

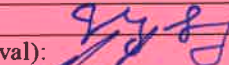



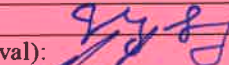



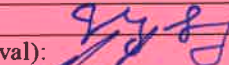



REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19726

Sponsor(s): Dennis Waits

Date: February 5, 2018

SUBJECT	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance Project/Title: <u>A Resolution approving the transfer of funds due to a position reclassification.</u>																		
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width: 100%;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$19,992</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$19,992</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number;</td> <td style="text-align: center;"><u>FROM AMOUNT</u></td> </tr> <tr> <td><u>FROM ACCT</u> 001-1403-55010 General Fund – Collections – Regular Salaries</td> <td style="text-align: right;">\$18,193</td> </tr> <tr> <td>045-1403-55010 Assessment Fund – Collections – Regular Salaries</td> <td style="text-align: right;">\$1,799</td> </tr> <tr> <td><u>TO ACCT</u> 001-1403-55025 General Fund – Collections – Part-Time Salaries</td> <td style="text-align: right;">\$18,193</td> </tr> <tr> <td>045-1403-55025 Assessment Fund – Collections – Part-Time Salaries</td> <td style="text-align: right;">\$1,799</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> OTHER FINANCIAL INFORMATION: <input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: \$ _____ Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____	Amount authorized by this legislation this fiscal year:	\$19,992	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$19,992	Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number;	<u>FROM AMOUNT</u>	<u>FROM ACCT</u> 001-1403-55010 General Fund – Collections – Regular Salaries	\$18,193	045-1403-55010 Assessment Fund – Collections – Regular Salaries	\$1,799	<u>TO ACCT</u> 001-1403-55025 General Fund – Collections – Part-Time Salaries	\$18,193	045-1403-55025 Assessment Fund – Collections – Part-Time Salaries	\$1,799
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PRIOR LEGISLATION	Prior ordinances and (date): _____ Prior resolutions and (date): _____																		
CONTACT INFORMATION	RLA drafted by (name, title, & phone): <u>Karey Schulze, Office Admin, 816-881-3038</u>																		
REQUEST SUMMARY	The Collection department is requesting a reclassification of one full time Clerk position (1403-00046-BF006 G03) to one permanent part time Clerk position (1403-00046-BFG006 G99). This reclassification would require a fund transfer from regular salaries to part-time salaries account code. This position is also funded from two different funds. The associate being reclassified will work 21-40 hours per week from the effective date 1/15/2018 through 12/31/2018. This requested fund transfer is for 40 hours/week x 49 weeks = 1960 hours @ \$10.20 = \$19,992 split by fund at: 001 91%, 045 9% = \$18,193 001-1403, \$1799 045-1403.																		
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)																		
ATTACHMENTS																			
REVIEW	<table border="1" style="width: 100%;"> <tr> <td>Department Director: </td> <td>Date: <u>1-29-18</u></td> </tr> <tr> <td>Finance (Budget Approval):  <i>If applicable</i></td> <td>Date: <u>1/29/18</u></td> </tr> <tr> <td>Division Manager: </td> <td>Date: <u>1-31-18</u></td> </tr> <tr> <td>County Counselor's Office: </td> <td>Date: _____</td> </tr> </table>	Department Director: 	Date: <u>1-29-18</u>	Finance (Budget Approval):  <i>If applicable</i>	Date: <u>1/29/18</u>	Division Manager: 	Date: <u>1-31-18</u>	County Counselor's Office: 	Date: _____										
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Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in ____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance #
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Fiscal Note:

Funds sufficient for this transfer are available from the sources indicated below.

PC# _____

Date: January 29, 2018 RES # 19726

Department / Division	Character/Description	From	To
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General Fund - 001

1403 - Collections	55010 - Regular Salaries	\$ 18,193	\$ -
5101 - Non-Departmental	55025 - Part-Time Salaries		18,193

Assessment Fund - 045

1403 - Collections	55010 - Regular Salaries	\$ 1,799	\$ -
1403 - Collections	55025 - Part-Time Salaries		1,799

	\$ 19,992	\$ 19,992
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 County Auditor / Budget Officer