

FY 2019 Budget Amendment Request Form

Date: 2/27/19

Department: Utilities

Contact person: Ben Loveday

Phone #: 507-7307

Explanation of need for budget amendment: Utilities staff reviewed the budgets of existing projects as part of their work on the requests made for the five-year Recommended CIP. As part of that review, staff identified existing projects from which funding could be shifted to meet the funding needs of projects with more timely expenditures/schedules. A budget adjustment is forthcoming for the majority of the adjustments identified by staff, but in order for the contract to be awarded for the Courtland High School Force Main Extension project, a budget adjustment is necessary now. As such, staff is requesting that \$126,649 be shifted to this project from the Hazel Run Pump Station project which is no longer expected to be constructed.

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

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

Expenditure Accounts Adjusted		Amount	
Acct #	520-9180-802.89-03 (SR1803) – Construction	\$	(126,649)
Acct #	520-9180-802.89-02 (SR2004) – Design	\$	126,649
	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

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.

Ben Loveday, Director Public Works/Utilities

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:
