Journal | HR Payroll Journals |  |  |  |  |  |  | \$8,623.75 |

**Period 7 Subtotal**

**\$17,247.50**

**110 - 088 - 8800000100 - 601005**

|      |            |            |       |                    |                     |  |  |  |  |  |  |             |
|------|------------|------------|-------|--------------------|---------------------|--|--|--|--|--|--|-------------|
| 2017 | 2017-08-15 | HRPAY22603 |       | HR Payroll Journal | HR Payroll Journals |  |  |  |  |  |  | \$35,574.92 |
| 2017 | 2017-08-31 | HRPAY22774 |       | HR Payroll Journal | HR Payroll Journals |  |  |  |  |  |  | \$7,927.69  |
| 2017 | 2017-08-31 | HRPAY22774 | EV001 | HR Payroll Journal | HR Payroll Journals |  |  |  |  |  |  | \$471.71    |

*G.O. Settlement Reimb #35,000*

**Period 8 Subtotal**

**\$43,974.32**

**Account 601005 Current Budget Year Subtotal**

**\$164,706.82**

**Account 601005 Ending Balance**

**\$164,706.82**

**601020 Lump Sum Vacation Pay**

Current Budget Year

**110 - 088 - 8800000100 - 601020**

|      |            |            |       |                    |                     |  |  |  |  |  |  |          |
|------|------------|------------|-------|--------------------|---------------------|--|--|--|--|--|--|----------|
| 2017 | 2017-03-15 | HRPAY20770 | EV001 | HR Payroll Journal | HR Payroll Journals |  |  |  |  |  |  | \$353.22 |
|------|------------|------------|-------|--------------------|---------------------|--|--|--|--|--|--|----------|

**Period 3 Subtotal**

**\$353.22**

**Account 601020 Current Budget Year Subtotal**

**\$353.22**

**Account 601020 Ending Balance**

**\$353.22**

**601025 Lump Sum Sick Pay**

Current Budget Year

**110 - 088 - 8800000100 - 601025**

|      |            |            |  |                    |                     |  |  |  |  |  |  |            |
|------|------------|------------|--|--------------------|---------------------|--|--|--|--|--|--|------------|
| 2017 | 2017-08-15 | HRPAY22603 |  | HR Payroll Journal | HR Payroll Journals |  |  |  |  |  |  | \$1,772.22 |
|------|------------|------------|--|--------------------|---------------------|--|--|--|--|--|--|------------|

**Period 8 Subtotal**

**\$1,772.22**

**Account 601025 Current Budget Year Subtotal**

**\$1,772.22**

**Account 601025 Ending Balance**

**\$1,772.22**

15.6 ✓

## REQUEST FOR BUDGET ADJUSTMENT

### Executive Summary

**Reference No:** YE02  
**For Fiscal Year:** 2017  
**Requesting Organization:** 53050000 EMP SERV RES-FITN  
**Date of Request:** 20-Oct-17  
**Budget Adjust Type(s):** Appropriation Unit Shift  
**One Time Change (Y or N):** Y  
**If No, next year's impact:** \$0  
**Net FTE Change:** 0.00

#### Description and Justification:

Fitness Center Depreciation Adjustment: The Employee Fitness Center recently purchased a Boxmaster Complete Quad machine for the \$12,652 that is being put into service in October of 2017. The depreciation on this new machine for October, November and December is going to put the depreciation expense line (669010) over budget. There is currently \$6,000 budgeted for depreciation and we are requesting that this budget line be increased by \$500 to total \$6,500 to cover the anticipated increase. An offsetting \$500 reduction is also being proposed to the small equipment line (615035) in the operations appropriation unit to make this budget adjustment neutral.

### Fund Impact

#### SUMMARY OF FUND IMPACT BY FUND

|                                |  |
|--------------------------------|--|
| <b>FUND:</b>                   | <b>680 EMPLOYEE SERVICE<br/>RESERVE FUND</b> |
| <b>Fund Impact (Budgetary)</b> | \$0  |
| <b>Fund Impact (Transfers)</b> | \$0  |
| <b>TOTAL FUND IMPACT</b>       | \$0  |

#### SUMMARY OF CNTY FUNDING IMPACT BY DEPT

| DEPT          | REVENUE | EXPENSE | BAL SHEET | CNTY FUNDING |
|---------------|---------|---------|-----------|--------------|
| <b>TOTALS</b> | 0       | 0       | 0         | 0            |

### Approvals

Division Director:



Date: 10/20/17

Dept. or Elected Fiscal Mgr:



Date: 10/20/17

Dept. Dir. or Elected Official:

Date:

Facilities Division Director:  
(Capital Projects Only)

Date:

Chief Financial Officer:



Date: 10/21/17

Mayor or Designee:

Approve  


Date: 11/15/17

Council Action:

Approve

Date:

## Budget Adjustment Detail

**Budget Year:** 2017      **\* Requesting Department:** 53050000 EMP SERV RES-FITNESS CENTER  
**Budget Period:** Post June Year-End      **\* Req Item No:** YE0 2      **\* Adjustment Title:** Fitness Center Depreciation Adjustment  
**Adjustment Type(s):** Appropriation Unit Shift

**Expense Budget String(s):**

| FUND                             | AGENCY | SUB-DEPT ID | EXPENSE ACCOUNT | PROG/ACT ID (OPT) | PROJECT ID (CAP) | AMOUNT     |
|----------------------------------|--------|-------------|-----------------|-------------------|------------------|------------|
| 680                              | 050    | 5305000000  | 669010          |                   |                  | 500        |
| 680                              | 050    | 5305000000  | 615035          |                   |                  | (500)      |
|                                  |        |             |                 |                   |                  |            |
|                                  |        |             |                 |                   |                  |            |
|                                  |        |             |                 |                   |                  |            |
|                                  |        |             |                 |                   |                  |            |
|                                  |        |             |                 |                   |                  |            |
|                                  |        |             |                 |                   |                  |            |
|                                  |        |             |                 |                   |                  |            |
|                                  |        |             |                 |                   |                  |            |
| <b>TOTAL EXPENDITURE CHANGE:</b> |        |             |                 |                   |                  | <b>\$0</b> |

**Revenue Budget String(s):**

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

**Balance Sheet/Fund Unrestriction String(s):**

☐ Bal sheet strings only required for Proprietary Fund adjustments or fund unrestricted; check if applicable.

| FUND                               | SUB-DEPT ID | BAL. SHEET ACCOUNT | AMOUNT     |
|------------------------------------|-------------|--------------------|------------|
|                                    |             | BAL_SHT or 499999  |            |
|                                    |             | BAL_SHT or 499999  |            |
|                                    |             | BAL_SHT or 499999  |            |
| <b>TOTAL BALANCE SHEET CHANGE:</b> |             |                    | <b>\$0</b> |

\* 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.)\***

The Employee Fitness Center recently purchased a Boxmaster Complete Quad machine for the \$12,652 that is being put into service in October of 2017. The depreciation on this new machine for October, November and December is going to put the depreciation expense line (669010) over budget. There is currently \$6,000 budgeted for depreciation and we are requesting that this budget line be increased by \$500 to total \$6,500 to cover the anticipated increase. An offsetting \$500 reduction is also being proposed to the small equipment line (615035) in the operations appropriation unit to make this budget adjustment neutral.

(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.

| Sum of Amount<br>Fund | Dept                    | Account      | Descr              | Date      | Journal ID | Total           |
|-----------------------|-------------------------|--------------|--------------------|-----------|------------|-----------------|
| 680                   | 5305000000              | 669010       | Depreciation       | 4/30/2017 | AMDEPR1283 | 540.78          |
|                       |                         |              |                    | 6/1/2017  | AMDEPR1829 | 1,622.36        |
|                       |                         |              |                    |           | AMDEPR2146 | 540.77          |
|                       |                         |              |                    | 6/30/2017 | AMDEPR2147 | 427.08          |
|                       |                         |              |                    | 7/31/2017 | AMDEPR2458 | 427.08          |
|                       |                         |              |                    | 9/1/2017  | AMDEPR3166 | 427.08          |
|                       |                         |              |                    | 9/30/2017 | AMDEPR3167 | 427.08          |
|                       |                         |              | Depreciation Total |           |            | <b>4,412.23</b> |
|                       |                         | 669010 Total |                    |           |            | <b>4,412.23</b> |
| <b>680 Total</b>      | <b>5305000000 Total</b> |              |                    |           |            | <b>4,412.23</b> |
| <b>Grand Total</b>    |                         |              |                    |           |            | <b>4,412.23</b> |

|                         |          |
|-------------------------|----------|
| Projected Oct, Nov, Dec | 1,913.99 |
| Projected Year End 2017 | 6,326.22 |
| 2017 Budget             | 6,000.00 |
| Budget Shortfall        | 326.22   |

Report ID: MFA\_PB600

## Listing of Obligations vs. Budget (Organization Level)

For Budget Fiscal Year 2017

\*\* Preliminary \*\*

As of 10/20/2017

Percent of Year Expired: 83.3%

| Account   | Description                    | Current Period | YTD Expense      | Pre Encum-<br>brances | Encum-<br>brance | Total<br>Obligations | Budget           | Available<br>Budget | Percent<br>Used | Prior Year  |
|---|--------------------------------|----------------|------------------|-----------------------|------------------|----------------------|------------------|---------------------|-----------------|-------------|
| <b>Back to Table of Contents</b>                            |                                |                |                  |                       |                  |                      |                  |                     |                 |             |
| <b>Fund: 680 Employee Service Reserve Fund</b>              |                                |                |                  |                       |                  |                      |                  |                     |                 |             |
| <b>Organization: 5305000000 Emp Serv Res-Fitness Center</b> |                                |                |                  |                       |                  |                      |                  |                     |                 |             |
| <b>Expenditures</b>   |                                |                |                  |                       |                  |                      |                  |                     |                 |             |
| <b>680-050-5305000000</b>                                   |                                |                |                  |                       |                  |                      |                  |                     |                 |             |
| 601030  | Permanent And Provisional      | 0.00           | 29,377.10        | 0.00                  | 0.00             | 29,377.10            | 43,068.00        | 13,690.90           | 68.2%           | 0.00        |
| 601050  | Temporary/Seasonal/Emergency   | 0.00           | 6,111.25         | 0.00                  | 0.00             | 6,111.25             | 10,580.00        | 4,468.75            | 57.8%           | 0.00        |
| 601065  | Overtime                       | 0.00           | 160.80           | 0.00                  | 0.00             | 160.80               | 0.00             | -160.80             | 100.0%          | 0.00        |
| 603005  | Social Security Taxes          | 0.00           | 2,695.91         | 0.00                  | 0.00             | 2,695.91             | 4,109.37         | 1,413.46            | 65.6%           | 0.00        |
| 603025  | Retirement Or Pension Contrib  | 0.00           | 5,455.61         | 0.00                  | 0.00             | 5,455.61             | 7,956.00         | 2,500.39            | 68.6%           | 0.00        |
| 603040  | Ltd Contributions              | 0.00           | 124.18           | 0.00                  | 0.00             | 124.18               | 204.00           | 79.82               | 60.9%           | 0.00        |
| 603045  | Supplemental Retirement (401K) | 0.00           | 0.00             | 0.00                  | 0.00             | 0.00                 | 0.00             | 0.00                | 100.0%          | 0.00        |
| 603050  | Health Insurance Premiums      | 0.00           | 4,116.60         | 0.00                  | 0.00             | 4,116.60             | 3,636.00         | -480.60             | 113.2%          | 0.00        |
| 603075  | OPEB-Underfunded ARC           | 0.00           | 0.00             | 0.00                  | 0.00             | 0.00                 | 2,800.00         | 2,800.00            | 0.0%            | 0.00        |
| <b>Total for 000100 Salaries and Benefits</b>               |                                | <b>0.00</b>    | <b>48,041.45</b> | <b>0.00</b>           | <b>0.00</b>      | <b>48,041.45</b>     | <b>72,353.37</b> | <b>24,311.92</b>    | <b>66.4%</b>    | <b>0.00</b> |

Agency: 050 Non-Departmental

**680-050-5305000000**

|        |                                |       |           |      |      |           |           |           |        |      |
|--------|--------------------------------|-------|-----------|------|------|-----------|-----------|-----------|--------|------|
| 607040 | Facilities Management Charges  | 0.00  | 1,392.90  | 0.00 | 0.00 | 1,392.90  | 2,000.00  | 607.10    | 69.6%  | 0.00 |
| 611005 | Subscriptions & Memberships    | 0.00  | 177.05    | 0.00 | 0.00 | 177.05    | 600.00    | 422.95    | 29.5%  | 0.00 |
| 611015 | Education & Training Serv/Supp | 0.00  | 198.00    | 0.00 | 0.00 | 198.00    | 430.00    | 232.00    | 46.0%  | 0.00 |
| 615005 | Office Supplies                | 0.00  | 848.59    | 0.00 | 0.00 | 848.59    | 2,500.00  | 1,651.41  | 33.9%  | 0.00 |
| 615025 | Computers & Components <\$5000 | 0.00  | 0.00      | 0.00 | 0.00 | 0.00      | 1,000.00  | 1,000.00  | 0.0%   | 0.00 |
| 615035 | Small Equipment (Non-Computer) | 0.00  | 4,125.02  | 0.00 | 0.00 | 4,125.02  | 6,520.00  | 2,394.98  | 63.3%  | 0.00 |
| 615050 | Meals & Refreshments           | 0.00  | 287.87    | 0.00 | 0.00 | 287.87    | 200.00    | -87.87    | 143.9% | 0.00 |
| 617010 | Maint - Machinery And Equip    | 0.00  | 4,980.00  | 0.00 | 0.00 | 4,980.00  | 7,000.00  | 2,020.00  | 71.1%  | 0.00 |
| 619025 | Travel & Transprttn-Employees  | 0.00  | 1,252.14  | 0.00 | 0.00 | 1,252.14  | 1,000.00  | -252.14   | 125.2% | 0.00 |
| 621020 | Telephone                      | 22.00 | 418.94    | 0.00 | 0.00 | 418.94    | 400.00    | -18.94    | 104.7% | 0.00 |
| 633010 | Rent - Buildings               | 0.00  | 60,186.42 | 0.00 | 0.00 | 60,186.42 | 80,249.00 | 20,062.58 | 75.0%  | 0.00 |
| 639025 | Other Professional Fees        | 0.00  | 300.20    | 0.00 | 0.00 | 300.20    | 500.00    | 199.80    | 60.0%  | 0.00 |

Salt Lake County  
 Listing of Obligations vs. Budget(Organization Level)  
 For Budget Fiscal Year 2017  
 As of 10/20/2017

Percent of Year Expired: 83.3%

| Account   | Description                    | Current Period | YTD Expense       | Pre Encum-<br>brances | Encum-<br>brance | Total<br>Obligations | Budget            | Available<br>Budget | Percent<br>Used | Prior Year  |
|---|--------------------------------|----------------|-------------------|-----------------------|------------------|----------------------|-------------------|---------------------|-----------------|-------------|
| <b><u>Back to Table of Contents</u></b>               |                                |                |                   |                       |                  |                      |                   |                     |                 |             |
| <b>680-050-5305000000</b>                             |                                |                |                   |                       |                  |                      |                   |                     |                 |             |
| 655100  | Health Incentives              | 0.00           | 63.42             | 0.00                  | 0.00             | 63.42                | 614.00            | 550.58              | 10.3%           | 0.00        |
| 667025  | Voip Tel Equip Purch 2010-2012 | 0.00           | 68.34             | 0.00                  | 0.00             | 68.34                | 135.00            | 66.66               | 50.6%           | 0.00        |
| <b>Total for 000200 Operations</b>                    |                                | <b>22.00</b>   | <b>74,298.89</b>  | <b>0.00</b>           | <b>0.00</b>      | <b>74,298.89</b>     | <b>103,148.00</b> | <b>28,849.11</b>    | <b>72.0%</b>    | <b>0.00</b> |
| <b>680-050-5305000000</b>                             |                                |                |                   |                       |                  |                      |                   |                     |                 |             |
| 663010  | Council Overhead Cost          | 0.00           | 696.00            | 0.00                  | 0.00             | 696.00               | 696.00            | 0.00                | 100.0%          | 0.00        |
| 663015  | Mayor Overhead Cost            | 0.00           | 933.00            | 0.00                  | 0.00             | 933.00               | 933.00            | 0.00                | 100.0%          | 0.00        |
| 663020  | Mayor Ops Overhead Cost        | 0.00           | 0.00              | 0.00                  | 0.00             | 0.00                 | 0.00              | 0.00                | 100.0%          | 0.00        |
| 663025  | Auditor Overhead Cost          | 0.00           | 485.00            | 0.00                  | 0.00             | 485.00               | 485.00            | 0.00                | 100.0%          | 0.00        |
| 663030  | District Attorney Overhead Cos | 0.00           | 941.00            | 0.00                  | 0.00             | 941.00               | 941.00            | 0.00                | 100.0%          | 0.00        |
| 663040  | Info Services Overhead Cost    | 0.00           | 1,307.00          | 0.00                  | 0.00             | 1,307.00             | 1,307.00          | 0.00                | 100.0%          | 0.00        |
| 663045  | Purchasing Overhead Cost       | 0.00           | 24.00             | 0.00                  | 0.00             | 24.00                | 24.00             | 0.00                | 100.0%          | 0.00        |
| 663050  | Human Resources Overhead Cost  | 0.00           | 653.00            | 0.00                  | 0.00             | 653.00               | 653.00            | 0.00                | 100.0%          | 0.00        |
| 663055  | Gov'T Immunity Overhead Cost   | 0.00           | 125.00            | 0.00                  | 0.00             | 125.00               | 125.00            | 0.00                | 100.0%          | 0.00        |
| 663070  | Mayor Finance Overhead Cost    | 0.00           | 2,268.00          | 0.00                  | 0.00             | 2,268.00             | 2,268.00          | 0.00                | 100.0%          | 0.00        |
| <b>Total for 000400 Indirect Costs</b>                |                                | <b>0.00</b>    | <b>7,432.00</b>   | <b>0.00</b>           | <b>0.00</b>      | <b>7,432.00</b>      | <b>7,432.00</b>   | <b>0.00</b>         | <b>100.0%</b>   | <b>0.00</b> |
| <b>680-050-5305000000</b>                             |                                |                |                   |                       |                  |                      |                   |                     |                 |             |
| 669010  | Depreciation                   | 0.00           | 4,412.23          | 0.00                  | 0.00             | 4,412.23             | 6,000.00          | 1,587.77            | 73.5%           | 0.00        |
| <b>Total for 000500 Depreciation and Amortization</b> |                                | <b>0.00</b>    | <b>4,412.23</b>   | <b>0.00</b>           | <b>0.00</b>      | <b>4,412.23</b>      | <b>6,000.00</b>   | <b>1,587.77</b>     | <b>73.5%</b>    | <b>0.00</b> |
| <b>Total Expenditures for 5305000000</b>              |                                |                |                   |                       |                  |                      |                   |                     |                 |             |
|   |                                | <b>22.00</b>   | <b>134,184.57</b> | <b>0.00</b>           | <b>0.00</b>      | <b>134,184.57</b>    | <b>188,933.37</b> | <b>54,748.80</b>    | <b>71.0%</b>    | <b>0.00</b> |
| <b>Total for 680-050-5305000000</b>                   |                                |                |                   |                       |                  |                      |                   |                     |                 |             |
|   |                                | <b>22.00</b>   | <b>134,184.57</b> | <b>0.00</b>           | <b>0.00</b>      | <b>134,184.57</b>    | <b>188,933.37</b> | <b>54,748.80</b>    | <b>71.0%</b>    | <b>0.00</b> |



15.7 ✓

## REQUEST FOR INTERIM/JUNE/YEAR-END BUDGET ADJUSTMENT

### Executive Summary

|   |                                |
|---|--------------------------------|
| Reference No: 355099YE03                            | For Fiscal Year: 2017          |
| Requesting Organization: 35509900 SPCC RESERVE CAPI | Date of Request: 8-Nov-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:

Restroom upgrade adjustment: The Restroom project estimates have been received and the projects requires an additional \$66,579. The roof repair project is complete and has excess funds that can be transferred to the Restroom project to make up the difference.

### Fund Impact

#### SUMMARY OF FUND IMPACT BY FUND


|                          |  |
|--------------------------|--|
| FUND:                    | 180 RAMPTON SALT<br>PALACE CONV CTR 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 |
|--------|---------|---------|-----------|--------------|
| TOTALS | 0       | 0       | 0         | 0            |

### Approvals

Division Director:



Date:

11/8/2017

Dept. or Elected Fiscal Mgr:

Robert Trujillo  
Digitally signed by Robert Trujillo  
Date: 2017.11.09 08:59:26 -07'00'

Date:

Dept. Dir. or Elected Official:



Date:

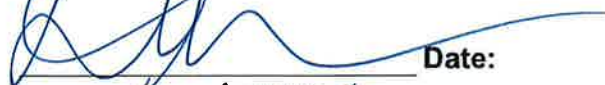
11/9/17

Facilities Division Director:  
(Capital Projects Only)



Date:

Chief Financial Officer:



Date:

11-15-17

Mayor or Designee:



Date:

11/15/17

Approve

Council Action:

Date:

| Budget Adjustment Detail |  |  |  |  |  |  |  |  |  |
|--------------------------|--|--|--|--|--|--|--|--|--|
|--------------------------|--|--|--|--|--|--|--|--|--|

**Budget Year:** 2017

35509900 SPCC RESERVE CAPITAL PROJECTS

**Budget Period:** Year-End

\* Req Item No: 355099YE03

\* Adjustment Title: Reslroom upgrade adjustment

**Adjustment Type(s):** Technical

**Expense Budget String(s):**

[illegible]

|                           |     |
|---------------------------|-----|
| TOTAL EXPENDITURE CHANGE: | \$0 |
|---------------------------|-----|

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 |
|-----------------------------|-----|

\* 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:**

| <b>From Fund</b> | <b>From Dept ID</b> | <b>To Fund</b> | <b>To Dept ID</b> | <b>Amount</b> |
|------------------|---------------------|----------------|-------------------|---------------|
|                  |                     |                |                   |               |
|                  |                     |                |                   |               |
|                  |                     |                |                   |               |
|                  |                     |                |                   |               |

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

The Restroom project estimates have been received and the projects requires an additional \$66,579. The roof repair project is complete and has excess funds that can be transferred to the Restroom project to make up the difference.

*(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.*

(2) For FTE related requests, complete and print the "Position" tab. Totals from that tab will be carried over to here.

# REQUEST FOR BUDGET ADJUSTMENT

15.8 ✓

## Executive Summary

|   |                                |
|---|--------------------------------|
| Reference No: 103000_001YE                          | For Fiscal Year: <b>2017</b>   |
| Requesting Organization: 10300000 TRANSPORTATION PR | Date of Request: 27-Oct-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:

Refunding 2014 Excise Tax Road Revenue Bonds: Refunding with Series 2017 Excise Tax Road Revenue Bonds generates a NPV savings of 7.503% or \$1,794,993. The average annual cash flow savings is approximately \$135,212.

## Fund Impact

### SUMMARY OF FUND IMPACT BY FUND

|                          |                                      |
|--------------------------|--------------------------------------|
| FUND:                    | 130 TRANSPORTATION PRESERVATION 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 |
|--|-------------------|-------------------|-----------|--------------|
| 1030000000 TRANSPORTATION PRESERVATION DS PRGM | 27,847,148        | 27,847,148        | 0         | 0            |
| <b>TOTALS</b>                                  | <b>27,847,148</b> | <b>27,847,148</b> | <b>0</b>  | <b>0</b>     |

## Approvals

Division Director:

Date: 10/27/17

Dept. or Elected Fiscal Mgr:

Date: 10/27/17

Dept. Dir. or Elected Official:

\_\_\_\_\_

Date: \_\_\_\_\_

Facilities Division Director:  
(Capital Projects Only)

Date: \_\_\_\_\_

Chief Financial Officer:

Approve

Date: 10/27/17

Mayor or Designee:

Approve

Date: 11-15-17

Council Action:

Approve

Date: \_\_\_\_\_

## Budget Adjustment Detail

**Budget Year:** 2017      **\* Requesting Department:** 10300000 TRANSPORTATION PRESERVATION DS  
**Budget Period:** Fall/Next Year      **\* Req Item No:** 103000\_001YE      **\* Adjustment Title:** Refunding 2014 Excise Tax Road Revenue Bonds  
**Adjustment Type(s):** Technical

**Expense Budget String(s):**

| FUND                             | AGENCY | SUB-DEPT ID | EXPENSE ACCOUNT | PROG/ACT ID (OPT) | PROJECT ID (CAP) | AMOUNT              |
|----------------------------------|--------|-------------|-----------------|-------------------|------------------|---------------------|
| 130                              | 010    | 1030000000  | 760205          |                   |                  | 27,660,466          |
| 130                              | 010    | 1030000000  | 639025          |                   |                  | 54,549              |
| 130                              | 010    | 1030000000  | 639025          |                   |                  | 132,132             |
|                                  |        |             |                 |                   |                  |                     |
|                                  |        |             |                 |                   |                  |                     |
|                                  |        |             |                 |                   |                  |                     |
|                                  |        |             |                 |                   |                  |                     |
|                                  |        |             |                 |                   |                  |                     |
|                                  |        |             |                 |                   |                  |                     |
| <b>TOTAL EXPENDITURE CHANGE:</b> |        |             |                 |                   |                  | <b>\$27,847,148</b> |

**Revenue Budget String(s):**

| FUND                         | AGENCY | SUB-DEPT ID | REVENUE ACCOUNT | PROG/ACT ID (OPT) | PROJECT ID (CAP) | AMOUNT              |
|------------------------------|--------|-------------|-----------------|-------------------|------------------|---------------------|
| 130                          | 010    | 1030000000  | 710240          |                   |                  | 23,925,000          |
| 130                          | 010    | 1030000000  | 710250          |                   |                  | 3,922,148           |
|                              |        |             |                 |                   |                  |                     |
|                              |        |             |                 |                   |                  |                     |
|                              |        |             |                 |                   |                  |                     |
|                              |        |             |                 |                   |                  |                     |
|                              |        |             |                 |                   |                  |                     |
|                              |        |             |                 |                   |                  |                     |
| <b>TOTAL REVENUE CHANGE:</b> |        |             |                 |                   |                  | <b>\$27,847,148</b> |

**Balance Sheet/Fund Unrestriction String(s):**

☐ Bal sheet strings only required for Proprietary Fund adjustments or fund unrestricted; check if applicable.

| FUND                               | SUB-DEPT ID | BAL. SHEET ACCOUNT | AMOUNT     |
|------------------------------------|-------------|--------------------|------------|
|                                    |             | BAL_SHT or 499999  |            |
|                                    |             | BAL_SHT or 499999  |            |
|                                    |             | BAL_SHT or 499999  |            |
| <b>TOTAL BALANCE SHEET CHANGE:</b> |             |                    | <b>\$0</b> |

\* **One Time Change (Y or N):** Y      **No. of New FTEs:** 0.00 (2)  
**If No, next year's impact:**      **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.)\***

Refunding with Series 2017 Excise Tax Road Revenue Bonds generates a NPV savings of 7.503% or \$1,794,993. The average annual cash flow savings is approximately \$135,212.

(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.

## Salt Lake County, Utah

\$23,925,000 Excise Tax Road Revenue Refunding Bonds

Series 2017

(Final Numbers)

### Sources & Uses

Dated 11/29/2017 | Delivered 11/29/2017

#### Sources Of Funds

|                     |                 |
|---------------------|-----------------|
| Par Amount of Bonds | \$23,925,000.00 |
| Reoffering Premium  | 3,922,147.65    |

|                      |                        |
|----------------------|------------------------|
| <b>Total Sources</b> | <b>\$27,847,147.65</b> |
|----------------------|------------------------|

#### Uses Of Funds

|                                       |               |
|---------------------------------------|---------------|
| Deposit to Net Cash Escrow Fund       | 27,660,466.35 |
| Costs of Issuance                     | 128,000.00    |
| Total Underwriter's Discount (0.228%) | 54,549.00     |
| Rounding Amount                       | 4,132.30      |

|                   |                        |
|-------------------|------------------------|
| <b>Total Uses</b> | <b>\$27,847,147.65</b> |
|-------------------|------------------------|

## Salt Lake County, Utah

\$23,925,000 Excise Tax Road Revenue Refunding Bonds

Series 2017

(Final Numbers)

### Gross Debt Service Comparison

| Date         | Principal              | Coupon   | Interest               | New D/S                | Old D/S                | Savings               | Fiscal Total |
|--------------|------------------------|----------|------------------------|------------------------|------------------------|-----------------------|--------------|
| 11/29/2017   | -                      | -        | -                      | -                      | -                      | -                     | -            |
| 02/15/2018   | -                      | -        | 222,585.00             | 222,585.00             | 583,950.00             | 361,365.00            | -            |
| 08/15/2018   | 280,000.00             | 4.000%   | 527,175.00             | 807,175.00             | 583,950.00             | (223,225.00)          | 138,140.00   |
| 02/15/2019   | -                      | -        | 521,575.00             | 521,575.00             | 583,950.00             | 62,375.00             | -            |
| 08/15/2019   | -                      | -        | 521,575.00             | 521,575.00             | 583,950.00             | 62,375.00             | 124,750.00   |
| 02/15/2020   | -                      | -        | 521,575.00             | 521,575.00             | 583,950.00             | 62,375.00             | -            |
| 08/15/2020   | -                      | -        | 521,575.00             | 521,575.00             | 583,950.00             | 62,375.00             | 124,750.00   |
| 02/15/2021   | -                      | -        | 521,575.00             | 521,575.00             | 583,950.00             | 62,375.00             | -            |
| 08/15/2021   | -                      | -        | 521,575.00             | 521,575.00             | 583,950.00             | 62,375.00             | 124,750.00   |
| 02/15/2022   | -                      | -        | 521,575.00             | 521,575.00             | 583,950.00             | 62,375.00             | -            |
| 08/15/2022   | -                      | -        | 521,575.00             | 521,575.00             | 583,950.00             | 62,375.00             | 124,750.00   |
| 02/15/2023   | -                      | -        | 521,575.00             | 521,575.00             | 583,950.00             | 62,375.00             | -            |
| 08/15/2023   | -                      | -        | 521,575.00             | 521,575.00             | 583,950.00             | 62,375.00             | 124,750.00   |
| 02/15/2024   | -                      | -        | 521,575.00             | 521,575.00             | 583,950.00             | 62,375.00             | -            |
| 08/15/2024   | 1,880,000.00           | 5.000%   | 521,575.00             | 2,401,575.00           | 2,478,950.00           | 77,375.00             | 139,750.00   |
| 02/15/2025   | -                      | -        | 474,575.00             | 474,575.00             | 536,575.00             | 62,000.00             | -            |
| 08/15/2025   | 1,975,000.00           | 5.000%   | 474,575.00             | 2,449,575.00           | 2,526,575.00           | 77,000.00             | 139,000.00   |
| 02/15/2026   | -                      | -        | 425,200.00             | 425,200.00             | 486,825.00             | 61,625.00             | -            |
| 08/15/2026   | 2,080,000.00           | 5.000%   | 425,200.00             | 2,505,200.00           | 2,581,825.00           | 76,625.00             | 138,250.00   |
| 02/15/2027   | -                      | -        | 373,200.00             | 373,200.00             | 434,450.00             | 61,250.00             | -            |
| 08/15/2027   | 2,180,000.00           | 5.000%   | 373,200.00             | 2,553,200.00           | 2,634,450.00           | 81,250.00             | 142,500.00   |
| 02/15/2028   | -                      | -        | 318,700.00             | 318,700.00             | 379,450.00             | 60,750.00             | -            |
| 08/15/2028   | 2,295,000.00           | 5.000%   | 318,700.00             | 2,613,700.00           | 2,694,450.00           | 80,750.00             | 141,500.00   |
| 02/15/2029   | -                      | -        | 261,325.00             | 261,325.00             | 321,575.00             | 60,250.00             | -            |
| 08/15/2029   | 2,410,000.00           | 5.000%   | 261,325.00             | 2,671,325.00           | 2,751,575.00           | 80,250.00             | 140,500.00   |
| 02/15/2030   | -                      | -        | 201,075.00             | 201,075.00             | 260,825.00             | 59,750.00             | -            |
| 08/15/2030   | 2,535,000.00           | 5.000%   | 201,075.00             | 2,736,075.00           | 2,815,825.00           | 79,750.00             | 139,500.00   |
| 02/15/2031   | -                      | -        | 137,700.00             | 137,700.00             | 196,950.00             | 59,250.00             | -            |
| 08/15/2031   | 2,670,000.00           | 4.000%   | 137,700.00             | 2,807,700.00           | 2,886,950.00           | 79,250.00             | 138,500.00   |
| 02/15/2032   | -                      | -        | 84,300.00              | 84,300.00              | 129,700.00             | 45,400.00             | -            |
| 08/15/2032   | 2,760,000.00           | 3.000%   | 84,300.00              | 2,844,300.00           | 2,939,700.00           | 95,400.00             | 140,800.00   |
| 02/15/2033   | -                      | -        | 42,900.00              | 42,900.00              | 73,500.00              | 30,600.00             | -            |
| 08/15/2033   | 2,860,000.00           | 3.000%   | 42,900.00              | 2,902,900.00           | 3,013,500.00           | 110,600.00            | 141,200.00   |
| <b>Total</b> | <b>\$23,925,000.00</b> | <b>-</b> | <b>\$11,646,610.00</b> | <b>\$35,571,610.00</b> | <b>\$37,735,000.00</b> | <b>\$2,163,390.00</b> | <b>-</b>     |

### PV Analysis Summary (Gross to Gross)

|   |                       |
|---|-----------------------|
| Gross PV Debt Service Savings                     | 1,790,860.73          |
| Contingency or Rounding Amount                    | 4,132.30              |
| <b>Net Present Value Benefit</b>                  | <b>\$1,794,993.03</b> |
| Net PV Benefit / \$23,920,000 Refunded Principal  | 7.504%                |
| Net PV Benefit / \$23,925,000 Refunding Principal | 7.503%                |
| Average Annual Cash Flow Savings                  | 135,211.88            |

### Refunding Bond Information

|                         |            |
|-------------------------|------------|
| Refunding Dated Date    | 11/29/2017 |
| Refunding Delivery Date | 11/29/2017 |

2017 ETRB | SINGLE PURPOSE | 10/26/2017 | 12:24 PM



15.9 ✓

## REQUEST FOR BUDGET ADJUSTMENT

| Executive Summary  |  |                                    |  |
|--|--|------------------------------------|--|
| Reference No: 630000YE01   |  | For Fiscal Year: <b>2017</b>       |  |
| Requesting Organization: 63000000 FACILITIES SERVIC  |  | Date of Request: 27-Sep-17         |  |
| Budget Adjust Type(s): FTE/Position Reclass  |  | One Time Change (Y or N): N        |  |
|  |  | If No, next year's impact: \$2,700 |  |
|  |  | Net FTE Change: 0                  |  |
| <b>Description and Justification:</b>  |  |                                    |  |
| Office Spec to Const & Maint Spec I - Grade 10: Technological advances have made it possible for us to use this administrative FTE in a trade capacity. Both positions are in grade 10. The new position will be a billable position with requisite revenue showing on the adjustment. |  |                                    |  |

### Fund Impact

| SUMMARY OF FUND IMPACT BY FUND |                              |
|--------------------------------|------------------------------|
| FUND:                          | 650 FACILITIES SERVICES FUND |
| Fund Impact (Budgetary)        | \$43,800                     |
| Fund Impact (Transfers)        | \$0                          |
| <b>TOTAL FUND IMPACT</b>       | <b>\$43,800</b>              |

| SUMMARY OF CNTY FUNDING IMPACT BY DEPT |               |              |           |                 |
|--|---------------|--------------|-----------|-----------------|
| DEPT                                   | REVENUE       | EXPENSE      | BAL SHEET | CNTY FUNDING    |
| 6300001000 FACILITIES SERVICES ADMIN   | 0             | (52,440)     | 0         | (52,440)        |
| 6300005000 FACILITIES SERVICES         | 46,500        | 55,140       | 0         | 8,640           |
| <b>TOTALS</b>                          | <b>46,500</b> | <b>2,700</b> | <b>0</b>  | <b>(43,800)</b> |

### Approvals

|  |  |                |
|--|--|----------------|
| Division Director:                                       | <div style="border-bottom: 1px solid black; width: 100%;"></div>   | Date: 10-24-17 |
| Dept. or Elected Fiscal Mgr:                             | <div style="border-bottom: 1px solid black; width: 100%;"></div>   | Date: 10-25-17 |
| Dept. Dir. or Elected Official:                          | <div style="border-bottom: 1px solid black; width: 100%;"></div>   | Date: 10-25-17 |
| Facilities Division Director:<br>(Capital Projects Only) | <div style="border-bottom: 1px solid black; width: 100%;"></div>   | Date: _____    |
| Chief Financial Officer:                                 | <div style="border-bottom: 1px solid black; width: 100%;"></div>   | Date: 11-15-17 |
| Mayor or Designee:                                       | <div style="text-align: center;">              Approve           </div> <div style="border-bottom: 1px solid black; width: 100%;"></div> | Date: 11/15/17 |
| Council Action:  | <div style="text-align: center;">             Approve           </div> <div style="border-bottom: 1px solid black; width: 100%;"></div>  | Date: _____    |

## Budget Adjustment Detail

**Budget Year:** 2017      **\* Requesting Department:** 63000000 FACILITIES SERVICES  
**Budget Period:** Post June Year-End      **\* Req Item No:** 630000YE01      **\* Adjustment Title:** Office Spec to Const & Maint Spec I - Grade 10  
**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   |
|------|--------|-------------|-----------------|-------------------|------------------|----------|
| 650  | 060    | 6300001000  | 601030          |                   |                  | (29,878) |
| 650  | 060    | 6300001000  | 603050          |                   |                  | (15,408) |
| 650  | 060    | 6300001000  | 603040          |                   |                  | (144)    |
| 650  | 060    | 6300001000  | 603025          |                   |                  | (1,980)  |
| 650  | 060    | 6300001000  | 603045          |                   |                  | (2,964)  |
| 650  | 060    | 6300001000  | 603005          |                   |                  | (2,268)  |
| 650  | 060    | 6300005000  | 601030          |                   |                  | 31,840   |
| 650  | 060    | 6300005000  | 603050          |                   |                  | 15,408   |
| 650  | 060    | 6300005000  | 603040          |                   |                  | 155      |
| 650  | 060    | 6300005000  | 603025          |                   |                  | 2,124    |

**TOTAL EXPENDITURE CHANGE:** (\$2,913)  
**TOTAL EXPENDITURE CHANGES (ALL TABS)** \$2,700

**Revenue Budget String(s):**

| FUND | AGENCY | SUB-DEPT ID | REVENUE ACCOUNT | PROG/ACT ID (OPT) | PROJECT ID (CAP) | AMOUNT |
|------|--------|-------------|-----------------|-------------------|------------------|--------|
| 650  | 060    | 6300005000  | 431180          |                   |                  | 46,500 |
|      |        |             |                 |                   |                  |        |
|      |        |             |                 |                   |                  |        |
|      |        |             |                 |                   |                  |        |
|      |        |             |                 |                   |                  |        |
|      |        |             |                 |                   |                  |        |
|      |        |             |                 |                   |                  |        |
|      |        |             |                 |                   |                  |        |
|      |        |             |                 |                   |                  |        |

**TOTAL REVENUE CHANGE:** \$46,500

**Balance Sheet/Fund Unrestriction String(s):**

☐ Bal sheet strings only required for Proprietary Fund adjustments or fund unrestricted; 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.)**

Technological advances have made it possible for us to use this administrative FTE in a trade capacity. Both positions are in grade 10. The new position will be a billable position with requisite revenue showing on the adjustment.

(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)   | 3592  |       |
| Existing/Proposed Job Start Date  | 1-Nov-17  |       |
| Existing/Proposed Job Code  | 443/613   |       |
| Existing/Proposed Job Title   | Office Spec/Construction & Maintenance Specialist I |       |
| 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)   | 1110  |       |
| Fund  | To: 650   | From: |
| PS/BRASS Sub Department Id  | To: 6300005000                                      | From: |
| Reports To Position Number  | 3594  |       |
| Reports To Job Title  | Facilities Manager II                               |       |
| FTE (Example: .50 / .75 / 1.0)  | To: 1.0   | 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 |

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

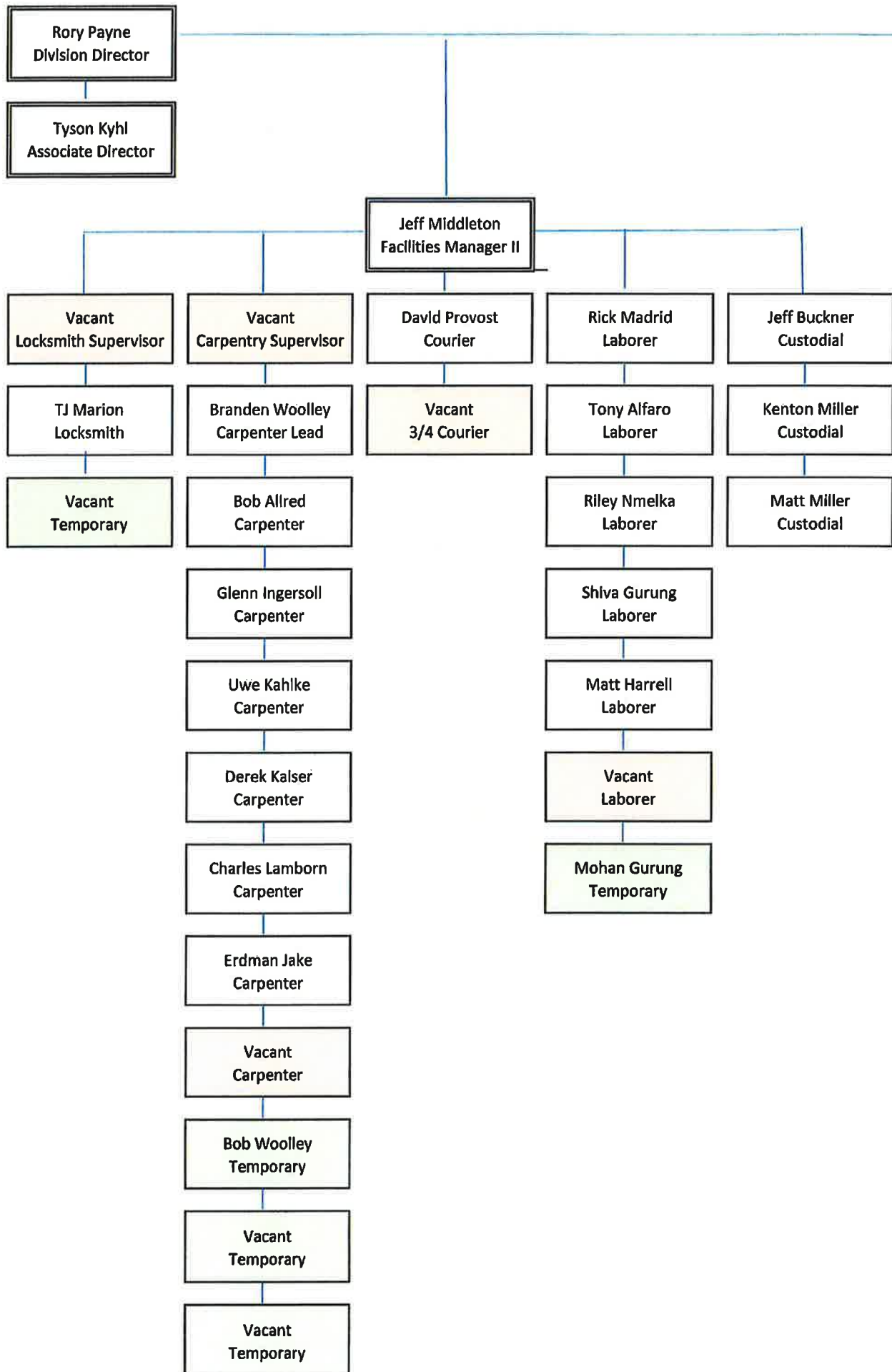
**Council Approval section below to be completed only by Council Staff and to be submitted to HR for final processing.**

|                   |      |     |       |            |
|-------------------|------|-----|-------|------------|
| Council Approved: | Yes: | No: | Date: | Signature: |
|-------------------|------|-----|-------|------------|

### Action Type List:

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

Reclass Flag



## 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: Reorganization / Restructure

Department Name: Administrative Services

Position Number: 00003592

Division Name: Facilities Services

Incumbent Name: vacant

Division Number: 6300001000

Incumbent EIN: vacant

### Information Regarding New or Current Allocation

Current Job Title/Grade: Office Specialist - Grade 010

Job Code: 479

Recommended Title/Grade: Construction & Maintenance Specialist I - Grade 010

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

We currently have this position in our division.

### 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:

Reclass of Grade 10 position to another Grade 10 position will have no budget impact.

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

Reclass of Grade 10 "general" position to a Grade 10 "trade" position will have a modest increase in expenses which will be offset by the billable nature of the new position and under-spent in personnel appropriation. The next year impact would be \$2,700.

☐ 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.

Technological advances have allowed the reduction of this administrative position and restructure the vacancy to a trade area for greater effectiveness.

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

Provides semi-skilled general labor services associated with landscaping, construction, maintenance, and repair work on facilities, fixtures, and equipment.

**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 |
|--|-----------|
| Maintains facility grounds which may include: cutting grass, weeding, watering, aerating, fertilizing, seeding turf, installing and maintaining sprinkler systems, trimming shrubbery, and snow removal. | 25%       |
| Assembles/disassembles, designs, relocates, and repairs Steelcase partitions, work stations, shelving, and other office furniture.   | 25%       |
| Assists with loading and unloading dock deliveries and shipments   | 15%       |
| Maintains and operates assigned hand tools, power tools, and equipment.  | 10%       |
| Transports and operates light, medium, and heavy duty equipment.   | 10%       |
| Prepares a variety of routine records and reports, maintains records of work requests and routine equipment maintenance and safety records   | 5%        |
| Keeps alert for facility problems that could be safety or security concerns.   | 5%        |
| Picks up and distributes cleaning supplies within facilities.  | 5%        |
|  |           |
|  |           |
|  |           |
|  |           |



**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 checked="" 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 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:                                     |  |  |  |
| Only impacts budget through labor and benefit charges and an occasional operational purchase for the specific job assignment. |  |  |  |

**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.

|   |
|---|
| <p>One (1) year of employment or closely related experience in a field related to delivery service, custodial, grounds, or construction maintenance.</p> <p>A valid Driver's License issued by the State of Utah may be required to operate a vehicle.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p>Must receive a verified negative test result on a mandatory drug test before starting this position. May be subject to random alcohol and drug testing. May be subject to post accident and reasonable suspicion alcohol and drug testing.</p> |
|---|

**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.

Methods, materials, tools and equipment necessary to perform facilities and grounds construction, maintenance and repair work  
 Grounds maintenance and gardening (care of flowers, shrubs, trees, fertilizing, etc.)  
 Preventative maintenance techniques  
 Standard Safety Practices and procedures common to facilities and grounds construction  
 Proper hand and power tools needed for assigned tasks, their usage, and safety measures when using them  
 Cleaning methods and techniques, sanitation principles, fire codes, and proper use of cleaning chemicals and supplies  
 Proper safety measures and precautions to take when working in buildings and around the public  
 General geography of Salt Lake County  
 Respond to public and co-workers inquiries in a courteous and positive manner  
 Operate and maintain equipment and tools needed to accomplish assigned tasks  
 Interact and communicate effectively with other trade professionals, facility staff, and general public  
 Act and work independently with minimum supervision, make decisions, and prioritize tasks  
 Follow written and verbal instructions and procedures  
 Prepare and maintain proper records and reports.

**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.

This position requires extensive physical labor; lifting, pushing, pulling, and carrying objects over 50 pounds (occasionally up to 100 pounds with some assistance); kneeling, bending, sitting and standing. The work involves exposure to extreme weather conditions, dirt, dust, heat, cold, chemicals, smoke, and/or loud noises.

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

Work schedules and hazards vary. May be required to work holidays, nights, weekends, or special events as needed. May be required to work non-typical hours.  
 Positions within the Salt Lake County Jail (which is a locked down facility), have direct contact with prisoners, and may be exposed to stress as a result of human behavior in a jail environment.

**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)

Position is currently vacant.

**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.

|   |   |  |   |
|---|---|--|---|
| <b>Elected Official or<br/>Department Director</b>                    | Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No            | Signature: <b>Megan Hillyard</b>         | Digitally signed by Megan Hillyard<br>Date: 2017.10.25 10:29:48 -06'00' |
| <b>Division Director/<br/>Administrator</b>                           | Approved: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Signature: <b>Rory Payne</b>             | Digitally signed by Rory Payne<br>Date: 2017.10.24 13:54:13 -06'00'     |
| <b>Immediate Supervisor</b>   | Approved: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Signature: <b>Rory Payne</b>             | Digitally signed by Rory Payne<br>Date: 2017.10.24 13:54:25 -06'00'     |
| <b>Immediate Supervisor's Title:</b> <u>Facility Services Manager</u> |   |  |   |
| <b>E-Mail:</b> <u>jmiddleton@slco.org</u>                             |   | <b>Phone Number:</b> <u>801.718.0970</u> |   |

**HR Consultant Contact Information**

| Consultant      | E-Mail   | Phone          |
|-----------------|--|----------------|
| Debbie Wine     | <a href="mailto:dwine@slco.org">dwine@slco.org</a>         | (385) 468-0574 |
| Tracy Byington  | <a href="mailto:tbyington@slco.org">tbyington@slco.org</a> | (385) 468-0577 |
| Martinha Penrod | <a href="mailto:mpenrod@slco.org">mpenrod@slco.org</a>     | (385) 468-0592 |
| Terry Fortner   | <a href="mailto:tfortner@slco.org">tfortner@slco.org</a>   | (385) 468-0591 |

15.10 ✓

## REQUEST FOR BUDGET ADJUSTMENT

### Executive Summary

|  |  |
|--|--|
| <b>Reference No:</b> 630000YE02                            | <b>For Fiscal Year:</b> 2017               |
| <b>Requesting Organization:</b> 63000000 FACILITIES SERVIC | <b>Date of Request:</b> 25-Oct-17          |
| <b>Budget Adjust Type(s):</b> FTE/Position Reclass         | <b>One Time Change (Y or N):</b> N         |
|  | <b>If No, next year's impact:</b> \$11,334 |
|  | <b>Net FTE Change:</b> 0                   |

#### Description and Justification:

Facilities Svcs Sup to Facilities Manager II: This adjustment is to consolidate several of our existing trades into one management structure. Currently, these trades have their own supervisory roles which will be reclassified to lesser roles in the future as needed. This adjustment will provide a more streamlined management structure as well as improve the communication between other trades and County agencies. The modest budget adjustment will be off-set by underexpend in the personnel sector.

### Fund Impact

#### SUMMARY OF FUND IMPACT BY FUND

|                                |                                     |
|--------------------------------|-------------------------------------|
| <b>FUND:</b>                   | <b>650 FACILITIES SERVICES FUND</b> |
| <b>Fund Impact (Budgetary)</b> | <b>(\$1,889)</b>                    |
| <b>Fund Impact (Transfers)</b> | <b>\$0</b>                          |
| <b>TOTAL FUND IMPACT</b>       | <b>(\$1,889)</b>                    |

#### SUMMARY OF CNTY FUNDING IMPACT BY DEPT

| DEPT                           | REVENUE  | EXPENSE      | BAL SHEET | CNTY FUNDING |
|--------------------------------|----------|--------------|-----------|--------------|
| 6300005000 FACILITIES SERVICES | 0        | 1,889        | 0         | 1,889        |
| <b>TOTALS</b>                  | <b>0</b> | <b>1,889</b> | <b>0</b>  | <b>1,889</b> |

### Approvals

Division Director:



Date: 10-24-17

Dept. or Elected Fiscal Mgr:



Date: 10-25-17

Dept. Dir. or Elected Official:



Date: 10-25-17

Facilities Division Director:  
(Capital Projects Only)



Date:

Chief Financial Officer:



Date: 11-15-17

Mayor or Designee:

  
Approve

Date: 11/15/17

Council Action:

Approve

Date:



## Budget Adjustment Detail

**Budget Year:** 2017      **\* Requesting Department:** 63000000 FACILITIES SERVICES  
**Budget Period:** Post June Year-End      **\* Req Item No:** 630000YE02      **\* Adjustment Title:** Facilities Svcs Sup to Facilities Manager II  
**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         |
|----------------------------------|--------|-------------|-----------------|-------------------|------------------|----------------|
| 650                              | 060    | 6300005000  | 601030          |                   |                  | 1,069          |
| 650                              | 060    | 6300005000  | 603005          |                   |                  | 82             |
| 650                              | 060    | 6300005000  | 603025          |                   |                  | 71             |
| 650                              | 060    | 6300005000  | 603040          |                   |                  | 5              |
| 650                              | 060    | 6300005000  | 603045          |                   |                  | 107            |
| 650                              | 060    | 6300005000  | 603050          |                   |                  | 655            |
|                                  |        |             |                 |                   |                  |                |
|                                  |        |             |                 |                   |                  |                |
|                                  |        |             |                 |                   |                  |                |
| <b>TOTAL EXPENDITURE CHANGE:</b> |        |             |                 |                   |                  | <b>\$1,889</b> |

**Revenue Budget String(s):**

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

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

| FUND                               | SUB-DEPT ID | BAL. SHEET ACCOUNT | AMOUNT     |
|------------------------------------|-------------|--------------------|------------|
|                                    |             | BAL. SHT or 499999 |            |
|                                    |             | BAL. SHT or 499999 |            |
|                                    |             | BAL. SHT or 499999 |            |
| <b>TOTAL BALANCE SHEET CHANGE:</b> |             |                    | <b>\$0</b> |

\* **One Time Change (Y or N):** N  
**If No, next year's impact:** \$11,334

**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.)**

This adjustment is to consolidate several of our existing trades into one management structure. Currently, these trades have their own supervisory roles which will be reclassified to lesser roles in the future as needed. This adjustment will provide a more streamlined management structure as well as improve the communication between other trades and County agencies. The modest budget adjustment will be off-set by underexpend in the personnel sector.

(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)   |  |
| Existing/Proposed Job Start Date  | 1-Nov-17   |
| Existing/Proposed Job Code  | 526  |
| Existing/Proposed Job Title   | Facilities Services Supervisor/Facilities Manager II |
| 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)   | 1110   |
| Fund  | To: 650      From: 650                               |
| PS/BRASS Sub Department Id  | To: 6300005000      From: 6300005000                 |
| Reports To Position Number  | 3577   |
| Reports To Job Title  | Division Director                                    |
| 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)) | 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 |

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

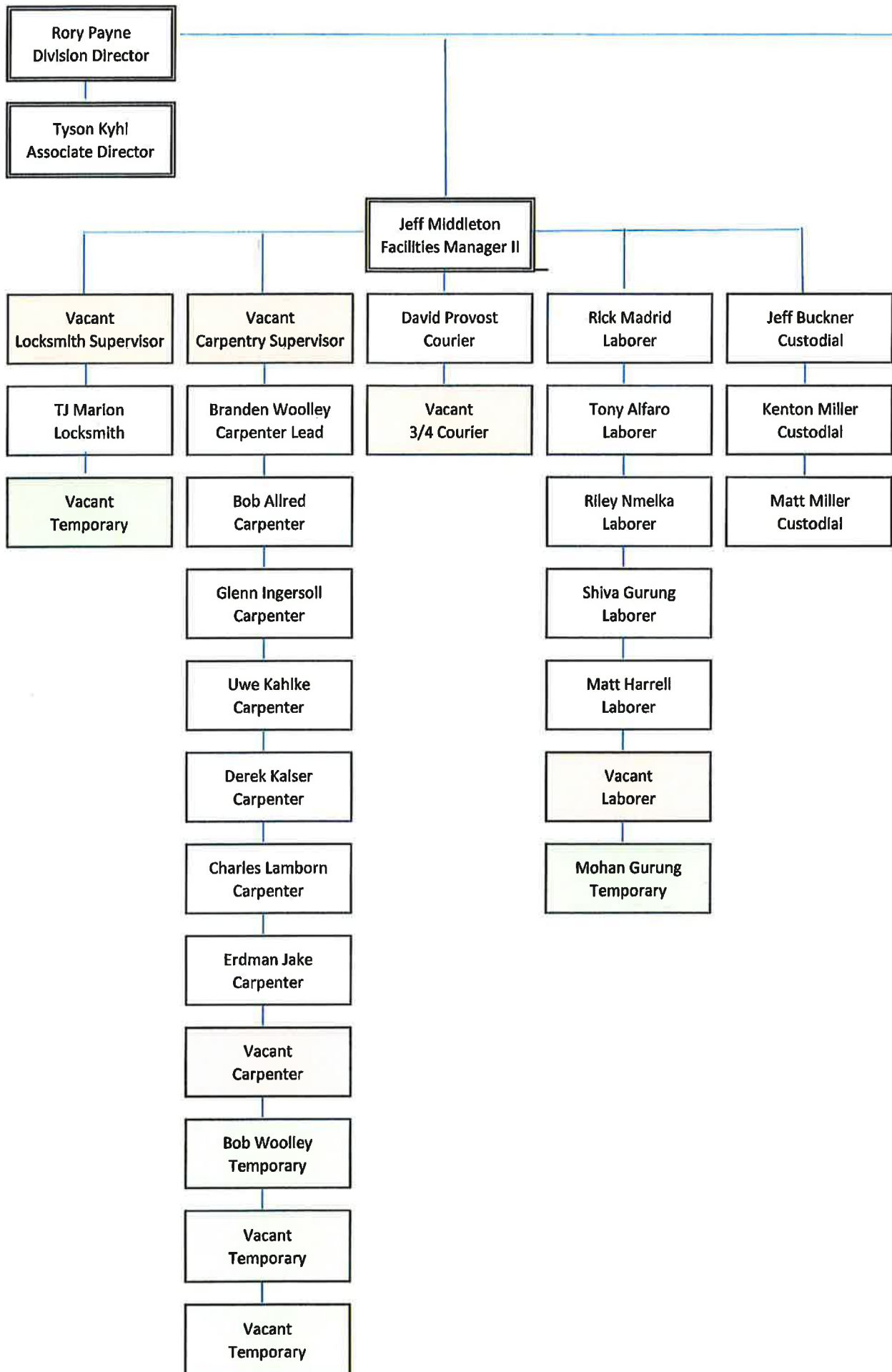
**Council Approval section below to be completed only by Council Staff and to be submitted to HR for final processing.**

|                   |      |     |       |            |
|-------------------|------|-----|-------|------------|
| Council Approved: | Yes: | No: | Date: | Signature: |
|-------------------|------|-----|-------|------------|

### Action Type List:

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

Reclass Flag



## 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: Reorganization / Restructure

Department Name: Administrative Services

Position Number: \_\_\_\_\_

Division Name: Facilities Services

Incumbent Name: Vacant

Division Number: 6300005000

Incumbent EIN: Vacant

### Information Regarding New or Current Allocation

Current Job Title/Grade: Facilities Services Supervisor/14

Job Code: 526

Recommended Title/Grade: Facilities Manager II/16

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

Library - Facilities Manager II, Facilities - Mechanical Systems Manager, Electrical Systems Manager

### 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:

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

Given the grade change there will be a modest increase of approximately \$11,000 which will be off-set by other divisional vacancies.

- ☐ 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.

Facilities desires to streamline their management structure and reclassify some supervisory positions. This particular change would combine several trades and their management structure. Changes would include combining Locksmith, Courier, Labor, Carpentry and Custodial trades into one management structure. Currently, there are three management positions for these 5 trades.

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

Responsible for the supervision, safe operation, and maintenance of all assigned trades and related equipment and systems for Salt Lake County Facilities Management. Manages assigned trades. Provides long-range planning for equipment replacements, upgrades or redesign. Provides long-range planning for equipment replacements, upgrades, or redesign. Provides a high level of customer service and acts as the primary liaison to County agencies for the supervised trades. Acts as the subject matter expert the County for facilities staff employed by other agencies providing coordination, consultation and assistance as needed.

**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 |
|---|-----------|
| • Supervises staff, which includes hiring, orienting, training, maintaining safe working environment, assigning and reviewing work, conducting performance reviews and implementing progressive discipline if needed.                         | 30%       |
| • Directs corrective and preventative maintenance for assigned trades and their systems, including but not limited to work assignments, reporting, scheduling and maintaining facility preventative maintenance tasks.                        | 25%       |
| • Acts as a subject matter expert on assigned trades for other County agencies facilities staff in support of their efforts and coordinates with other agencies and trade staff as needed.  | 15%       |
| • Plans capital renewal, replacement, and general maintenance projects including project feasibility and design, scheduling, cost estimating and management with appropriate inspections and reviews in cooperation with other professionals. | 10%       |
| • Reviews capital development project designs and specifications and provides project management support at the job site such as inspections, installation reviews, and general feedback.   | 10%       |
| • Prepares bids and specifications for the purchase of goods and services. Develops specifications, monitors and updates service contracts and County purchase orders related to assigned trades.   | 5%        |
| • Supports divisional administration efforts related to budgeting, planning, training, safety program, reporting requirements and communication.  | 5%        |
|   |           |
|   |           |
|   |           |
|   |           |
|   |           |



**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 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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |  | Administer a budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| If so, what is the dollar amount of the budget that is prepared and/or administered by the employee?<br>\$7,250,000.00   |  |  |  |
| If not, describe how the essential functions may impact the department/division's budget:  |  |  |  |
| The figure above only includes the personnel and operational budgets under control of this manager. Additional budgets would include capital projects which fluctuate from year to year but are also in the millions of dollars. |  |  |  |

**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 Facilities Management, Business, or other closely related field, plus four (4) years of progressively responsible experience in the building services/management industry or other trades services industry; OR an equivalent combination of related education or experience  
Must have one (1) year of supervisory experience. Education may not be substituted for required supervisory experience.  
A valid Driver's License accepted by the State of Utah is required.  
Must pass a pre-employment County Jail security clearance, Bureau of Criminal Identification (BCI) and Drug and Alcohol screening.  
Will be subject to random alcohol and drug testing. May be subject to post accident and reasonable suspicion alcohol and drug testing.

**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.

Knowledge of:

- Personnel management
- Standard safety practices and procedures common to the operation and repair of assigned trades.
- Local, State and Federal codes governing the installation and operation of assigned trades and their systems.
- Computer systems, software, and other specific software automation systems common to the assigned trades.
- Carpentry, locksmith, custodial and common labor trades and the operation of such.

Skills and Abilities to:

- Apply, assess, record and adjust work performance measurements
- Communicate effectively both verbally and in writing
- Analyze and diagnose carpentry, locksmith, custodial and other labor issues related to applicable building systems.
- Develop maintenance schedules on related equipment
- Maintain records of project expenses, code requirements, maintenance and preventative efforts, and administrative and fiscal records.
- Maintain awareness of and research new methods and technologies
- Understand and apply principles of excellent customer service for a wide range of customers
- Read and interpret plans and specifications.

**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.

Ability to regularly lift 50 to 100 pounds, climb ladders, stairs, kneel, bend and other types of physical labor for extended periods of time. Perform manual labor in a variety of weather conditions.

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

Ability to respond to emergency situations after normal business hours.

**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: **Jeff Middleton** Digitally signed by Jeff Middleton  
Date: 2017.10.24 11:26:58 -06'00'

**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.

|  |   |                                  |   |
|--|---|----------------------------------|---|
| <b>Elected Official or<br/>Department Director</b> | Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No            | Signature: <b>Megan Hillyard</b> | <small>Digitally signed by Megan Hillyard<br/>Date: 2017.10.25 10:30:09 -06'00'</small> |
| <b>Division Director/<br/>Administrator</b>        | Approved: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Signature: <b>Rory Payne</b>     | <small>Digitally signed by Rory Payne<br/>Date: 2017.10.24 13:50:58 -06'00'</small>     |
| <b>Immediate Supervisor</b>                        | Approved: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Signature: <b>Rory Payne</b>     | <small>Digitally signed by Rory Payne<br/>Date: 2017.10.24 13:51:12 -06'00'</small>     |

**Immediate Supervisor's Title:** Facilities, Division Director

**E-Mail:** rpayne@slco.org

**Phone Number:** 385.468.0332

**HR Consultant Contact Information**

| <b>Consultant</b> | <b>E-Mail</b>  | <b>Phone</b>   |
|-------------------|--|----------------|
| Debbie Wine       | <a href="mailto:dwine@slco.org">dwine@slco.org</a>         | (385) 468-0574 |
| Tracy Byington    | <a href="mailto:tbyington@slco.org">tbyington@slco.org</a> | (385) 468-0577 |
| Martinha Penrod   | <a href="mailto:mpenrod@slco.org">mpenrod@slco.org</a>     | (385) 468-0592 |
| Terry Fortner     | <a href="mailto:tfortner@slco.org">tfortner@slco.org</a>   | (385) 468-0591 |



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## REQUEST FOR BUDGET ADJUSTMENT

### Executive Summary

|   |                                |
|---|--------------------------------|
| Reference No: 912000YE07  | For Fiscal Year: <b>2017</b>   |
| Requesting Organization: 91200000 COUNTY JAIL   | Date of Request: 16-Nov-17     |
| Budget Adjust Type(s): New Revenue and Expenditure  | One Time Change (Y or N): Y    |
|   | If No, next year's impact: \$0 |
|   | Net FTE Change: 0.00           |
| <b>Description and Justification:</b>   |                                |
| Restricted Contribution Pillows for Prisoners: The Sheriff's Office has received a donation for the purpose of providing pillows to prisoners at the Salt Lake County Jail. This adjustment will allow us to recognize the contribution and make the purchase of the pillows. |                                |

### Fund Impact

| SUMMARY OF FUND IMPACT BY FUND |                  |
|--------------------------------|------------------|
| FUND:                          | 110 GENERAL 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 |
| 9120001200 JAIL SUPPORT-JAIL           | 5,900        | 5,900        | 0         | 0            |
| <b>TOTALS</b>                          | <b>5,900</b> | <b>5,900</b> | <b>0</b>  | <b>0</b>     |

### Approvals

Division Director: \_\_\_\_\_

Dept. or Elected Fiscal Mgr: *Caryn H. Hurd*

Dept. Dir. or Elected Official: *Rosie Rivera*

Facilities Division Director:  
(Capital Projects Only) *Robert H. Hurd* for

Chief Financial Officer: *Varrian Casper*

Approve

Mayor or Designee: *Erin J. Hurd*

Approve

Council Action: \_\_\_\_\_

Approve

Date: \_\_\_\_\_

Date: 11/16/17

Date: 11-16-17

Date: \_\_\_\_\_

Date: 11/16/2017

Date: 11/16/17

Date: \_\_\_\_\_

# Salt Lake County

**Rosie Rivera**

Sheriff

**Scott Carver**

Undersheriff

**Pamela Lofgreen**

Chief



2001 South State Suite S2-700

Salt Lake City, Utah 84114

## Sheriff's Office

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Honorable Steve DeBry, Chair  
Salt Lake County Council  
2001 South State Street  
Suite N2-200  
Salt Lake City, Utah 84114-4575

November 15, 2017

*Re: Donation to the Sheriff's Office for the "Pillows for Prisoners" project*

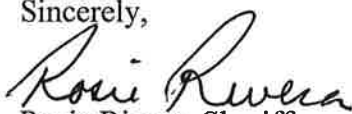
Dear Councilman DeBry,

The Suite sisters, Cassndra Suite-Smith & Sabrena Suite-Mangum, have collected donations from more than 160 families in support of the "Pillows for Prisoner" project they have started. They have donated a check for \$5,900 to be used for the purchase of pillows for female inmates at the Salt Lake County Jail.

Attached is the Declaration of Gift form for your approval.

Thank you for your consideration of this request.

Sincerely,

  
Rosie Rivera, Sheriff

Attachments

## DECLARATION OF GIFT

(OVER \$1,000)

I, Cassandra Suite-Smith, irrevocably give, and where appropriate transfer, title to the property described below to Salt Lake County to become permanent property of Salt Lake County and to be administered in accordance with its established policies. I assign and transfer all rights, including any copyrights that I possess on these properties to Salt Lake County, without restrictions or conditions except those noted below under "Other provisions or restrictions".

Description of gift: Cashier's check for \$5,900  
to be used for "Pillows for Prisoners"  
to purchase pillows for female inmates at SL County Jail

Value (estimated by the donor): \$5,900

Date of transfer of title and delivery: Nov 15, 2017<sup>sm</sup>

Other provisions or restrictions:

This is a donation - a collective effort by more than 160  
families interested in supporting the "Pillows for Prisoners"  
project by Suite sisters: Cassandra Suite-Smith & Savana Suite-Mangum.  
Rosie America Cassandra Suite-Smith  
 Department/Division Director or Elected Official Donor

Date: 11-16-17

Address: 3756 E. Lois Lane  
SLC, UT 84124

Salt Lake County hereby accepts the above gift under the conditions specified within this Declaration of Gift form, but makes no judgment as to the value of the gift.

SALT LAKE COUNTY COUNCIL:

Chair

Date

ATTEST:

Sherrie Swensen, County Clerk

15.12

## REQUEST FOR BUDGET ADJUSTMENT

| Executive Summary   |                                |
|---|--------------------------------|
| Reference No: 102700YE01  | For Fiscal Year: 2017          |
| Requesting Organization: 10270000 REVOLVING LOAN PR   | Date of Request: 7-Nov-17      |
| Budget Adjust Type(s): Grant True Up  | One Time Change (Y or N): Y    |
|   | If No, next year's impact: \$0 |
|   | Net FTE Change: 0.00           |
| <b>Description and Justification:</b>   |                                |
| <p>Revolving Loan Fund Grant True-Up: 1) \$81,892 for CDBG Economic Development Loan Loss Reserve distribution per investor Master Participation Agreement for two loans in default. Funded from Economic Development Loan Loss Reserve, part of Fund 125 spendable fund balance. Loan loss reserve balance \$664,000 before distribution.</p> <p>2) \$350,000 for CDBG program income expenditures in order to comply with CDBG public service grant expenditure limit requirement. Funded from CDBG Rehab Revolving Loan fund balance, part of Fund 125 spendable fund balance. CDBG Rehab Revolving Loan spendable fund balance \$836,000 before program income expenditures. Expenditures originally budgeted to be funded from new grant revenue. Budget adjustment will also lower grant revenue (415000) in CDBG operating department (1025000650) and increase interfund revenue (431035) from Fund 125 CDBG rehab revolving loan fund.</p> |                                |

### Fund Impact

| SUMMARY OF FUND IMPACT BY FUND |                  |   |
|--------------------------------|------------------|---|
| FUND:                          | 110 GENERAL FUND | 125 ECON DEV AND COMMUNITY RESOURCES FUND |
| Fund Impact (Budgetary)        | \$0              | (\$431,892)                               |
| Fund Impact (Transfers)        | \$0              | \$0                                       |
| <b>TOTAL FUND IMPACT</b>       | <b>\$0</b>       | <b>(\$431,892)</b>                        |

| SUMMARY OF CNTY FUNDING IMPACT BY DEPT |          |                |           |                |
|--|----------|----------------|-----------|----------------|
| DEPT                                   | REVENUE  | EXPENSE        | BAL SHEET | CNTY FUNDING   |
| 1027000100 WAYNE BROWN LOAN FUND       | 0        | 81,892         | 0         | 81,892         |
| 1027000650 HOUSING REHAB LOAN FUND     | 0        | 350,000        | 0         | 350,000        |
| <b>TOTALS</b>                          | <b>0</b> | <b>431,892</b> | <b>0</b>  | <b>431,892</b> |

### Approvals

|  |               |
|--|---------------|
| Division Director:                                       | Date: 11-7-17 |
| Dept. or Elected Fiscal Mgr:                             | Date: 11-7-17 |
| Dept. Dir. or Elected Official:                          | Date: 11/7/17 |
| Facilities Division Director:<br>(Capital Projects Only) | Date: _____   |
| Chief Financial Officer:                                 | Date: _____   |
| _____<br>Approve   |               |
| Mayor or Designee:                                       | Date: _____   |
| _____<br>Approve   |               |

Council Action:

Approve

Date:

## Budget Adjustment Detail

Budget Year: 2017      \* Requesting Department: 10270000 REVOLVING LOAN PROGRAMS  
 Budget Period: Post June Year-End      \* Req Item No: 102700YE01      \* Adjustment Title: Revolving Loan Fund Grant True-Up  
 Adjustment Type(s): Grant True Up

## Expense Budget String(s):

| FUND                      | AGENCY | SUB-DEPT ID | EXPENSE ACCOUNT                       | PROG/ACT ID (OPT) | PROJECT ID (CAP) | AMOUNT    |
|---------------------------|--------|-------------|---------------------------------------|-------------------|------------------|-----------|
| 125                       | 010    | 1027000850  | 693020 INTERFUND CHARGES              |                   |                  | 350,000   |
| 125                       | 010    | 1027000100  | 665095 COMM DEV PASS THRU GRANT CONTR |                   |                  | 81,892    |
|                           |        |             |                                       |                   |                  |           |
|                           |        |             |                                       |                   |                  |           |
|                           |        |             |                                       |                   |                  |           |
|                           |        |             |                                       |                   |                  |           |
|                           |        |             |                                       |                   |                  |           |
|                           |        |             |                                       |                   |                  |           |
|                           |        |             |                                       |                   |                  |           |
| TOTAL EXPENDITURE CHANGE: |        |             |                                       |                   |                  | \$431,892 |

## Revenue Budget String(s):

| FUND                  | AGENCY | SUB-DEPT ID | REVENUE ACCOUNT                   | PROG/ACT ID (OPT) | PROJECT ID (CAP) | AMOUNT    |
|-----------------------|--------|-------------|-----------------------------------|-------------------|------------------|-----------|
| 110                   | 010    | 1025000650  | 431035 INTERFUND REVENUE-COMM DEV |                   |                  | 350,000   |
| 110                   | 010    | 1025000650  | 415000                            |                   |                  | (350,000) |
|                       |        |             |                                   |                   |                  |           |
|                       |        |             |                                   |                   |                  |           |
|                       |        |             |                                   |                   |                  |           |
|                       |        |             |                                   |                   |                  |           |
|                       |        |             |                                   |                   |                  |           |
|                       |        |             |                                   |                   |                  |           |
| 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 |
|-----------|--------------|---------|------------|--------|
|           |              |         |            |        |
|           |              |         |            |        |
|           |              |         |            |        |
|           |              |         |            |        |

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

1) \$81,892 for CDBG Economic Development Loan Loss Reserve distribution per investor Master Participation Agreement for two loans in default. Funded from Economic Development Loan Loss Reserve, part of Fund 125 spendable fund balance. Loan loss reserve balance \$664,000 before distribution.

2) \$350,000 for CDBG program income expenditures in order to comply with CDBG public service grant expenditure limit requirement. Funded from CDBG Rehab Revolving Loan fund balance, part of Fund 125 spendable fund balance. CDBG Rehab Revolving Loan spendable fund balance \$836,000 before program income expenditures. Expenditures originally budgeted to be funded from new grant revenue. Budget adjustment will also lower grant revenue (415000) in CDBG operating department (1025000650) and increase Interfund revenue (431035) from Fund 125 CDBG rehab revolving loan fund.

(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.