

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18330

Sponsor(s): Scott Burnett

Date: December 2, 2013

SUBJECT	<p>Action Requested</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>To transfer funds within the Information Technology Department to cover deficits in the 2013 budget.</u></p>																																																		
<p>BUDGET INFORMATION</p> <p><i>To be completed By Requesting Department and Finance</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$27,375</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$27,375</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$27,375</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM</td> <td style="text-align: right;">FROM ACCT</td> </tr> <tr> <td>001-1305-55010 General Fund, IT, Regular Salaries</td> <td style="text-align: right;">\$ 8,485</td> </tr> <tr> <td>003-1305-55010 Park, IT, Regular Salaries</td> <td style="text-align: right;">\$ 1,585</td> </tr> <tr> <td>004-1305-55010 Road &amp; Bridge, IT, Regular Salaries</td> <td style="text-align: right;">\$ 6,305</td> </tr> <tr> <td>042-1305-55010 Recorder, IT, Regular Salaries</td> <td style="text-align: right;">\$ 320</td> </tr> <tr> <td>045-1305-55010 Assessment, IT, Regular Salaries</td> <td style="text-align: right;">\$ 8,040</td> </tr> <tr> <td>300-1305-55010 Park Enterprise, IT, Regular Salary</td> <td style="text-align: right;"><u>\$ 2,640</u></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$27,375</td> </tr> <tr> <td>TO</td> <td style="text-align: right;">TO ACCT</td> </tr> <tr> <td>001-1305-55030 General Fund, IT, Overtime</td> <td style="text-align: right;">\$ 6,785</td> </tr> <tr> <td>001-1305-56120 General Fund, IT, Car Allowance</td> <td style="text-align: right;">\$ 1,700</td> </tr> <tr> <td>003-1305-55030 Parks, IT, Overtime</td> <td style="text-align: right;">\$ 1,405</td> </tr> <tr> <td>003-1305-56120 Parks, IT, Car Allowance</td> <td style="text-align: right;">\$ 180</td> </tr> <tr> <td>004-1305-55030 Road &amp; Bridge, IT, Overtime</td> <td style="text-align: right;">\$ 5,595</td> </tr> <tr> <td>004-1305-56120 Road &amp; Bridge, IT, Car Allowance</td> <td style="text-align: right;">\$ 710</td> </tr> <tr> <td>042-1305-55030 Recorder, IT, Overtime</td> <td style="text-align: right;">\$ 200</td> </tr> <tr> <td>042-1305-56120 Recorder, IT, Car Allowance</td> <td style="text-align: right;">\$ 120</td> </tr> <tr> <td>045-1305-55030 Assessment, IT Overtime</td> <td style="text-align: right;">\$ 8,040</td> </tr> <tr> <td>300-1305-55030 Park Enterprise, IT, Overtime</td> <td style="text-align: right;">\$ 1,560</td> </tr> <tr> <td>300-1305-56120 Park Enterprise, IT, Car Allowance</td> <td style="text-align: right;"><u>\$ 1,080</u></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$27,375</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)</p> <p><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:	\$27,375	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$27,375	Amount budgeted for this item * (including transfers):	\$27,375	Source of funding (name of fund) and account code number; FROM	FROM ACCT	001-1305-55010 General Fund, IT, Regular Salaries	\$ 8,485	003-1305-55010 Park, IT, Regular Salaries	\$ 1,585	004-1305-55010 Road & Bridge, IT, Regular Salaries	\$ 6,305	042-1305-55010 Recorder, IT, Regular Salaries	\$ 320	045-1305-55010 Assessment, IT, Regular Salaries	\$ 8,040	300-1305-55010 Park Enterprise, IT, Regular Salary	<u>\$ 2,640</u>	TOTAL	\$27,375	TO	TO ACCT	001-1305-55030 General Fund, IT, Overtime	\$ 6,785	001-1305-56120 General Fund, IT, Car Allowance	\$ 1,700	003-1305-55030 Parks, IT, Overtime	\$ 1,405	003-1305-56120 Parks, IT, Car Allowance	\$ 180	004-1305-55030 Road & Bridge, IT, Overtime	\$ 5,595	004-1305-56120 Road & Bridge, IT, Car Allowance	\$ 710	042-1305-55030 Recorder, IT, Overtime	\$ 200	042-1305-56120 Recorder, IT, Car Allowance	\$ 120	045-1305-55030 Assessment, IT Overtime	\$ 8,040	300-1305-55030 Park Enterprise, IT, Overtime	\$ 1,560	300-1305-56120 Park Enterprise, IT, Car Allowance	<u>\$ 1,080</u>	TOTAL	\$27,375
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PRIOR LEGISLATION	<p>Prior ordinances and (date): _____</p> <p>Prior resolutions and (date): _____</p>																																																		

CONTACT INFORMATION	RLA drafted by (name, title, & phone): Bill Noll, Director of IT & GIS, 816-881-3155	
REQUEST SUMMARY	The IT department had several projects that had to be done on an overtime basis (not regular work hours) during 2013 that were not budgeted for in the adopted 2013 budget. In addition mileage costs incurred as a result of additional work done at the Truman Courthouse which resulted in a deficit in the Car Allowance/Mileage account line. Salary savings exist because we had not filled all of our open positions right away. The transfers suggested will not cause a deficit in the Regular Salaries account line for 2013 and will provide adequate funding for Overtime and Car Allowance/Mileage accounts.	
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: <i>Bill Noll</i>	Date: <i>11-19-13</i>
	Finance (Budget Approval): <i>If applicable Alexander Ball</i>	Date: <i>11-21-13</i>
	Division Manager: <i>D. Jones Thomas</i>	Date: <i>11/21/13</i>
	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.

**Fiscal Note:  
Jackson County, Missouri**

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

Date: November 21, 2013      PC# \_\_\_\_\_      RES # 18830

<u>Department / Division</u>	<u>Character/Description</u>	<u>From</u>	<u>To</u>
<b>General Fund - 001</b>			
<u>1305 - Information Technology</u>	<u>55010 - Regular Salaries</u>	<u>8,485</u>	
	<u>55030 - Overtime Salaries</u>		<u>6,785</u>
	<u>56120 - Car Allowance/Local Mileage</u>		<u>1,700</u>
<u>Total General Fund</u>		<u>8,485</u>	<u>8,485</u>
<b>Park Fund - 003</b>			
<u>1305 - Information Technology</u>	<u>55010 - Regular Salaries</u>	<u>1,585</u>	
	<u>55030 - Overtime Salaries</u>		<u>1,405</u>
	<u>56120 - Car Allowance/Local Mileage</u>		<u>180</u>
<u>Total Park Fund</u>		<u>1,585</u>	<u>1,585</u>
<b>Road and Bridge Fund - 004</b>			
<u>1305 - Information Technology</u>	<u>55010 - Regular Salaries</u>	<u>6,305</u>	
	<u>55030 - Overtime Salaries</u>		<u>5,595</u>
	<u>56120 - Car Allowance/Local Mileage</u>		<u>710</u>
<u>Total Road and Bridge</u>		<u>6,305</u>	<u>6,305</u>
<b>Recorder Technology - 042</b>			
<u>1305 - Information Technology</u>	<u>55010 - Regular Salaries</u>	<u>320</u>	
	<u>55030 - Overtime Salaries</u>		<u>200</u>
	<u>56120 - Car Allowance/Local Mileage</u>		<u>120</u>
<u>Total Recorder Technology</u>		<u>320</u>	<u>320</u>
<b>Assessment Fund - 045</b>			
<u>1305 - Information Technology</u>	<u>55010 - Regular Salaries</u>	<u>8,040</u>	
	<u>55030 - Overtime Salaries</u>		<u>8,040</u>
<b>Enterprise Fund - 300</b>			
<u>1305 - Information Technology</u>	<u>55010 - Regular Salaries</u>	<u>2,640</u>	
	<u>55030 - Overtime Salaries</u>		<u>1,560</u>
	<u>56120 - Car Allowance/Local Mileage</u>		<u>1,080</u>
<u>Total Enterprise Fund</u>		<u>2,640</u>	<u>2,640</u>

*Sheverian S Ball* 11-21-13  
Budgeting