

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18216

Sponsor(s): Theresa Garza Ruiz

Date: July 15, 2013

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>A request to move \$70,000 within the Medical Examiner's budget to fund a full-time Forensic Fellow position.</u></p>																				
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="324 562 1201 1033"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$70,000</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;">\$70,000</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$70,000</td> </tr> <tr> <td colspan="2">Source of funding (name of fund) and account code number:</td> </tr> <tr> <td colspan="2">FROM:</td> </tr> <tr> <td>002-2001-55025 – Part-time salaries</td> <td style="text-align: right;">\$35,000</td> </tr> <tr> <td>002-2001-55030 – Overtime salaries</td> <td style="text-align: right;">\$35,000</td> </tr> <tr> <td colspan="2">TO:</td> </tr> <tr> <td>002-2001-55010 – Regular salaries</td> <td style="text-align: right;">\$70,000</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><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: \$ _____</p> <p>Prior Year Budget (if applicable): _____  Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$70,000	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$70,000	Amount budgeted for this item * (including transfers):	\$70,000	Source of funding (name of fund) and account code number:		FROM:		002-2001-55025 – Part-time salaries	\$35,000	002-2001-55030 – Overtime salaries	\$35,000	TO:		002-2001-55010 – Regular salaries	\$70,000
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<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date): N/A</p> <p>Prior resolutions and (date): N/A</p>																				
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Dr. Mary Dudley, Medical Examiner, 881-6600</p>																				
<p><b>REQUEST SUMMARY</b></p>	<p>This request is to move \$70,000 within the Medical Examiner's office to fund a full-time Forensic Fellow position that is currently budgeted as a part-time position. A full-time Forensic Fellow position existed in the 2011 budget but when the individual resigned that same year, it remained vacant. During the 2012 budget process, the position was moved to part-time and the salary was reduced because the intended work period was part-time from July to December.</p> <p>However, based on the need of the Medical Examiner's office, the position should be a full-time position. This request moves the necessary funding to Regular Salaries, creates a full-time Forensic Fellow position in the Medical Examiner's office and deletes the part-time position.</p>																				

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	Department Director: _____ Date: _____
	Finance (Budget Approval): If applicable <i>Deborah S Ball</i> _____ Date: <b>7-10-13</b>
	Division Manager: _____ Date: _____
	County Counselor's Office: _____ Date: _____

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.

