

REQUEST FOR LEGISLATIVE ACTION

EXECUTIVE OFFICE

NOV 26 2018

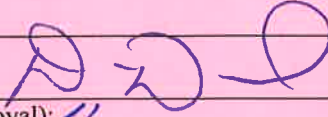
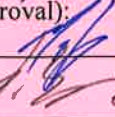

Completed by County Counselor's Office:

Res/Ord No.: 20060

Sponsor(s): Dennis Waits

Date: December 3, 2018

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|--|--|--|---|----------|--|----|--|----------|--|----|---|--|-------------------|---------------|---------------------------------|----------|---------------------------------|--------|-----------------------------------|--------|---------------------------------|--------|-----------------------------------|-------|-----------------|---------------|-------------------------|----------|-----------------------------------|----------|------------------------|--------|--|--------|-------------------------|--------|--|-------|-------------------------|--------|--|-------|
| <p>SUBJECT</p> | <p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transfer within the 2018 HR Budget for overtime related to Pension and Open Enrollment program processing and to cover other miscellaneous deficits in the HR budget.</u></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p> | <table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$ 9,081</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;">\$ 9,081</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number;</td> <td></td> </tr> <tr> <td><u>FROM ACCT:</u></td> <td style="text-align: right;"><u>AMOUNT</u></td> </tr> <tr> <td>001-1202-55010 Regular Salaries</td> <td style="text-align: right;">\$ 7,725</td> </tr> <tr> <td>003-1202-55010 Regular Salaries</td> <td style="text-align: right;">\$ 300</td> </tr> <tr> <td>003-1202-55060 Insurance Benefits</td> <td style="text-align: right;">\$ 423</td> </tr> <tr> <td>004-1202-55010 Regular Salaries</td> <td style="text-align: right;">\$ 578</td> </tr> <tr> <td>004-1202-55060 Insurance Benefits</td> <td style="text-align: right;">\$ 55</td> </tr> <tr> <td><u>TO ACCT:</u></td> <td style="text-align: right;"><u>AMOUNT</u></td> </tr> <tr> <td>001-1202-55030 Overtime</td> <td style="text-align: right;">\$ 2,433</td> </tr> <tr> <td>001-1202-55060 Insurance Benefits</td> <td style="text-align: right;">\$ 4,417</td> </tr> <tr> <td>001-1202-56110 Postage</td> <td style="text-align: right;">\$ 500</td> </tr> <tr> <td>001-1202-56120 Car Allowance & Mileage</td> <td style="text-align: right;">\$ 375</td> </tr> <tr> <td>003-1202-55030 Overtime</td> <td style="text-align: right;">\$ 678</td> </tr> <tr> <td>003-1202-56120 Car Allowance & Mileage</td> <td style="text-align: right;">\$ 45</td> </tr> <tr> <td>004-1202-55030 Overtime</td> <td style="text-align: right;">\$ 578</td> </tr> <tr> <td>004-1202-56120 Car Allowance & Mileage</td> <td style="text-align: right;">\$ 55</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <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: \$</p> <p>Prior Year Budget (if applicable): \$ N/A Prior Year Actual Amount Spent (if applicable): N/A</p> | | Amount authorized by this legislation this fiscal year: | \$ 9,081 | Amount previously authorized this fiscal year: | \$ | Total amount authorized after this legislative action: | \$ 9,081 | Amount budgeted for this item * (including transfers): | \$ | Source of funding (name of fund) and account code number; | | <u>FROM ACCT:</u> | <u>AMOUNT</u> | 001-1202-55010 Regular Salaries | \$ 7,725 | 003-1202-55010 Regular Salaries | \$ 300 | 003-1202-55060 Insurance Benefits | \$ 423 | 004-1202-55010 Regular Salaries | \$ 578 | 004-1202-55060 Insurance Benefits | \$ 55 | <u>TO ACCT:</u> | <u>AMOUNT</u> | 001-1202-55030 Overtime | \$ 2,433 | 001-1202-55060 Insurance Benefits | \$ 4,417 | 001-1202-56110 Postage | \$ 500 | 001-1202-56120 Car Allowance & Mileage | \$ 375 | 003-1202-55030 Overtime | \$ 678 | 003-1202-56120 Car Allowance & Mileage | \$ 45 | 004-1202-55030 Overtime | \$ 578 | 004-1202-56120 Car Allowance & Mileage | \$ 55 |
| Amount authorized by this legislation this fiscal year: | \$ 9,081 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amount previously authorized this fiscal year: | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total amount authorized after this legislative action: | \$ 9,081 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amount budgeted for this item * (including transfers): | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Source of funding (name of fund) and account code number; | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>FROM ACCT:</u> | <u>AMOUNT</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 001-1202-55010 Regular Salaries | \$ 7,725 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 003-1202-55010 Regular Salaries | \$ 300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 003-1202-55060 Insurance Benefits | \$ 423 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 004-1202-55010 Regular Salaries | \$ 578 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 004-1202-55060 Insurance Benefits | \$ 55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>TO ACCT:</u> | <u>AMOUNT</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 001-1202-55030 Overtime | \$ 2,433 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 001-1202-55060 Insurance Benefits | \$ 4,417 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 001-1202-56110 Postage | \$ 500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 001-1202-56120 Car Allowance & Mileage | \$ 375 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 003-1202-55030 Overtime | \$ 678 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 003-1202-56120 Car Allowance & Mileage | \$ 45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 004-1202-55030 Overtime | \$ 578 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 004-1202-56120 Car Allowance & Mileage | \$ 55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>PRIOR LEGISLATION</p> | <p>Prior ordinances and (date): N/A Prior resolutions and (date): N/A</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>CONTACT INFORMATION</p> | <p>RLA drafted by (name, title, & phone): Dennis Dumovich, HR Director, Ph. (816) 881-3140</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>REQUEST SUMMARY</p> | <p>Human Resources is requesting to transfer \$9,081 within the 2018 HR fund to cover overtime costs associated with extensive information processing and data-entry related to the County Pension and Benefits Open Enrollment program and to cover other miscellaneous deficits in the HR budget.</p> <p>Total Cost \$9,081</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>CLEARANCE</p> | <p><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)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>ATTACHMENTS</p> | <p>Please see attachments.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | |
|--------|--|----------------|
| REVIEW | Department Director:  | Date: 11/21/18 |
| | Finance (Budget Approval): <i>If applicable</i>  | Date: 11/20/18 |
| | Division Manager:  | Date: 11/20/18 |
| | 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:

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

PC# _____

Date: November 26, 2018

RES # 20060

| Department / Division | Character/Description | From | To |
|---|-------------------------------|-----------------|-----------------|
| 001 General Fund | | | |
| 1202 Human Resources | 55010 Regular Salaries | \$ 7,725 | \$ - |
| 1202 Human Resources | 55030 Over Time Salaries | - | 2,433 |
| 1202 Human Resources | 55060 Insurance Benefits | - | 4,417 |
| 1202 Human Resources | 56110 Postage | - | 500 |
| 1202 Human Resources | 56120 Car Allowance & Mileage | - | 375 |
| 003 Park Fund | | | |
| 1202 Human Resources | 55010 Regular Salaries | \$ 300 | \$ - |
| 1202 Human Resources | 55060 Insurance Benefits | 423 | - |
| 1202 Human Resources | 55030 Over Time Salaries | - | 678 |
| 1202 Human Resources | 56120 Car Allowance & Mileage | - | 45 |
| 004 Special Road & Bridge Fund | | | |
| 1202 Human Resources | 55010 Regular Salaries | \$ 578 | \$ - |
| 1202 Human Resources | 55060 Insurance Benefits | 55 | - |
| 1202 Human Resources | 55030 Over Time Salaries | - | 578 |
| 1202 Human Resources | 56120 Car Allowance & Mileage | - | 55 |
| | | <u>\$ 9,081</u> | <u>\$ 9,081</u> |


 Budget Officer