

FY 19 Budget Amendment Request Form

Date: 8-2-18

Department: Parks and Recreation

Contact person: Kevin Brooks

Phone #: 507-7525

Explanation of need for budget amendment: Staff requests to change the assigned full-time equivalency (FTE) for the Parks & Recreation Support Clerk position from a 0.0 FTE to a 0.50 FTE. This position provides clerical support and fills in for staff absences. This position was originally scheduled to work less than 20 hours per week and is now consistently working 22+ hours per week, requiring the change in FTE. Per the County Personnel Policies and Procedures Manual, FTEs shall be evaluated periodically or when the employee's schedule changes. This change is being requested based on the employee's increase in the number of hours worked per week. The increase in weekly hours for the remainder of FY 2019 is estimated to cost \$2,700 and at a 0.50 FTE, this employee will begin earning leave. There is no increase in the employee's hourly rate and there is sufficient funding to cover the increase in hours in the existing Parks & Recreation budget.

Reminder: Agenda item summary must be attached if BOS approval is required.

Revenue Accounts Adjusted		Amount	
Acct #		\$	
	Total Revenue Adjustment	\$	0

Expenditure Accounts Adjusted		Amount	
Acct #		\$	
	Total Expenditure Adjustment	\$	0

Note: If amendment is between expenditure accounts only, net impact must be zero.

Position FTE Change		
Position Title	Existing FTE	Adjusted FTE
Support Clerk	0.00	0.50

Transfer requests must be signed by the requestor(s). In the case of transfers between departments or capital projects, the transfer request must be signed by the director of each affected department, or by the project manager of each affected capital project. A typed signature will be accepted.

Kevin Brooks, Parks and Recreation

Name, Department

Name, Department

Recommendations

Budget: ☒ recommended ☐ not-recommended

Explanation if not recommended:

County Admin: ☒ recommended ☐ not-recommended

Explanation if not recommended:

Finance Committee: ☒ recommended ☐ not-recommended

Explanation if not recommended:
