15.8

\$0

2017

23-Aug-17

Ν

For Fiscal Year:

Date of Request:

One Time Change (Y or N):

If No, next year's impact:

REQUEST FOR BUDGET ADJUSTMENT

Executive Summary

Reference No: 911500YE01

Budget Adjust Type(s): Technical

Requesting Organization: 91150000 SHERIFF LAW ENFOR

				Net FTE (Change:	0.00
Description and Justi						
Transfer Sheriff Cell tower						
General Fund. There are s			ne use of the ce	ell towers and th	ne General Fun	id is a
better fit to handle the acco	ounting of this p	orogram.				
		Fund In	npact			Warner 11 11 11 11 11 11 11 11 11 11 11 11 11
SUMMARY OF FUND IMPACT B	Y FUND	— 112411— 11—11 44				
FUND:	110 GENERAL	735 PUBLIC				
	FUND	WORKS FUND				
Fund Impact (Budgetary)	(\$29,488)	\$0				
Fund Impact (Transfers)	\$0	\$0				
TOTAL FUND IMPACT	(\$29,488)	\$0				
SUMMARY OF CNTY FUNDING I	MPACT BY DEP	T				
DEPT		REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING	
9115000000 SHERIFF LAW ENFO		(50,494)	(50,494)	0	0	
9130000200 SHERIFF ADMIN A	ND	21,006	50,494	0	29,488	
CONTINGENCY-CW				-	23,488	
TOTALS		(29,488)	0	0	29,488	
THIN COLUMN TO THE TOTAL TOTAL TO THE TOTAL TOTAL TO THE TOTAL TOTAL TO THE TOTAL TOTAL TOTAL TO THE TOTAL TO		Approv	als	***************************************		15015
Division Director:				Date:		-1031411101026
	0.			Date.	10011	
Dept. or Elected Fiscal Mgr:	(//st	t\		Date: 3	-23 - 2017	7
Dont Dir or Elected Officials	AH	The A		D-4- 27	23- 201 aug, 201	-7
Dept. Dir. or Elected Official:	9-1011	a sen		Date: 25	dug 201	
Facilities Division Director:				Date:		
(Capital Projects Only)	()					
	X A1			-1/-	v =	
Chief Financial Officer:				Date: 8/25	1/17	
	Δ	pprove	ī .			
	F. `	THUCK	le .	Date: 8/03	2117	
Mayor or Designee:	_ Lur	MILIM		Date: 8103	ハー	
	A	pprove				
S						
Council Action:) ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			Date:		
	A	pprove				

et Year:	2017		* Requesting D	Department: 9115	0000 SHERIFF LAW ENFOR	RCEMENT
et Period:	Post June Year-End	* Req Item No:	911500YE01	* Adjustment Title:	Transfer Sheriff Cell tower from	om 735 to 110
tment Type(s):	Technical	<u> </u>				
Expense Budg	get String(s):					
FUND	AGENCY	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
110	091	9130000200	633005	FX021		40,2
110	091	9130000200	663010	FX021		1
110	091	9130000200	663015	FX021		
110	091	9130000200	663025	FX021		
110	091	9130000200	663035	FX021		7,6
110	091	9130000200	663040	FX021	/	1,9
110	091	9130000200	663045	FX021		3
110	091	9130000200	663070	FX021		- 1:
735	091	9115000000	633005			(40,2
735	091	9115000000	663010			(1
			TOTAL EX	(PENDITURE CHANGE:		\$10,15
Revenue Budg						
FUND	AGENCY	SUB-DEPT ID	REVENUE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
FUND 735	AGENCY 091	SUB-DEPT ID 9115000000	REVENUE ACCOUNT 423000	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT (29.4)
735 110				PROG/ACT ID (OPT)	PROJECT ID (CAP)	(29,4)
735	091	9115000000	423000		PROJECT ID (CAP)	(29,4 21,0
735 110	091 091	9115000000 9130000200	423000 423400		PROJECT ID (CAP)	(29,4 21,0
735 110	091 091	9115000000 9130000200	423000 423400		PROJECT ID (CAP)	(29,4 21,0
735 110	091 091	9115000000 9130000200	423000 423400		PROJECT ID (CAP)	(29,4) 21,0
735 110	091 091	9115000000 9130000200	423000 423400 424000	FX021		(29.4) 21.0 (21.0)
735 110 735	091 091 091	911500000 913000200 911500000	423000 423400 424000 TOTA	FX021		(29.4) 21.0 (21.0)
735 110 735 Balance Sheet	091 091 091 091	9115000000 913000200 9115000000 String(s): Bal shocheck	423000 423400 424000 TOTA eet strings only required for Prif applicable.	FX021 AL REVENUE CHANGE: oprietary Fund adjustments of		(29.4) 21.0 (21.0)
735 110 735	091 091 091 091	9115000000 913000200 9115000000	423000 423400 424000 TOTA eet strings only required for Prif applicable.	FX021		(29.4) 21.00 (21.00 (\$29,48
735 110 735 Balance Sheet	091 091 091 091	9115000000 913000200 9115000000 String(s): Bal shocheck	423000 423400 424000 TOTA eet strings only required for Prif applicable.	FX021 AL REVENUE CHANGE: oprietary Fund adjustments of	or fund unrestrictions;	(29.4) 21.00 (21.00 (\$29,48
735 110 735 Balance Sheet	091 091 091 091	9115000000 913000200 9115000000 String(s): Bal shocheck	423000 423400 424000 TOTA eet strings only required for Prif applicable. BAL. SHEET	FX021 AL REVENUE CHANGE: oprietary Fund adjustments of	or fund unrestrictions;	(29.4) 21.00 (21.00 (\$29,48
735 110 735 Balance Sheet	091 091 091 091	9115000000 913000200 9115000000 String(s): Bal shocheck	TOTA eet strings only required for Prif applicable. BAL. SHEET BAL SHEET	FX021 AL REVENUE CHANGE: oprietary Fund adjustments of	or fund unrestrictions;	(29.4) 21.00 (21.00 (\$29,48
735 110 735 Balance Sheet	091 091 091 091	9115000000 913000200 9115000000 String(s): Bal shocheck	### ##################################	FX021 AL REVENUE CHANGE: oprietary Fund adjustments of	or fund unrestrictions;	(29.4) 21.0 (21.0) (\$29.48
735 110 735 Balance Sheet FUND	/Fund Unrestriction SUE	9115000000 913000200 9115000000 String(s): Bal she check	### ##################################	FX021 AL REVENUE CHANGE: opnielary Fund adjustments of ACCOUNT	or fund unrestrictions;	(29.4 21.0 (21.0) (\$29.48
735 110 735 Balance Sheet FUND	/Fund Unrestriction SUE	9115000000 913000200 9115000000 String(s): Bal she check	423000 423400 424000 TOTA set strings only required for Pr if applicable. BAL. SHEET BAL. SHT or 499999 BAL_SHT or 499999 BAL_SHT or 499999 TOTAL BALA	FX021 AL REVENUE CHANGE: Oprielary Fund adjustments of ACCOUNT INCE SHEET CHANGE: No. of New FTEs:	or fund unrestrictions; AMOU	(\$29.4 21.0 (21.0) (\$29.48 NT
735 110 735 Balance Sheet FUND	091 091 091 VFund Unrestriction	9115000000 913000200 9115000000 String(s): Bal she check	TOTA set strings only required for Pr if applicable. BAL. SHEET BAL. SHT or 499999 BAL_SHT or 499999 BAL_SHT or 499999 TOTAL BALA No. of New	FX021 AL REVENUE CHANGE: Oprietary Fund adjustments of ACCOUNT INCE SHEET CHANGE: No. of New FTEs: w Time Limited FTEs:	O.00 (2	(29,48 21,00 (21,00 (\$29,48 NT
735 110 735 Balance Sheet FUND	/Fund Unrestriction SUE	9115000000 913000200 9115000000 String(s): Bal she check	TOTA set strings only required for Pr if applicable. BAL. SHEET BAL. SHT or 499999 BAL_SHT or 499999 BAL_SHT or 499999 TOTAL BALA No. of New	FX021 AL REVENUE CHANGE: Oprielary Fund adjustments of ACCOUNT INCE SHEET CHANGE: No. of New FTEs:	or fund unrestrictions; AMOU	(\$29,48 (\$29,48 NT \$22,48

From Fund	From Dept ID	To Fund	To Dept ID	Amount

Transfer Sheriff Cell Towers from Public Works Enterprise Fund to General Fund. There are several agencies that pay for the use of the cell towers and the General Fund is a better fit to handle the accounting of this program.

REQUEST FOR BUDGET ADJUSTMENT

159

Executive Summary

Reference No: 554600YE02 For Fiscal Year: 2017

Requesting Organization: 55460000 PARLEYS TRAIL - P Date of Request: 5-Sep-17

Budget Adjust Type(s): Existing Capital Project One Time Change (Y or N):

New Revenue and Expenditure If No, next year's impact: \$0

Net FTE Change: 0.00

Description and Justification:

Sego Lily Plaza: As part of the construction of the Parley's Trail an artistic element, outlined in the backup documents attached, was agreed to by Salt Lake County, Salt Lake City and the Parley's Rails, Trails and Tunnels ('PRATT') organization. The requested action is to approve a revenue and expense increase of \$700,000.00 for Salt Lake City's contribution toward the construction of that artistic element and a revenue and expense increase of \$225,783.85 for the PRATT organization gift.

Fund Impact

SUMMARY OF FUND IMPACT BY FUND			
FUND:	431 PARK BOND PROJECTS FUND		
Fund Impact (Budgetary)	\$0		
Fund Impact (Transfers)	\$0		
TOTAL FUND IMPACT	\$0		

SUMMARY OF CNTY FUNDING IMPACT BY DEPT				
DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
5546000000 PARLEYS TRAIL - PARK PRGM	925,784	925,784	0	0
TOTALS	925,784	925,784	0	0

	Approvals	
Division Director:		Date: 9/5/17
Dept. or Elected Fiscal Mgr:	Lu Ou	Date: 9.5.17
Dept. Dir. or Elected Official:	Talk M. You	Date: 9.6.17
Facilities Division Director: (Capital Projects Only)		Date: 9 6 17
Chief Financial Officer:	Approve	Date: 9/6/17
Mayor or Designee:	Approve	Date: 916117
Council Action:		Date:
	Approve	

et Year:	2017	_	* Requesting De	epartment: 554600	00 PARLEYS TRAIL - PARK	•
et Period: Po	st June Year-End 🔻	* Req Item No:	554600YE02	* Adjustment Title:	Sego Lily Plaza	
tment Type(s):	Existing Capital Proj	ect	New Revenue and	Expenditure •		
Expense Budge	et String(s):				8	
FUND	AGENCY	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
431	050	5546000000	673020		BND13_PARLEYS	225,
431	050	5546000000	673020		BND13_PARLEYS	700,0
			TOTAL EX	PENDITURE CHANGE:		\$925,7
Revenue Budge	at String(s):		TOTAL EX	FENDITORE CHANGE		φ923,1
FUND	AGENCY	SUB-DEPT ID	REVENUE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
431	050	5546000000	419005	PROGRACT ID (OPT)	BND13_PARLEYS	225,
431	050	5546000000	423400		BND13 PARLEYS	700,0
	1	1				
			TOTA	L REVENUE CHANGE:		\$925,7
Balance Sheet/l	Fund Unrestriction	String(s):	TOTA eet strings only required for Pr ictions: check if applicable.		_	\$925,7
Balance Sheet/I		String(s): Bal sho unresti	eet strings only required for Prictions: check if applicable. BAL. SHEE	oprietary Fund adjustments	_	
			eet strings only required for Prictions: check if applicable. BAL. SHEET BAL_SHT or 499999	oprietary Fund adjustments	s or fund	\$925,7 NT
			eet strings only required for Prictions: check if applicable. BAL. SHEET BAL_SHT or 499999 BAL_SHT or 499999	oprietary Fund adjustments	s or fund	
			eet strings only required for Prictions: check if applicable. BAL. SHEET BAL_SHT or 499999 BAL_SHT or 499999 BAL_SHT or 499999	oprietary Fund adjustments	s or fund AMOUN	NT
			eet strings only required for Prictions: check if applicable. BAL. SHEET BAL_SHT or 499999 BAL_SHT or 499999 BAL_SHT or 499999	oprietary Fund adjustments	s or fund AMOUN	NT
FUND	SUB	S-DEPT ID	eet strings only required for Princtions: check if applicable. BAL. SHEET BAL_SHT or 499999 BAL_SHT or 499999 BAL_SHT or 499999	OPPRIETABLE SHEET CHANGES	AMOUN	NT
FUND * One Tim		Y	eet strings only required for Prictions: check if applicable. BAL. SHEET BAL. SHT or 499999 BAL. SHT or 499999 BAL_SHT or 499999 TOTAL BALA	oprietary Fund adjustments	AMOUN AMOUN 0.00 (2	NT
FUND * One Tim	SUB	Y	eet strings only required for Prictions: check if applicable. BAL. SHEET BAL. SHT or 499999 BAL. SHT or 499999 BAL_SHT or 499999 TOTAL BALA No. of Ne	NO. of New FTEs: w Time Limited FTEs: of Transferred FTEs:	0.00 (2 0.00 (2 0.00 (2	NT () () () () ()
FUND * One Tim	SUB	Y	eet strings only required for Prictions: check if applicable. BAL. SHEET BAL. SHT or 499999 BAL. SHT or 499999 BAL_SHT or 499999 TOTAL BALA No. of Ne	OPPRIEST OF NO. of New FTES: W Time Limited FTES:	0.00 (2 0.00 (2 0.00 (2	NT))))
FUND * One Tim	sue de Change (Y or N): next year's impact:	Y	eet strings only required for Prictions: check if applicable. BAL. SHEET BAL. SHT or 499999 BAL. SHT or 499999 BAL_SHT or 499999 TOTAL BALA No. of Ne	NO. of New FTEs: w Time Limited FTEs: of Transferred FTEs:	0.00 (2 0.00 (2 0.00 (2	NT () () () () ()
* One Tim	sue de Change (Y or N): next year's impact:	Y	eet strings only required for Prictions: check if applicable. BAL. SHEET BAL. SHT or 499999 BAL. SHT or 499999 BAL_SHT or 499999 TOTAL BALA No. of Ne	NO. of New FTEs: w Time Limited FTEs: of Transferred FTEs:	0.00 (2 0.00 (2 0.00 (2	NT () () () () ()
* One Tim If No,	sue Change (Y or N): next year's impact:	Y	eet strings only required for Prictions: check if applicable. BAL. SHEET BAL_SHT or 499999 BAL_SHT or 499999 BAL_SHT or 499999 TOTAL BALA No. of Ne	NO. of New FTEs: w Time Limited FTEs: No. of Other FTEs:	0.00 (2 0.00 (2 0.00 (2	NT))))
* One Tim If No,	sue Change (Y or N): next year's impact:	Y	eet strings only required for Prictions: check if applicable. BAL. SHEET BAL_SHT or 499999 BAL_SHT or 499999 BAL_SHT or 499999 TOTAL BALA No. of Ne	NO. of New FTEs: w Time Limited FTEs: No. of Other FTEs:	0.00 (2 0.00 (2 0.00 (2	NT () () () () ()
* One Tim If No,	sue Change (Y or N): next year's impact:	Y	eet strings only required for Prictions: check if applicable. BAL. SHEET BAL_SHT or 499999 BAL_SHT or 499999 BAL_SHT or 499999 TOTAL BALA No. of Ne	NO. of New FTEs: w Time Limited FTEs: No. of Other FTEs:	0.00 (2 0.00 (2 0.00 (2	NT () () () () ()

As part of the construction of the Parley's Trail an artistic element, outlined in the backup documents attached, was agreed to by Salt Lake County, Salt Lake City and the Parley's Rails, Trails and Tunnels ('PRATT') organization. The requested action is to approve a revenue and expense increase of \$700,000.00 for Salt Lake City's contribution toward the construction of that artistic element and a revenue and expense increase of \$225,783.85 for the PRATT organization gift.

REQUEST FOR BUDGET ADJUSTMENT



\$0

Reference No: 107099YE03 For Fiscal Year: 2017

Requesting Organization: 10709900 PARKS AND REC CAP Date of Request: 5-Sep-17

Budget Adjust Type(s): New Capital Project One Time Change (Y or N): Y

New Capital Project One Time Change (Y or N): Y
Unforeseen / Exigency If No, next year's impact:

Existing Capital Project Net FTE Change: 0.00

Description and Justification:

TRCC Fund Project Shifts: In 2017, the County entered into an agreement with Real Salt Lake Foundation Inc. that the Foundation will install two new futsal mini pitches at Constitution Park (adjacent to Northwest Recreation Center at 300 North 1300 West, Salt Lake City). During preliminary design, it was discovered that in order to properly install the new pitches, the irrigation mainline must be moved and the existing irrigation system must be modified. Parks & Recreation requests a new project in order to modify the land. Additionally, Central City Recreation Center has uncovered a severe insect infestation in one of the recreation rooms that needs to be immediately adressed. Parks & Recreation requests a new project in order to address the infestation. Parks & Recreation requests funding both projects by transferring budget from a 2017 project that will no longer be completed (Western Springs Park, which is no longer owned by Salt Lake County).

Fund Impact

SUMMARY OF FUND IMPACT BY FUND				
FUND:	181 TRCC TOURISM REC			
	CULTRL CONVEN FUND			
Fund Impact (Budgetary)	\$0			
Fund Impact (Transfers)	\$0			
TOTAL FUND IMPACT	\$0			

SUMMARY OF CNTY FUNDING IMPACT BY DEPT				
DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
TOTALS	0	0	0	0

IUIALS	0 0		O O
	Approvals		
Division Director:	Call on behalf of Martin Jense	ղDate:	9/17
Dept. or Elected Fiscal Mgr:	×20-0	Date:	9.5.17
Dept. Dir. or Elected Official:	Spallo M. your	Date:	9.5.17
Facilities Division Director: (Capital Projects Only)		Date:	9/6/17
Chief Financial Officer:	Approve	Date:	9/6/17
Mayor or Designee:	Ein HVaell Approve	Date:	916117
Council Action:	Approve	Date:	

		Budg	get Adjustme	nt Detail		
et Year:	2017		* Requesting D	epartment: 10709	900 PARKS AND REC CAPI	TAL IMPROVEMEN •
et Period:	Post June Year-End	* Req Item No:	107099YE03 -	* Adjustment Title:	TRCC Fund Project Shifts	
stment Type(s):	New Capital Project		Unforeseen / Exi	gency	Existing Capital P	roject
Expense Budg	get String(s):					
FUND	AGENCY	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
181	030	1070990000	607010		PART17WSPK01	(50,00
181	030	1070990000	607010		PART17NWRC01	25,00
181	030	1070990000	607015		PART17CCRC01	25,00
		0	TOTAL EX	PENDITURE CHANGE		\$(
Revenue Budg	get String(s):	SUB-DEPT ID	REVENUE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
FOND	AGENCT	SOB-DEPT ID	REVENUE ACCOUNT	PROGIACTID (OPT)	PROJECT ID (CAP)	AWOON
			+			
			1			
			-			
			TOTA	AL REVENUE CHANGE		\$0
Balance Sheet	/Fund Unrestriction S	tring(s): Bal she unrestr	eet strings only required for Prictions: check if applicable.		_	
FUND	SUB-	DEPT ID		T ACCOUNT	AMOU	NT
			BAL_SHT or 499999			
			BAL_SHT or 499999			
			BAL_SHT or 499999			
			TOTAL BALA	ANCE SHEET CHANGE	-	\$0
* One Tir	me Change (Y or N):	Υ		No. of New FTEs:	0.00 (2	?)
If No.	, next year's impact:		No. of Ne	w Time Limited FTEs:	0.00 (2	
	•	-		. of Transferred FTEs:	0.00 (2	2)
				No. of Other FTEs:	0.00	2)
Fund Balance	Transfers:					
From Fund	From Dept ID	To Fund	To Dept ID	Amount	1	
			ļ		-	
					1	
					1	

In 2017, the County entered into an agreement with Real Salt Lake Foundation Inc. that the Foundation will install two new futsal mini pitches at Constitution Park (adjacent to Northwest Recreation Center at 300 North 1300 West, Salt Lake City). During preliminary design, it was discovered that in order to properly install the new pitches, the irrigation mainline must be moved and the existing irrigation system must be modified. Parks & Recreation requests a new project in order to modify the land. Additionally, Central City Recreation Center has uncovered a severe insect infestation in one of the recreation rooms that needs to be immediately adressed. Parks & Recreation requests a new project in order to address the infestation. Parks & Recreation requests funding both projects by transferring budget from a 2017 project that will no longer be completed (Western Springs Park, which is no longer owned by Salt Lake County).

1511

REQUEST FOR INTERIM/JUNE/YEAR-END BUDGET ADJUSTMENT

	Executive S		, RST 3.					
Reference No	355099YE01	-35500	194FOZ		For Fisca	l Year:	2017	
Requesting Organization	: 35509900 8	SPCC RESE	RVE CAPI		Date of Re	quest:	24-Aug-	17
Budget Adjust Type(s)					e Change (Y	or N):	Υ	
	Existing Cap	ital Project			next year's i	-		\$0
	Exioting out	nai i rojoci	•	, .	Net FTE C	-	0.00	•
Description and Justin	fication:				11011112		0,00	
Description and Justi Security Gate: The scope		Ento project	hac aynanda	d haco	d on architect	design th	at enhanc	20
the safety features being so to climb and improved stre- cost of the Overhang proje	ought by the pro ngth from vehicl	ject goals. 1 e impact. Th	These include nese design 1	e a des eature	sign that make es require an a	s it difficu	It for a per	son
		Fund 1	mnact					
		Fund I	праст					
SUMMARY OF FUND IMPACT BY	FUND							
FUND:	180 RAMPTON	SALT						
	PALACE CONV	TR FUND						
Fund Impact (Budgetary)		\$0						
Fund Impact (Transfers)		\$0						
TOTAL FUND IMPACT		\$0						
SUMMARY OF CNTY FUNDING IMPACT BY DEPT								
DEPT		REVENUE	EXPENSE	В	AL SHEET	CNTY FUND	ING	
TOTALS			0	0	0		0	
Approvals								
Division Director:	de	O IN	Date	:	8	24	2017	
Dept. or Elected Fiscal Mo	jr: / Kit	216	Date):	8-	29 –	17	
Dept. Dir. or Elected Offic	ial Caltar	J Chris	Date Date	ii.	8/29/1	7		
Facilities Division Directo (Capital Projects Only)	f:))	Date	e: _		1		
Chief Financial Officer:		Approv	Date	1	6/-	9/1]		
Mayor or Designee:	Eu	Approve	WWW	/):	8/3	36/1	7	
Council Action:			Date):				

Approve

Revenue Budget String(e): FUND AGENCY SUB-DEPT ID EXPENSE ACCOUNT PROG/ACT ID (OPT) PROJECT ID (CAP) AMOUNT 180 030 355000000 673020 SP0099 (22.6 FUND AGENCY SUB-DEPT ID EXPENSE ACCOUNT PROG/ACT ID (OPT) PROJECT ID (CAP) AMOUNT 180 030 355000000 677018 SP0099 (22.6 TOTAL EXPENDITURE CHANGE: Revenue Budget String(e): FUND AGENCY SUB-DEPT ID REVENUE ACCOUNT PROG/ACT ID (OPT) PROJECT ID (CAP) AMOUNT TOTAL EXPENDITURE CHANGE: Revenue Budget String(e): FUND AGENCY SUB-DEPT ID REVENUE ACCOUNT PROG/ACT ID (OPT) PROJECT ID (CAP) AMOUNT TOTAL EXPENDITURE CHANGE: Balance Sheet String(e): FUND SUB-DEPT ID BAL SHEET ACCOUNT AMOUNT BAL SHT BAL SHT BAL SHT	t Year:	2017	R	* Requesting De 355099 4E02	partment: 355099	00 SPCC RESERVE CAPIT	TAL PROJECTS
Expense Budget String(s): FUND AGENCY SUB-DEPT ID EXPENSE ACCOUNT PROJECT ID (CAP) AMOUNT 180	t Period:	ear-End	Req Item No:	355000YE01-	◆ Adjustment Title:	Security Gate	
Expense Budget String(e): FUND AGENCY SUB-DEPT ID EXPENSE ACCOUNT PROJECT ID (CAP) AMOUNT	ment Type(s):	Technical	•	Existing Capital F	roject +		
FUND AGENCY SUB-DEPT ID EXPENSE ACCOUNT PROGRACT ID (OPT) PROJECT ID (CAP) AMOUNT	**	et String(s):		1000			
180			SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
160							22,0
Revenue Budget String(s): FUND AGENCY SUB-DEPT ID REVENUE ACCOUNT PROG/ACT ID (OPT) PROJECT ID (CAP) AMOUNT TOTAL REVENUE CHANGE: Balance Sheet String(s): Balance Sheet String(s): Balance Sheet String(s): Balance Sheet Strings only required for Proprietary Fund adjustments; check if applicable. FUND SUB-DEPT ID BAL SHT BAL SHT BAL SHT BAL SHT TOTAL BALANCE SHEET CHANGE: ** One Time Change (Y or N): 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)			3550990000	607015		SP0099	(22,0
Revenue Budget String(s): FUND AGENCY SUB-DEPT ID REVENUE ACCOUNT PROG/ACT ID (OPT) PROJECT ID (CAP) AMOUNT							
Revenue Budget String(s): FUND AGENCY SUB-DEPT ID REVENUE ACCOUNT PROG/ACT ID (OPT) PROJECT ID (CAP) AMOUNT							
Revenue Budget String(s): FUND AGENCY SUB-DEPT ID REVENUE ACCOUNT PROG/ACT ID (OPT) PROJECT ID (CAP) AMOUNT	_				H HAMMAN AND AND AND AND AND AND AND AND AND A		
Revenue Budget String(s): FUND AGENCY SUB-DEPT ID REVENUE ACCOUNT PROG/ACT ID (OPT) PROJECT ID (CAP) AMOUNT TOTAL REVENUE CHANGE: Balance Sheet String(s): Balance Sheet String(s): Balance Sheet String(s): Balance Sheet Strings only required for Proprietary Fund adjustments; check if applicable. FUND SUB-DEPT ID BAL SHT BAL SHT BAL SHT BAL SHT TOTAL BALANCE SHEET CHANGE: ** One Time Change (Y or N): 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)							
Revenue Budget String(s): FUND AGENCY SUB-DEPT ID REVENUE ACCOUNT PROG/ACT ID (OPT) PROJECT ID (CAP) AMOUNT				TOTAL EX	PENDITI (PE CHANGE:		
FUND AGENCY SUB-DEPT ID REVENUE ACCOUNT PROGRACT ID (OPT) PROJECT ID (CAP) AMOUNT TOTAL REVENUE CHANGE: Balance Sheet String(s): P 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: TOTAL BALANCE SHEET CHANGE: One Time Change (Y or N): Y No. of New Fites: 0.00 (2) If No, next year's impact: No. of New Fites: 0.00 (2) No. of Transferred Fites: 0.00 (2) No. of Other Fites: 0.00 (2)				TO TALL LA		***	**
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Balance Sheet String(s): F Bal sheet strings only required for Proprietary Fund adjustments; check if applicable. FUND SUB-DEPT ID BAL SHEET ACCOUNT AMOUNT BAL SHT BAL SHT TOTAL BALANCE SHEET CHANGE: Find Change (Y or N): Y 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) No. of Other FTEs: 0.00 (2) No. of Other FTEs: 0.00 (2)							
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# 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) Tund Balance Transfers:	((kewalike			TOTA	REVENUE CHANGE:		
# 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:	Balance Sheet	String(s): F Bal shee	it strings only required fo	1627/16			
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* 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:				Proprietary Fund adjustment BAL SHEE BAL SHT BAL SHT	a; check if applicable.	-	
No. of Transferred FTEs: 0.00 (2) No. of Other FTEs: 0.00 (2) Fund Balance Transfers:				BAL SHEE BAL SHT BAL SHT BAL SHT	s; check if applicable.	AMOU	TAU
No. of Transferred FTEs: 0.00 (2) No. of Other FTEs: 0.00 (2) Fund Balance Transfers:				BAL SHEE BAL SHT BAL SHT BAL SHT	s; check if applicable.	AMOU	JNT
No. of Transferred FTEs: 0.00 (2) No. of Other FTEs: 0.00 (2) Fund Balance Transfers:	FUND	SUB-	DEPTID	BAL SHEE BAL SHT BAL SHT BAL SHT	e; check if applicable. ACCOUNT	AMOU	-3
Fund Belance Transfers:	FUND	SUB-	DEPTID	BAL SHEE BAL SHT BAL SHT BAL SHT BAL SHT TOTAL BALA	a; check if applicable. I ACCOUNT NCE SHEET CHANGE: No. of New FTEs:	A)MOU	UNT (2)
reaction representation between	FUND	SUB-	DEPTID	BAL SHEE BAL SHT BAL SHT BAL SHT TOTAL BALA No. of Ne	a; check if applicable. I ACCOUNT NCE SHEET CHANGE: No. of New FTEs: w Time Limited FTEs:	0.00 (0.00 (UNT (2)
From Fund From Dept ID To Fund To Dept ID Amount	FUND	SUB-	DEPTID	BAL SHEE BAL SHT BAL SHT BAL SHT TOTAL BALA No. of Ne	s; check if applicable. FACCOUNT NCE SHEET CHANGE: No. of New FTEs: w Time Limited FTEs: of Transferred FTEs:	0.00 (0.00 (0.00 (UNT (2) (2) (2) (2) (2)
	* One Tim	SUB-	DEPTID	BAL SHEE BAL SHT BAL SHT BAL SHT TOTAL BALA No. of Ne	s; check if applicable. FACCOUNT NCE SHEET CHANGE: No. of New FTEs: w Time Limited FTEs: of Transferred FTEs:	0.00 (0.00 (0.00 (UNT (2) (2) (2) (2) (2)
	FUND	SUB-	DEPTID Y	BAL SHEE BAL SHT BAL SHT BAL SHT TOTAL BALA No. of No.	s; check if applicable. FACCOUNT NCE SHEET CHANGE: No. of New FTEs: W Time Limited FTEs: of Transferred FTEs: No. of Other FTEs:	0.00 (0.00 (0.00 (UNT (2) (2) (2) (2) (2)
	* One Tim If No.	SUB-	DEPTID Y	BAL SHEE BAL SHT BAL SHT BAL SHT TOTAL BALA No. of No.	s; check if applicable. FACCOUNT NCE SHEET CHANGE: No. of New FTEs: W Time Limited FTEs: of Transferred FTEs: No. of Other FTEs:	0.00 (0.00 (0.00 (UNT (2) (2) (2) (2) (2)

The scope of the Security Gate project has expanded based on architect design that enhances the safety features being sought by the project goals. These include a design that makes it difficult for a person to climb and improved strength from vehicle impact. These design features require an additional \$22,026. The cost of the Overhang project is under budget and has additional funds available.

(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 releted requests, complete and print the "Position" tab. Totals from that tab will be carried over to here.

15.12

2017

29-Aug-17

Υ

0.00

\$0

For Fiscal Year:

Date of Request:

Net FTE Change:

One Time Change (Y or N):

If No, next year's impact:

REQUEST FOR BUDGET ADJUSTMENT

Coop Plan from restricted account: During the budget process for 2017 a proposal was approved in the Regional Development Fund to facilitate the acquisition of software for tracking COOP Plans for County Agencies as well as potentially other county government partners in the future. \$75,200 was approved by the council was placed in restricted account until further discussions on this project could take place, including any reviews by the TAB board. These reviews have been done and the project is ready to proceed to RFP. We are requesting to move these funds from the restricted account to allow Emergency Services to move

Executive Summary

Reference No: 102500YE03

Budget Adjust Type(s): Technical

Description and Justification:

forward on this project.

Requesting Organization: 10250000 OFFICE OF REGIONA

Technical

		Fund Im	pact			
SUMMARY OF FUND IMPACT B	Y FUND					
FUND:	110 GENERAL					
	FUND					
Fund Impact (Budgetary)	\$0					
Fund Impact (Transfers)	\$0					
TOTAL FUND IMPACT	\$0					
SUMMARY OF CNTY FUNDING I	MPACT BY DEPT	•				
DEPT		REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING	
TOTALS		0	0	0	0	
Division Director:		Approv	als	Date:		
Dept. or Elected Fiscal Mgr:	Robert Trujillo	Digitally signed by Robe Date: 2017.09.29 16:03:0	ert Trujillo 96 -96'00'	Date:		
Dept. Dir. or Elected Official:	Coulta	in Chris	Louiser	Date: 8/29/17	7	
Facilities Division Director: (Capital Projects Only)		11		Date:		
Chief Financial Officer:	A	pprove		Date: 8/6	29/17	
Mayor or Designee:	Ri	n Itala pprove	III	Date:	130/17	
Council Action:	- A	pprove		Date:		

		Budg	jet Adjustmei	nt Detail		
et Year:	2017	£4	* Requesting D	epartment: 1025	0000 OFFICE OF REGIONAL	DEVELOPMENT
et Period:	Post June Year-End 🔻	* Req Item No:	102500YE03 ▼	* Adjustment Title:	Coop Plan from restricted acc	ount
tment Type(s):	Technical	_	Technical	J		
Expense Budg	get String(s):					
FUND	AGENCY	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
110	010	1025000110	695005			(75,2
110	010	1025000110	639025			75,2
					T	
_						
			TOTAL EX	L (PENDITURE CHANGE		
			TOTALEZ	RENDITORE CHANGE		
			TOTA	AL REVENUE CHANGE	-	
Balance Sheet	/Fund Unrestriction S	tring(s): - Bal she check i	eet strings only required for Pr f applicable.	oprietary Fund adjustments	or fund unrestrictions;	
FUND	FUND SUB-DEPT ID		BAL. SHEE	TACCOUNT	AMOU	NT
			BAL_SHT or 499999			
			BAL_SHT or 499999			
			BAL SHT or 499999			
):	···			NCE SHEET CHANGE	_	
* One Tir	me Change (Y or N):	у		No. of New FTEs:	0.00 (2	?)
If No,	next year's impact:	\$0	No. of Ne	w Time Limited FTEs:	0.00 (2	
	. 8			of Transferred FTEs:	0.00 (2	
				No. of Other FTEs:		
Fund Balance	Transfers:				0.00	-/
From Fund	From Dept ID	To Fund	To Dept ID	Amount	1	
1 TOM TUMU	Trom Dept ID	TO Fullu	10 Dept ID	Amount	-	
					I.	

From Fund	From Dept ID	To Fund	To Dept ID	Amount

During the budget process for 2017 a proposal was approved in the Regional Development Fund to facilitate the acquisition of software for tracking COOP Plans for County Agencies as well as potentially other county government partners in the future. \$75,200 was approved by the council was placed in restricted account until further discussions on this project could take place, including any reviews by the TAB board. These reviews have been done and the project is ready to proceed to RFP. We are requesting to move these funds from the restricted account to allow Emergency Services to move forward on this project.

15,12

REQUEST FOR BUDGET ADJUSTMENT

Reference No: 215000FTE04 Requesting Organization: 21500000 HEALTH Budget Adjust Type(s): FTE/Position Reclass One Time Change (Y or N): If No, next year's impact: (\$29,027) Net FTE Change: 0.00

Description and Justification:

HLT FTE Reclass #1967: Health requests to reclassify Position #1967 from a Nurse Practitioner to a Public Health Nurse. The STD clinic does not require a Nurse Practitioner to fulfill job duties. A Public Health Nurse can adequately fulfill the same responsibilities. There is already a contracted physician consultant, Dr. John Kriesel, to provide guidance on treatment of difficult cases. There is also an existing nurse practitioner who oversees the STD clinic that can provide assistance and guidance to her team. This is a cost effective measure for the STD clinic not having to hire someone with an advanced degree when it is not required.

Fund Impact

SUMMARY OF FUND IMPACT	BY FUND
FUND:	370 HEALTH
	FUND
Fund Impact (Budgetary)	\$0
Fund Impact (Transfers)	\$0
TOTAL FUND IMPACT	\$0

SUMMARY OF CNTY FUNDING IMPACT BY DEPT										
DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING						
TOTALS	0	0	0	0						

	Approvals		
Division Director:	Gary Edwards Digitally signed by Gary Edwards Date: 2017.08.25 13:39:03 -06'00'	Date:	
Dept. or Elected Fiscal Mgr:	Yanping Ding Digitally signed by Yanping Ding Date: 2017.08.25 14:53:48 -06'00'	Date:	
Dept. Dir. or Elected Official:	Karen Crompton Date: 2017.08.25 14:54:51	Date:_	
Facilities Division Director:		Date:_	
(Capital Projects Only) Chief Financial Officer:	All	Date:	8/28/2017
Mayor or Designee:	Approve Approve	Date:_	8/30/12
Council Action:		Date:	
Mayor Financial Administration	Page 1 of 2		Version 88 2/7/2017

		Ар	prove			
		Budç	jet Adjustmei	nt Detail		
get Year:	2017		≭ Requesting D	epartment: 21500	0000 HEALTH	
get Period: Pos	st June Year-End	* Req Item No:	215000FTE04 -	* Adjustment Title:	HLT FTE Reclass #1967	
stment Type(s):	FTE/Position Reclas			· ·		
Expense Budget			es a reclass: while the next v		be presented, no actual budg	et adjustment is require
FUND	AGENCY	SUB-DEPT ID	EXPENSE ACCOUNT		PROJECT ID (CAP)	AMOUNT
370	020	2150005053	EXI ENGE ACCOUNT	TROOPACT ID (CIT)	TROSECTIO (CAL)	0
			-			
			Í:			
			TOTALEA	PENDITURE CHANGE:	-	\$0
Revenue Budget	String(s):					
FUND	AGENCY	SUB-DEPT ID	REVENUE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
				(,/,/	,	
-						
-			<u> </u>			
			TOTA	L REVENUE CHANGE:		\$0
D. I		(
Balance Sneet/Fu	ind Unrestriction S	tring(s): F Baish check	eet strings only required for Po if applicable,	opnetary Fund adjustments of	or tung unrestrictions;	
FUND	SUB-	DEPT ID	BAL, SHEE	T ACCOUNT	AMOU	NT
			BAL_SHT or 499999			
			BAL_SHT or 499999			
-			BAL_SHT or 499999	NCE SHEET CHANGE:		\$0
			10171 DALF		-	40
* One Time	Change (Y or N):	N	_	No. of New FTEs:		2)
If No, ne	ext year's impact:	(\$29,027	<u>-</u>	w Time Limited FTEs:		2)
			No	of Transferred FTEs:	0.00	
				No. of Other FTEs:	0.00 (2	2)

Fund Balance Transfers:

From Fund	From Dept ID	To Fund	To Dept ID	Amount

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

Health requests to reclassify Position #1967 from a Nurse Practitioner to a Public Health Nurse. The STD clinic does not require a Nurse Practitioner to fulfill job duties. A Public Health Nurse can adequately fulfill the same responsibilities. There is already a contracted physician consultant, Dr. John Kriesel, to provide guidance on treatment of difficult cases. There is also an existing nurse practitioner who oversees the STD clinic that can provide assistance and guidance to her team. This is a cost effective measure for the STD clinic not having to hire someone with an advanced degree when it is not required.

https://sicounty-my.sharepoint.com/personal/yding_sico_org/Documents/2017 FTE Reclass Documents/HLT Position 1967/Budget Impact Analysis for Position 1967,xisx\ADMIN

Health Dept FI	Es reclass bu	udget impact ana	lysis				601030	903005	603025	603040	603045	603050		Fund Sources	S	
Dept ID	Position #	Position # Employee	Fr. To.	Job Title	Job Code	Current FTE	Salary (Merit)	FICA	Retirement	CTD	401K	Health Ins.	TOTALS	Outside	卢	Tax Dollars
2150005053	1967	Vacant	퍒	Health Practitioner 17	248	(1.00)	\$ (83,640	s	ľ	(368)		\$ (12,870)	\$ (118,746)		s	(118,746)
2150005053	1967	Vacant	Ţ.	Public Health Nurse 16	628_2	1.00	\$ 57,680	\$ 4,413	\$ 8,600	\$ 277	\$ 1,027	\$ 17,722	\$ 89,719		·s	89,719
			-	Net Annual Impact		0.00	\$ (25,960)	\$	₩.	\$ (119)	\$ 1,027	\$ 4,852	\$ (29,027))# 45•	₩.	(29,027)
			_	TOTALS		000	\$ (25,960)	\$ (25,960) \$ (1,983) \$ (6,844)	\$ (6.844)	\$ (119)	\$ 1,027	1,027 \$ 4,852	\$ (29,027)	S	s	(29,027)

REQUEST FOR BUDGET ADJUSTMENT

	LGOLOTI	OK BOL	_	,LI ADO		JIWIEIVI				
	Executive S	Summary								
Reference No	: 680000YE0 ⁻	1				For Fisc	al Year	: 20	17	
Requesting Organization	: 68000000	FLEET MAN	NΑ	GEMENT		Date of R	equest	: 24-A	uq-1	17
Budget Adjust Type(s)	: FTE/Position	n Reclass		One	Ti	me Change (Y or N)		Ϋ́	
, , , , , , , , , , , , , , , , , , , ,						, next year's	•			\$0
					,	Net FTE C	•		00	Ψ-
Description and Justi	fication:								•	
Position Reclass: This if fo		ead Fleet Te	chi	nician 12 to	an A	Apprentice Fle	et Techn	ician 11	The	re
is no budget impact.									•	
			_							
		Fund	lm	pact						
SUMMARY OF FUND IMPACT BY	Y FUND									
FUND:	620 FLEET									
	MANAGEMENT	r FUND								
Fund Impact (Budgetary)		\$0								
Fund Impact (Transfers)		\$0								
TOTAL FUND IMPACT		\$0								
SUMMARY OF CNTY FUNDING I	MPACT BY DEPT	-								
DEPT		REVENUE		EXPENSE	T	BAL SHEET	CNTY FUI	NDING		
TOTALS			0		0	0		0		
		Appro	ov	als						
District Discrete						D.1. (2)	124/	/		
Division Director:	/ "			===2:		Date: 8	124/	17		
Dept. or Elected Fiscal Mgr:	91)]				Date: 8	25-17			
Dept. Dir. or Elected Official:	Jest .	for con	2	_		Date: 29 0	mg 201	7		
Facilities Division Director:						Date:	0			
(Capital Projects Only)	/	1		x						
	Lith					Date: 8/3	0/17			
Chief Financial Officer:	Δ	nnrove				Date:	7/1			
Mayor or Designee:		pprove	ar	u		Date:	30/17			
Council Action:	,	- Francisco				Date:				

Approve

		Budg	get Adjustmer	nt Detail		
get Year:	2017		* Requesting D	epartment: 68000	0000 FLEET MANAGEMENT	
get Period: Po	st June Year-End	* Req Item No:	680000YE01	* Adjustment Title:	Position Reclass	
stment Type(s):	FTE/Position Reclass			j		
Expense Budget	t String(s):					
FUND	AGENCY	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
620	060		601030 PERMANENT AND	PROVISIONAL		0
				_		
			TOTAL EX	PENDITURE CHANGE:	l	\$0
Revenue Budget	String(s):				=	
FUND	AGENCY	SUB-DEPT ID	REVENUE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
TOND	AGENCI	SUB-DEFT ID	REVENUE ACCOUNT	PROGRACTID (OFT)	PROJECT ID (CAP)	AWIOONT
			TOTA	L REVENUE CHANGE:	=	\$0
Balance Sheet/F	und Unrestriction Str	ing(s): Bal sh	eet strings only required for Pri	oprietary Fund adjustments o	or fund unrestrictions;	
FUND	SUB-D	10.60%	BAL. SHEET	ACCOUNT	AMOUN	IT
			BAL_SHT or 499999 BAL_SHT or 499999			
			BAL_SHT or 499999	NCE SHEET CHANGE:		
			IOIAL BALA	NCE SHEET CHANGE:	:(\$0
* One Time	e Change (Y or N): ext year's impact:	ΥΥ	- No of No	No. of New FTEs:	0.00 (2))
II NO, II	ext year s impact.			w Time Limited FTEs: of Transferred FTEs:		
				No. of Other FTEs:	0.00 (2,	
Fund Balance Tr	ansfers:					
From Fund	From Dept ID	To Fund	To Dept ID	Amount		

This if for a reclass of Lead Fleet Technician 12 to an Apprentice Fleet Technician 11. There is no budget impact.



CONDENSED POSITION DESCRIPTION QUESTIONNAIRE (CPDQ)

CLASSIFIC	ATI	ION REQUEST				
Please complete this form, review with department/division personnel, obtain any necessary approvals as outlined in the Council and HR Requirements Matrix, and forward to your HR consultant. In addition, please include your division's most recent Organization Chart.						
This request is for a: Vac	cant	to Existing Position				
Department Name: Public Works		Position Number: 000	08054			
Division Name: Fleet Management		Division Number: 680	00010	00		
Information Regarding	g Va	acant Existing Allocat	ion			
Current Job Title/Grade: Lead Fleet Technician 12			Job C	ode: <u>528</u>		
New Existing Title/Grade: Apprentice Fleet Technicia	n 1	1				
Agency E	3ud	lget Impact:				
There <u>is no</u> budget increase to this year or sclassification change. Please provide an explan			resultir	ng from this position		
Fleet Management Division generates our revenue through charges to our customer. Every Apprentice/ Fleet Technician generates about \$125,000 of gross revenue. This allocation is revenue neutral.						
generates about \$123,000 or gross revenue. This anocation	1.13	everide nederan				
2) There is an increase to this year or subsequ	ient	vear's hudgets. Relow	ie a eur	mmany of the hudget		
impact:		year a budgets. Below	13 4 341			
ON THE LEADING AND AND STREET AND		:				
The budget impact for this classification char	nge	is unknown at this time). 			
Business Justification: Please provide a brief summary of the organization need or business justification for this position classification request.						
Fleet Management is in need of an Apprentice Fleet Technician position to fulfill our daily work responsibilities.						



Version Date: 03/08/217



Department/Division Approval Signatures

By providing approval and electronically signing below, this certifies that processing this classification action does not have a negative impact on the current year's personnel budget. Any budgetary impact has already been addressed and approved by the Council, as needed.

Elected Official or Department Director	Approved: Yes No	Signature:	Scott Baird	Digitally signed by Scott Baird Date: 2017.08.14 08:25:57 -06'00'		
Division Director/ Administrator	Approved: √Yes No	Signature:	Greg Nuzman	Digitally signed by Greg Nuzman Date: 2017.08.07 11:17:17 -06'00'		
Immediate Supervisor	Approved: ✓Yes No	Signature:	Steve Contratto	Digitally signed by Steve Contratto Date: 2017.08.07 11:31:04 -06'00'		
Immediate Supervisor's Title: Operations Manager						
E-Mail: scontratto@slco.c	Phone Num	nber: <u>385-468-0488</u>				

HR Consultant Contact Information						
Consultant	Phone					
Debbie Wine	dwine@slco.org	(385) 468-0574				
Tracy Byington	tbyington@slco.org	(385) 468-0588				
Martinha Penrod	mpenrod@slco.org	(385) 468-0592				
Terry Fortner	tfortner@slco.org	(385) 468-0591				

Position Classification Process Overview

I. CLASSIFICATION TYPES

Below are the various types of position classifications that are conducted.

- 1. Incumbent Position Reclassification (after at least six months of an approximate 50% change in duties)
- 2. % FTE Position Change (for example, when a .5 FTE is changed to a .75 FTE, or vice-versa)
- 3. New Positions approved through regular budget process (positions are classified into existing or new classifications)
- 4. Vacant Classification (positions are classified into existing or new classifications)

The amount of work and complexity involved with a review depends on the type of classification being conducted. As a result, some requests are completed more quickly than others. In addition, the requirements (both for Council and HR) will depend on the type of classification being conducted. Below is a grid of Council and HR processing requirements, based on classification type.

II. COUNCIL APPROVAL & HR PROCESSING REQUIREMENTS

	Council and HR Requirements							
	Council Approval NOT Required							
Classification Type	Notes							
1. Incumbent Position Reclassifica	a. An agency must submit a completed job description, org chart, and PDQ to HR.b. Council approval is NOT required (regardless of budget impact). Cost will be annualized.							
2. % FTE Position Change	 a. Council approval is NOT required if a % of an FTE is reassigned, as long as there is no increase or reduction to an agency's total FTE count. b. If the rare case where the total FTE count is impacted the request must go before Council. c. NOTE: If any portion of an FTE is unassigned, it must be resolved by the next budget opening. 							
	Council Approval <u>IS</u> Required							
Classification Type	Notes							
3. New Position Approved in Budg	a. An agency must submit a current job description, org chart, and CPDQ (for existing classifications) or a PDQ (for new classifications) to HR for review. b. Agencies must submit a Budget Adjustment Form to Council for review & approval. c. If approved, no additional approval to hire decision will be required by Council.							
4. Vacant Classification.	a. An agency must submit a current job description, org chart, and CPDQ (for existing classifications) or a PDQ (for new classifications) to HR for review. b. Agencies must then submit a final PDQ or CPDQ, along with a Budget Adjustment Form to Mayor and Council for review & approval. c. If approved, no additional approval to hire decision will be required by Council.							

III. DOCUMENT REQUIREMENTS

	Agency Provides					Provides	Council Request
Classification Type	Job Description	Org Chart	PDQ	CPDQ	Job Review	Classification Letter	Budget Adjustment
1. Incumbent Position Reclassification	Y	Υ	Υ	N	Υ	Υ	N
2. % FTE Position Change	Y	N	N	Υ	N	Υ	N
3. New Position Approved in Budget	:48	:: ::::);	**	:==:		***	
a. To Existing Classification	Υ	Υ	N	Υ	N	Υ	Υ
b. To New Classification	Υ	Υ	Y	N	Υ	Υ	Y
4. Vacant Classification	-55	· ·			25 5	3776	-
a. To an Existing Position Classification	Υ	Υ	N	Υ	N	Y	Y
b. To a New Position Classification	Υ	Υ	Υ	N	Υ	Υ	Y

Position Classification Process Overview

I. CLASSIFICATION TYPES

Below are the various types of position classifications that are conducted.

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II. COUNCIL APPROVAL & HR PROCESSING REQUIREMENTS

	Council and HR Requirements				
	Council Approval NOT Required				
Classification Type	Notes				
1. Incumbent Position Reclassification	a. An agency must submit a completed job description, org chart, and PDQ to HR.b. Council approval is NOT required (regardless of budget impact). Cost will be annualized.				
	a. Council approval is NOT required if a % of an FTE is reassigned, as long as there is no increase or reduction to an agency's total FTE count.				
2. % FTE Position Change	b. If the rare case where the total FTE count is impacted the request must go before Council.c. NOTE: If any portion of an FTE is unassigned, it must be resolved by the next budget opening.				
	Council Approval <u>IS</u> Required				
Classification Type	Notes				
3. New Position Approved in Budget	 a. An agency must submit a current job description, org chart, and CPDQ (for existing classifications) or a PDQ (for new classifications) to HR for review. b. Agencies must submit a Budget Adjustment Form to Council for review & approval. c. If approved, no additional approval to hire decision will be required by Council. 				
4. Vacant Classification.	 a. An agency must submit a current job description, org chart, and CPDQ (for existing classifications) or a PDQ (for new classifications) to HR for review. b. Agencies must then submit a final PDQ or CPDQ, along with a Budget Adjustment Form to 				
	Mayor and Council for review & approval. c. If approved, no additional approval to hire decision will be required by Council.				

III. DOCUMENT REQUIREMENTS

		Agency P	rovides	HR Provides		Council Request	
Classification Type	Job Description	Org Chart	PDQ	CPDQ	Job Review	Classification Letter	Budget Adjustment
1. Incumbent Position Reclassification	Y	Y	Υ	N	Υ	Υ	N
2. % FTE Position Change	Y	N	N	Υ	N	Υ	N
3. New Position Approved in Budget		772			377		1 71 1
a. To Existing Classification	Y	Y	N	Y	N	Y	Υ
b. To New Classification	Υ	Υ	Υ	N	Υ	Υ	Υ
4. Vacant Classification	=		44	(r <u>44</u> 1)	52		
a. To an Existing Position Classification	Υ	Y	N	Y	N	Υ	Υ
b. To a New Position Classification	Υ	Y	Υ	N	Υ	Υ	Υ

REQUEST FOR BUDGET ADJUSTMENT

	executive s	oummary						
Reference No	: 503700YE0	1		For Fisc	al Year:	2017		
Requesting Organization	: 50370000	EXCISE TAX	ROAD P	Date of R	equest:	3-Aug-1	17	
Budget Adjust Type(s)	: New Capital	Project	One Ti	ime Change (Y or N):	Y		
	Technical	-		o, next year's	•		\$0	
				Net FTE (•	0.00	* -	
Description and Justin	fication:					0.00		
Bridge Access, 3900 S: Sa		, representina N	Millcreek Citv. a	nd South Salt L	ake are ente	ering a co	st	
sharing agreement to study								
potential solutions to limit a	ccess under the	e bridge. The	cost of the stud	ly is estimated a	it \$12,543.80	0. South		
Lake will contribute \$6,271.	.90 and the Coι	unty will contrib	ute \$6,271.90 t	o the study by ι	ising Excise	Tax Bon	d	
funds. Also included is app	roximately \$1,4	150 for Salt Lak	ce County Publi	c Works Engine	ering staff to	o manage	e the	
consultant contract for the s	study. Funds a	re available to f	transfer from pr	oject EFCTB15	0001, 3900	S Should	er	
Improvements, because the	e project was co	ompleted under	r budget.					
Fund Impact								
SUMMARY OF FUND IMPACT BY	FLIND							
FUND:	426 EXCISE TAX	(ROAD REV						
	BOND PROJECT							
Fund Impact (Budgetary)	701121110201	\$0						
Fund Impact (Transfers)		\$0						
TOTAL FUND IMPACT		\$0						
		1.0						
SUMMARY OF CNTY FUNDING II	MPACT BY DEPT	-						
DEPT		REVENUE	EXPENSE	BAL SHEET	CNTY FUNDIN	NG		
5037000000 EXCISE TAX ROAD	PROJECTS							
UNINCORP PRGM		6,272	6,272	0		0		
TOTALS		6,272	6,272	0		0		
		Approv	/als					
Division Director:	Kurl. 1	Min cur		Date: 3/	1/201	-		
	00	nn			/	1		
Dept. or Elected Fiscal Mgr:	YDW	TUD 1		Date: 8/3	1/2017			
	14	977 ()						
Dept. Dir. or Elected Official:	7001	Mary		Date: 31 (lug 201	7		
Facility Bridge Bridge					1			
Facilities Division Director:	-			Date:				
(Capital Projects Only)	1 191			2/1	1.0			
Chief Financial Officer:	1h		_	Date: 2/6/	17			
Cilier i mancial Officer.	Δ	pprove		Date: 707			-	
	^	ppiove -						
Mayor or Designee:				Date:				
J	Α	pprove						
Council Action:				Date:				
	Α	pprove		-				

		Bud	get Adjustme	nt Detail		
lget Year:	2017		* Requesting D		0000 EXCISE TAX ROAD PR	ROJECTS UNINCORP.
lget Period:	Post June Year-End •	* Req Item No:	503700YE01	* Adjustment Title:	Bridge Access, 3900 S	
ustment Type(s	s): New Capital Project	•	Technical	-		
Expense Bu	idget String(s):					
FUND	AGENCY	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	L BBO IFOT IS IS IS	
426	050	5037000000	639025	PROGRACTID (OPT)	PROJECT ID (CAP)	AMOUNT
426	050	5037000000	683005		EFCTB170002	14,000
			000000		EFCTB150001	(7,728
-						
			TOTAL EX	PENDITURE CHANGE:		\$6,272
Revenue Bu	dget String(s):				·	30,272
FUND			-			
426	AGENCY	SUB-DEPT ID	REVENUE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
1420	050	5037000000	423400	3-4	EFCTB170002	6,272
						0,272
			TOTA	L REVENUE CHANGE:		40.000
Palanas Ch.	AIF All				-	\$6,272
Dalance Snee	et/Fund Unrestriction St	ring(s): Bal she	et strings only required for Pro	oprietary Fund adjustments o	or fund unrestrictions;	
FUND	SUB-D	EPT ID	BAL. SHEET	ACCOUNT	AMOUN	
			BAL_SHT or 499999	1.0000111	AMOUN	
			BAL_SHT or 499999			
			BAL_SHT or 499999			
				NCE SHEET CHANGE:		\$0
* One Ti	ime Change (Y or N):	Y			-	- 50
If No	o, next year's impact:	<u>-</u>	M= -441	No. of New FTEs:	0.00 (2)	
	, , , <u></u>			V Time Limited FTEs:	0.00 (2)	
			No.	of Transferred FTEs:	0.00 (2)	
Fund Balance	Transfore			No. of Other FTEs:	0.00 (2)	
- unu Dalance	rransiers;					
From Fund	From Dept ID	To Fund	To Dept ID	Amount		
				ranount		

Salt Lake County, representing Millcreek City, and South Salt Lake are entering a cost sharing agreement to study the feasibility of the 3900 S railroad overpass bridge. The study will address potential solutions to limit access under the bridge. The cost of the study is estimated at \$12,543.80. South Salt Lake will contribute \$6,271.90 and the County will contribute \$6,271.90 to the study by using Excise Tax Bond funds. Also included is approximately \$1,450 for Salt Lake County Public Works Engineering staff to manage the consultant contract for the study. Funds are available to transfer from project EFCTB150001, 3900 S Shoulder Improvements, because the project was completed under budget.

15,16

REQUEST FOR BUDGET ADJUSTMENT

Executive Summary		
Reference No: 102200YE01	For Fiscal Year:	2017
Requesting Organization: 10220000 MAYOR FINANCIAL A	Date of Request:	7-Sep-17
Budget Adjust Type(s): FTE/Position Reclass One	Time Change (Y or N):	Ň
	No, next year's impact:	\$0
	Net FTE Change:	1.00
Description and Justification:		

Reclass for Budget Analyst: Due to new budget processes and improvements, the budget team is in critical need of additional resources to faciliate the county-wide budget process. Additionally, this position is needed to take over managing the budget for some of the 25+ budgets that Mayor's Finance manages to allow the Senior Debt Administrator to focus the necessary attention on the county's bonds. The county has been entering into frequent and complex bond transactions and there are very large risks associated with not focusing the necessary time and resources on those bonds. This will be a zero budget impact as the position will be taken from an existing allocation in accounting. This will create a strain on the accounting team, but duties have been reallocated and it was determined that the greatest need/risk for Mayor's Finance is around the functions listed above.

Fund Impact

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

SUMMARY OF CNTY FUNDING IMPACT BY DEPT	100000000000000000000000000000000000000	British Barrell	Winds of the same	And the sales
DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
TOTALS	0	C	C	C

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

et Year:	2017	•	* Requesting D	epartment: 10220	0000 MAYOR FINANCIAL ADI	MINISTRATION
et Period:	Post June Year-End 💌	* Req Item No:	102200YE01	★ Adjustment Title:	Reclass for Budget Analyst	
stment Type(:	FTE/Position Reclass			·		
Expense Bu	dget String(s):	This adjustment involv	es a reclass; while the next	year's financial impact ma	y be presented, no actual bud	get adjustment is
FUND	AGENCY	SUB-DEPT ID	EXPENSE ACCOUNT		PROJECT ID (CAP)	AMOUNT
110	010	1022000300	601030 PERMANENT AND	PROVISIONAL		
	-		ļ ————————————————————————————————————			
			TOTAL EX	PENDITURE CHANGE	:	
Pavanua Bu	dget String(s):					
FUND	AGENCY	SUB-DEPT ID	REVENUE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
			TOTA	L REVENUE CHANGE	•	
Balance She	et/Fund Unrestriction S	string(s): _ Bal she	et strings only required for Prictions; check if applicable.	oprietary Fund adjustment	s or fund	
FUND	SUB-	DEPT ID	BAL. SHEET	ACCOUNT	AMOU	NT
			BAL_SHT or 499999			
			BAL_SHT or 499999 BAL_SHT or 499999			
				NCE SHEET CHANGE		
* One	Time Change (Y or N):	N / N		No. of New FTEs:	0.00 (2	2)
If N	o, next year's impact:	\$0		w Time Limited FTEs:	0.00 (2)
			No.	of Transferred FTEs: No. of Other FTEs:	0.00 (2 1.00 (2	
	e Transfers:				1100	,
Fund Balanc						
Fund Balanc	d From Dept ID	To Fund	To Dept ID	Amount	-	

Due to new budget processes and improvements, the budget team is in critical need of additional resources to faciliate the county-wide budget process. Additionally, this position is needed to take over managing the budget for some of the 25+ budgets that Mayor's Finance manages to allow the Senior Debt Administrator to focus the necessary attention on the county's bonds. The county has been entering into frequent and complex bond transactions and there are very large risks associated with not focusing the necessary time and resources on those bonds. This will be a zero budget impact as the position will be taken from an existing allocation in accounting. This will create a strain on the accounting team, but duties have been reallocated and it was determined that the greatest need/risk for Mayor's Finance is around the functions listed above.

Position Management Information

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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			1 2 3 5		
Position Number (For changes to existing positions)		9430			
Existing/Proposed Job Start Date		A	SAP		
Existing/Proposed Job Code		2	2171		
Existing/Proposed Job Title		Budge	et Analyst		
Position Type: Full-Time (FT), Part-Time (PT)			FT		
Time Limited? Yes / No	No				
If Time Limited , expected expiration date					
Location Code (four digit number)		1	1184		
Fund	To:	110	From:	110	
PS/BRASS Sub Department Id	To:	1022000300	From:	1022000202	
Reports To Position Number			110		
Reports To Job Title		Budge	et Director		
FTE (Example: .50 / .75 / 1.0)	To:	1	From:		
Action Type: (New position (N), New TL (TL), Reclassification (R), Transfer (T), FTE Change/Re-Allocation (RA), Abolish (A), Other (O))			R		



POSITION DESCRIPTION QUESTIONAIRE (PDQ)

CLASSIFICATION REQUEST Please complete the PDQ, review with all incumbents and department/division personnel, make any and all changes needed to ensure an accurate representation of the position, obtain any necessary approvals as outlined in the Council and HR Requirements Matrix, and forward to your consultant. In addition, please include copies of both the incumbent's résumé and your division's most recent Organization Chart. This request is for a: Reclassification Department Name: Mayor's Financial Administration Position Number: 9430 Division Name: Budget Incumbent Name: Vacant Division Number: 1022000300 Incumbent EIN:

Information Regarding New or Curre	nt Allocation
Current Job Title/Grade: Accounting Applications Analyst/ 16T	Job Code: 2171
Recommended Title/Grade: Budget Analyst/ 16	
If known, list any comparable position(s)/grade(s) that currently ex	rist within Salt Lake County:
None	
Agency Budget Impact	
1) There <u>is no</u> budget increase to this or subsequent year's budget change. Please provide an explanation below:	ts resulting from this position classification
2) There <u>is</u> an increase to this or subsequent year's budgets. Below	v is a summary of the budget impact:
3) The budget impact for this classification change is unknown at the	nis time.

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

Due to new budget processes and improvements the budget team is in critical need of additional resources to facilitate the county-wide budget process. Additionally, this position is needed to take over managing the budget for some of the 40+ budgets that Mayor's Finance manages across the county to allow the Senior Debt Administrator to focus the necessary attention on the county's bonds. The county has been entering into frequent and complex bond transactions and there are very large risks associated with not focusing the necessary time and resources on those bonds. There is also need for special accounting, finance and budget projects county-wide, which this position will assist in. Although, a strain will be put on the accounting team from this reclassification, it was determined that it will



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

Conducts financial and budgetary analysis by reviewing adopted, adjusted and interim budget adjustments and related policies, assisting with County revenue and fund balance projections, monitoring budget variances and assessing the fiscal impact of legislation. Performs fiscal management tasks for multiple programs and assisting in county-wide special projects related to accounting, budget and finance.

<u>Essential Functions:</u> 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
Coordinates, records, analyzes, lists, and reviews adopted, adjusted and interim budget adjustments and assists in interim budget adjustment policy revisions. Assists in projecting County revenues; reviews and recommends adjustments to revenue projections and fund balances.	15%
Inputs data, maintains monitoring systems and procedures, and performs monthly reconciliations for county organizations' expenditure and revenue financial performance	20%
Prepares information for budgetary and other financial information presentations. Prepares financial analysis and custom reports; researches, analyzes, and monitors budget variances. Provides requested data pertaining to revenue, taxation, and budgeting.	10%
Prepares, administers, monitors various program/division budgets, prepares division journal entries, and performs various fiscal management duties	35%
Assists in or leads county-wide special projects in the areas of accounting, finance and budget	10%
Provides requested data pertaining to revenue, taxation, and budgeting. Assesses the fiscal impact of future egislation and city incorporations and annexations	10%

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

		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.
201		The employee determines own work sequence within the limits of established policy, practices and procedures. Work is evaluated periodically and upon completion.
	V	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.
		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?			
If so, what is the dollar amount of the budget that is prepared and/or administered by the employee? \$20,000,000.00			
If not, describe how the essential functions may impact the department/division's budget:			
Minimum Requirements: List the amount and type of education and/or years of experience required to perform the work at the entry level. Also list any licenses, certifications, etc., required (at minimum) for this position.			
Bachelor's degree from an accredited college or university in Accounting, Finance, or Economics, plus four (4) years of related experience; OR an equivalent combination of related education and experience.			
Knowledge, Skills and Abilities (KSAs) Required: Describe the things that the employee needs to know at entry level for this position (knowledge) and the things the employee needs to be able to do (skills and abilities). If a link cannot be made between a KSA and an essential function, do not include it in this section.			
Knowledge of:			
 General and Cost accounting principles, methods, and techniques Government accounting principles, methods and techniques Effective budgeting principles, methods, and techniques Government Finance Officer's Association (GFOA) standard for budget reporting and disclosure Organizational principles and techniques Effective public relations Utah Code Annotated and related State and Federal rules and policies County policies, ordinances, and procedures Revenue forecasting practices 			
Skills and Abilities:			
 Exceptional Microsoft office skills; particularly around Excel (macros, formulas, pivots, power pivot, etc) Perform financial analysis and interpretation Analyze and make recommendations for changes in procedures and financing processes Communicate clearly, concisely, and effectively both orally and in writing Interact effectively with individuals at various levels and maintain positive working relationships with County agencies Effectively plan, organize, and perform tasks even under stressful situations Act independently and use sound judgment 			
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.			
Standard office working conditions			



Additional Comments: P	rovide any additional informa	ation that would help us to better understand this position.
	elow, then forward the approve	scription is an Accurate Reflection of Duties d PDQ to your HR Consultant. Incumbents may wish to print a copy their records.)
		eceived a copy of the above position description and agree assential functions of the position with Salt Lake County.
I agree with the above pos		
I disagree with the above p	position description. 🔲 🏻	ignature:
	117	
	INCUMPENT AN	D SUPERVISOR NOTES
		porting documents as needed)
		ion Approval Signatures
By providing approval and expected/current essential	electronically signing below, functions of the position, an	this certifies that the PDQ is a fair representation of the d that any budgetary impact has been addressed.
Elected Official or Department Director	Approved: ☑Yes ☐No	Signature:
Division Director/ Administrator	Approved: Ves No	Signature: Volyf
Immediate Supervisor	Approved: Yes No	Signature:
Immediate Supervisor's	Title: Budget Director	
E-Mail: rkitchens@slco.or	9	Phone Number: 385-468-7084





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