

# Budget Request Forms

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# How will the budget request benefit the County or department?

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- Increase Revenue
    - The investment gains compare favorably to its costs.
  
  - Cost Reduction
    - The process of looking for, finding and removing unwarranted expenses from a business/service to increase profits/efficiency without having a negative impact on product/service quality.
  
  - Cost Avoidance
    - (“soft savings”) an action taken to reduce future costs, such as replacing parts before they fail and cause damage to other parts. May incur higher (or additional) costs in the short run but the final or life cycle cost would be lower.
- 



## Why is ROI Important?

*ROI has become one of the main evaluation factors.*

- Simplified Communication
- Flexibility
- Easy Interpretation
- Decision Making

# Department Requests – Return on Investment (ROI)

➤ Example: **Current Unloading Costs (over 5 years):**

\$3,346 = 4 Maintenance III workers x \$22.30/hour (incl. EREs) x 0.5 hours x 15 times per year x 5 years  
 \$7,264 = One back injury (Yuma County's average cost for a workplace back injury)  
 \$10,610 = Total Costs

**Costs of unloading with forklift (over 5 years):**

\$140 = 1 Maintenance III worker x \$22.30/hour (incl. EREs) x 5 min x 15 times per year x 5 years  
 \$4,000 = Purchase of forklift  
 \$1,250 = Maintenance and fuel costs (\$250/year)  
 \$5,390 = Total Costs

**Costs of unloading using a rental forklift (over 5 years):**

\$140 = 1 Maintenance III worker x \$22.30/hour (incl. EREs) x 5 min x 15 times per year x 5 years  
 \$45,000 = Rental of forklift (\$600/ half day minimum x 15 times/year x 5 years)  
 \$45,140 = Total Costs



Type of Cost	Est. Cost	Est ROI
One Time	\$ 5,390.00	\$ 5,220.00

# Department Requests – ROI

## ➤ Example:

VI. Justification (including unit cost information)
<p>In FY2014/15, Yuma County purchased virtual server systems with the capacity of 12 600GB drives along with the supporting hardware and networking equipment which included three-year maintenance. In FY2018/19, Yuma County made an additional purchase to double the capacity to meet our ever-growing storage need. The vendor – Sentinel – has provided a quote for continued maintenance of our virtual server system and supporting infrastructure. This maintenance is a HANS service level of 24/7 access for all equipment and supporting software for the virtual storage of Yuma County. The cost for maintenance of the virtual server system is \$36,908 along with the cost of \$2,412 for the supporting infrastructure – totaling \$39,320 w/o tax. With the tax rate of 8.412% (\$3,307.60) the expected costs will be \$42,627. In our experience the cost of maintenance increases between 8 – 9 percent each year, thus recurring annual costs in this document reflects this increase. It is our recommendation to reduce these costs and system down time with additional training provided to IT staff members.</p>
VII. ROI (Return on Investment)/Cost Benefit
<p>Without technical support provided by Sentinel with the HANS maintenance agreement, Yuma IT could still contact the vendor for assistance with the cost of \$450.00 per hour depending on the need and if this service is during work hours and/or weekends. This vendor is in the Central Standard time zone, thus increased rates can begin at 3:00 pm or 4:00 pm depending on the daylight savings season. The weekend rates are time and a half and doubled after eight hours of service. IT's last experience had the need of service which was approximately 18 hours over a two-day time frame. This was considered 'after hours' support.</p>
<p><b>Identify all future costs and/or savings</b></p>



unit cost information)																		
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<table border="1"> <tbody> <tr> <td>Actual weekday service usage - 8hr or less</td> <td style="text-align: right;">12,825</td> </tr> <tr> <td>Actual weekday service usage - 8hr or more</td> <td style="text-align: right;">3,600</td> </tr> <tr> <td>Actual weekend service usage - 8hr or less</td> <td style="text-align: right;">27,000</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">43,425</td> </tr> <tr> <td>Maintenance Cost</td> <td style="text-align: right;">36,908</td> </tr> <tr> <td>Support Infrastructure</td> <td style="text-align: right;">2,412</td> </tr> <tr> <td>Taxes</td> <td style="text-align: right;">3,308</td> </tr> <tr> <td>Projected cost</td> <td style="text-align: right; border-top: 1px solid black;">42,628</td> </tr> <tr> <td></td> <td style="text-align: right;">ROI \$ 797</td> </tr> </tbody> </table>	Actual weekday service usage - 8hr or less	12,825	Actual weekday service usage - 8hr or more	3,600	Actual weekend service usage - 8hr or less	27,000		43,425	Maintenance Cost	36,908	Support Infrastructure	2,412	Taxes	3,308	Projected cost	42,628		ROI \$ 797
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	ROI \$ 797																	
<p><b>Identify all future costs and/or savings</b></p>																		



# Department Requests – ROI

➤ Example:

**VIII. ROI (Return on Investment)/Cost Benefit**

This loader is used by our Solid Waste and Waste Tire divisions to move 40 yard trash bins into place at our N. Gila Transfer site. It is also used to stack waste tires at our Waste Tire Collection facility located in the N. Gila Valley off of Avenue 7E and County 5th Street. Without purchasing a new loader our operations will be greatly impacted by the amount of household solid waste and waste tires that are collected on a daily basis from residents of Yuma County and tire dealers within Yuma County.

Year	Unit	Unit Value	New Wheel Loader			Current Wheel Loader			Total	Cost
			Cost of	Residual	Percent	Residual	Residual	Percent		
0		\$235,438.00	\$0	\$0	0%	\$0	\$0	\$0	\$0	
1	1	\$235,438.00	\$192,350.40	\$43,087.60	18.3%	\$192,350.40	\$43,087.60	\$235,438.00	\$235,438.00	
2	1	\$235,438.00	\$153,876.80	\$81,561.20	34.6%	\$153,876.80	\$81,561.20	\$235,438.00	\$470,876.00	
3	1	\$235,438.00	\$115,403.20	\$120,034.80	51.0%	\$115,403.20	\$120,034.80	\$235,438.00	\$706,314.00	
4	1	\$235,438.00	\$76,929.60	\$178,508.40	75.8%	\$76,929.60	\$178,508.40	\$235,438.00	\$941,752.00	
5	1	\$235,438.00	\$38,456.00	\$196,982.00	83.7%	\$38,456.00	\$196,982.00	\$235,438.00	\$1,177,190.00	
6	1	\$235,438.00	\$0	\$235,438.00	100%	\$0	\$235,438.00	\$235,438.00	\$1,412,628.00	
7	1	\$235,438.00	\$0	\$235,438.00	100%	\$0	\$235,438.00	\$235,438.00	\$1,648,066.00	
8	1	\$235,438.00	\$0	\$235,438.00	100%	\$0	\$235,438.00	\$235,438.00	\$1,883,504.00	
9	1	\$235,438.00	\$0	\$235,438.00	100%	\$0	\$235,438.00	\$235,438.00	\$2,118,942.00	
10	1	\$235,438.00	\$0	\$235,438.00	100%	\$0	\$235,438.00	\$235,438.00	\$2,354,380.00	
Total										



ROI financial detail pasted into request form – difficult for reviewer to read

ROI calculated and submitted as an attachment with the budget request



Total Units:	159
Average spent on supplies/services to fix up the units	\$5,000 per month
	X 12
	60,000
Current budget	29,034
Difference	30,966

\* Average spent on supplies/services per month includes both move in and move out turnaround expenses and work orders costs for the occupied units.

# Department Requests – ROI

➤ Example:

Opportunity Details	Mandate	Objective/Mandate	Results Expected	Result Details	Current Assessment	Owner	
Installation of an additional ACN (Alternate Circuit Network) would allow faster internet capabilities. This circuit would separate out work application traffic from email/videos/training/internet and would greatly decrease the amount of time spent waiting on screens.	No Mandate	Improve employee productivity and increase the quality of customer services	Improve Productivity	<b>Cost of Inefficiency with Current System:</b> Average number of employee users: 100 Average number of days worked per employee: 232 (260 annual hours - 17 average PTO days - 11 Holidays) Average daily hours of downtime: 50 (100 users x 30 minutes/day/user) Average annual hours of downtime: 11,600 (232 days x 50 hours/day) Average hourly wage: \$23.26 (salary + EREs) Total Annual Inefficiency Cost: \$269,816 (total annual hours of downtime x average hourly wage)  Cost of ACN Installation: \$2,500 per year Efficiency ROI: \$267,316	Medium	Strategic Plan	
					6		County Resources
Opportunity Review Update							
Planned Action	Planned Action Updates	Cost / Fund Details	Type of Cost	Est. Cost	Est ROI	Priority	Action Owner
Install an ADC line to increase internet capabilities  : will be requesting annual funding in the amount of \$2,500 to install an ADC line to meet technological needs.		General Fund 00100.01 - 100%	Recurring	\$ 2,500	\$ 267,316	Medium	

# Department Requests – ROI; helpful elements

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- Define the Return
  - Time savings
  - Migrating from reactive to proactive
  - Increased levels of service
  - Calculate the current/future returns
- 



# Department Strategic Planning

- Department Strategic Planning form replaced the DBS form
  - This is a required form
  - It is recommended that departments report any significant accomplishments
- Departments can identify initiatives and target outputs
  - Initiatives should dovetail into County's strategic plan
- Department initiatives and target outputs strengthens budget requests

FY20/21 DEPARTMENT STRATEGIC PLANNING	
Department Name:	
Department Mission Statement	
<input type="checkbox"/> Keep Same	
<input type="checkbox"/> Change	
Significant Accomplishment(s)	
Strategic Plan: Department Initiatives & Target Outputs	
<a href="#">Yuma County's 5-Year Strategic Plan</a>	
Department Initiative:	
Department Output:	
Department Performance Measure:	
County Strategic Pillar: Select One	County Strategic Objective: NA
Department Initiative:	
Department Output:	
Department Performance Measure:	
County Strategic Pillar: Select One	County Strategic Objective: NA
Department Initiative:	
Department Output:	
Department Performance Measure:	
County Strategic Pillar: Select One	County Strategic Objective: NA
Department Initiative:	
Department Output:	
Department Performance Measure:	
County Strategic Pillar: Select One	County Strategic Objective: NA
Date completed:	

# Budget Forms

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# Supplies & Services

Supporting Documentation – submit all that apply to the request:

- JCAD
- ITS Assessment
- Facilities Management Assessment
- Trending Data
- Quote
- Contract

FY20/21 DEPARTMENT REQUEST: SUPPLIES & SERVICES						
<small>▶ Reminder: Do not use this form for requests related to position changes or new capital outlay.</small>						
Department:		Req. #		Priority:		
Date Prepared:		Title:				
I. Description:						
II. Cost Reallocation <small>If this is a reallocation of costs formerly posted elsewhere, explain:</small>						
III. Account Detail			IV. Mandates & Strategic Plan			
<small>▶ Enter fund name on row preceding accounts for that fund.</small>						
Accounting Details	Object Account Name	\$ change for this request		This supply/service is needed primarily		
(00100.01.0100.41101)	(Office Supplies)	One-time	Annual	<input type="checkbox"/>	to maintain existing service/operating levels.	
				<input type="checkbox"/>	to expand, improve or add new service/operating levels.	
				If the supply/service is mandated, identify the mandate :		
				If this request is in fulfillment of a specific Strategic Plan objective or strategy, identify (only one):		
				County Strategic Pillar: (select one from drop down)		
				County Strategic Objective: (select one from drop down)		
				Department Objective Narrative:		
		Total	\$	-	\$	-
		Total Combined (One-time+Annual)	\$		\$	-
V. Recurring Annual Costs						
Year 1	Year 2	Year 3	Year 4	Year 5	Total	Recurring annual costs to exceed current budgeted amount.
					\$	-
VI. Justification						
VII. ROI (Return on Investment)/Cost Benefit						
<small>Identify all future costs and/or savings</small>						



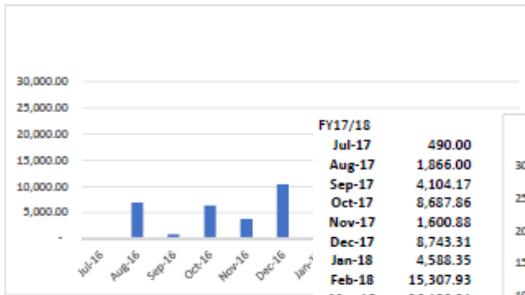
# Supplies & Services

Moving budget within divisions in a department

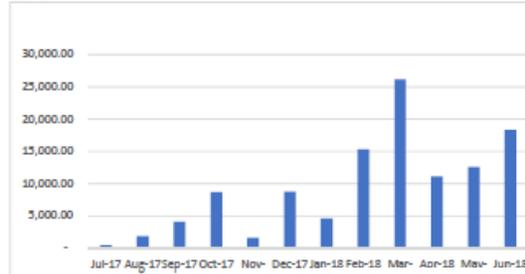
<b>Department:</b> Yuma Zoo		<b>Req. \ Priority#:</b> 13			
<b>Date Prepared:</b> February 3, 2019		<b>Title:</b> Reallocate Budget within Department			
<b>DEPARTMENT REQUEST: SUPPLIES &amp; SERVICES</b>					
▶ <b>Reminder:</b> Do not use this form for requests related to position changes or new capital leases/putlay.					
<b>I. Description:</b>					
Reallocate travel and training budget from Admin to Animal Handlers					
<b>II. Cost Reallocation</b> <i>If this is a reallocation of costs formerly posted elsewhere, explain:</i>					
<b>III. Account Detail</b>		<b>IV. Mandates &amp; Strategic Plan</b>			
▶ Enter fund name on row preceding accounts for that fund.					
Account Number	Object Account Name	\$ change for this request		This supply/service is needed primarily to maintain existing service/operating levels. to expand, improve or add new service/operating levels.  If the supply/service is mandated, identify the mandate:	
		One-time	Annual		
00100.01.9999.42410	Travel Expenses		\$ (8,000)	N/A	
00100.01.9999.43460	Training and School		\$ (5,402)		
00100.01.9998.42410	Travel Expenses		\$ (2,500)		
00100.01.9998.43460	Training and School		\$ (1,500)		
00100.01.9997.42410	Travel Expenses		\$ 10,500		
00100.01.9997.43460	Training and School		\$ 6,902		
<b>Total</b>		\$ -	\$ -		
<b>Total Combined (One-time+Annual)</b>		\$ -	\$ -		
Will the amount needed in typical future years be generally the same as for this year (less initial start-up costs)? <b>Please list all future costs.</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>V. Recurring Annual Costs</b>					
Year 1	Year 2	Year 3	Year 4	Year 5	Total
					\$ -
					Recurring annual costs to exceed current budgeted amount.
<b>VI. Justification (including unit cost information)</b>					
Our office continues to experience the funding need for travel and training. We are requesting that travel and training budget be reallocated to our Administrative budget in hope of addressing the need for the office as a whole. Instead of having to submit a request for each division, we will provide equal training opportunity for all staff and evaluate if additional funding will need to be requested in the future.					

# Supplies & Services

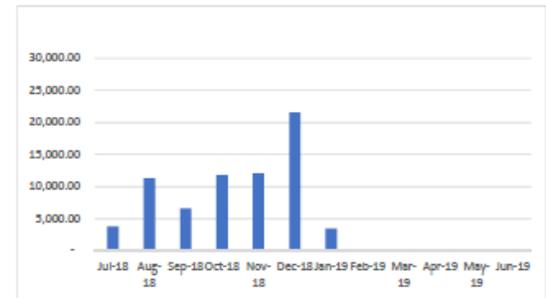
FY16/17	
Jul-16	-
Aug-16	6,950.22
Sep-16	897.50
Oct-16	6,392.14
Nov-16	3,745.55
Dec-16	10,350.69
Jan-17	704.09
Feb-17	5,947.62
Mar-17	3,360.51
Apr-17	4,913.36
May-17	3,933.23
Jun-17	4,535.24
<b>Total</b>	<b>51,730.15</b>



FY17/18	
Jul-17	490.00
Aug-17	1,866.00
Sep-17	4,104.17
Oct-17	8,687.86
Nov-17	1,600.88
Dec-17	8,743.31
Jan-18	4,588.35
Feb-18	15,307.93
Mar-18	26,130.31
Apr-18	11,106.16
May-18	12,595.23
Jun-18	18,318.00
<b>YTD</b>	<b>113,538.20</b>

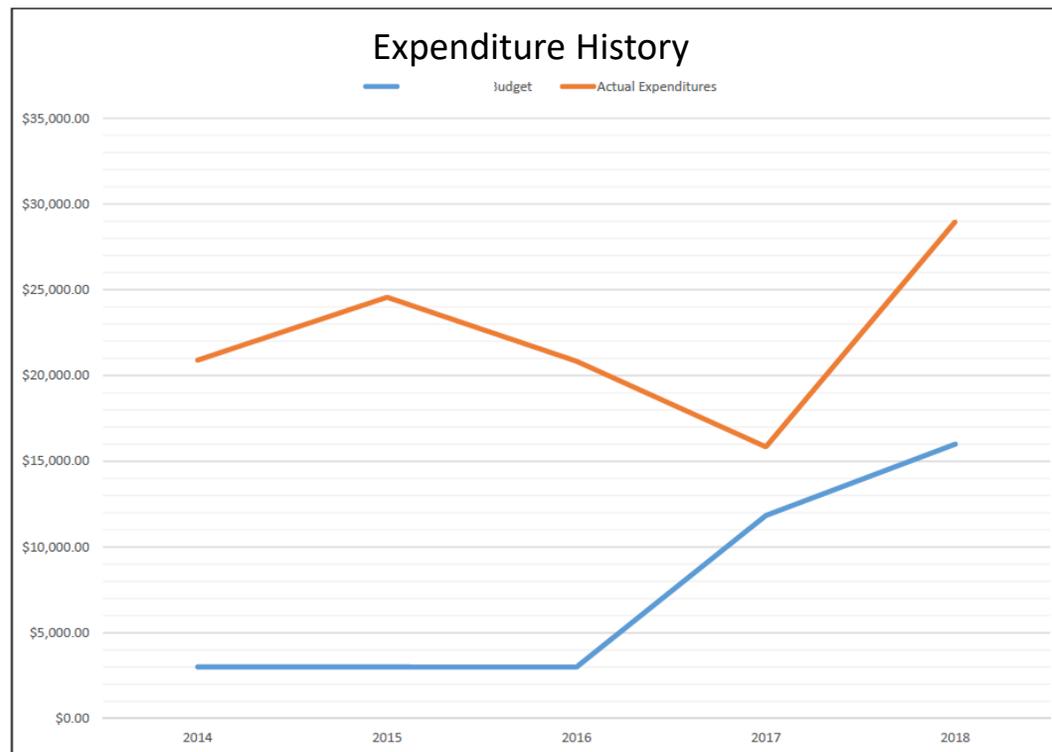


FY18/19	
Jul-18	3,800.21
Aug-18	11,255.00
Sep-18	6,628.83
Oct-18	11,762.88
Nov-18	12,098.07
Dec-18	21,554.38
Jan-19	3,473.59
Feb-19	
Mar-19	
Apr-19	
May-19	
Jun-19	
<b>YTD</b>	<b>70,572.96</b>



# Supplies & Services

- Highlights budget to actual spending trends









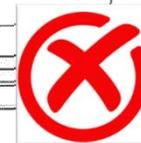


# Position & Related Changes

- Request is for 2 different grades
- Sections II, III and IV are blank
- Section V is incorrect

Account Number	Object Name	Amount	
		One-time	Recurring
00100.02.3300 40291	New Employee (5)		\$282,236
40292	New Employee Benefits		\$171,747
41280	Clothing/Uniform/Safety		\$10,000
41502	Small Tools	\$15,000	
41503	Small Tools over 2,500	\$50,000	
45411	Motor Vehicles	\$230,000	

DEPARTMENT REQUEST: POSITION & RELATED CHANGES			
Department:	Yuma 200	Req. Priority#:	3
Date Prepared:	1/25/2019	Short Title:	
Summary:	Request for an additional four (4) positions and one (1) Supervisor to meet the increased demand for services in Yuma County due to growth.		
PART ONE - RESOURCES NEEDED			
<b>I. Position Information:</b>			
Classification Title:	Classification Status:	Position:	
	<input type="radio"/> New <input checked="" type="radio"/> Existing <input checked="" type="radio"/> 100% New <input type="radio"/> All Reallocation <input type="radio"/> Mixed		
Weekly Hours now:	0	Employment status:	
Weekly Hours new:	40	Regular: full-time / Regular: part-time / Other (please explain)	Regular, Full-time
<b>II. Current Funding Allocation (complete if reallocating an existing position):</b>			
Fund & Dept Number	Fund Name	%	Position Number:
			Incumbent's name:
			Current Grade:
			Current Mo. Salary:
<b>III. Requested Allocation (for reallocation of existing position):</b>			
Fund & Dept No.	Fund Name	%	Proposed Grade:
			Prop. Annual Sal:
			Proposed Start Date:
			07/01/19
<b>IV. Policy &amp; Mandates:</b>			
This position/program is needed primarily		<input checked="" type="radio"/> to maintain existing service/operating levels.	
		<input type="radio"/> to expand, improve or add new service/operating levels.	
If the position is mandated, identify the mandate:			
If mandated, what are the consequences of non-compliance:			
If this request is fulfillment of a specific Strategic Plan strategy, objective or goal, identify (Only one):			
<b>V. Financial Impacts:</b>			
Will this request impact General Fund Revenue?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how & by how much?			
Is an approved Human Resources assessment attached?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the amount needed in typical future years for this position be generally the same as for this year (less initial start-up costs)?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If no, explain:			
Is it likely this position may, directly or indirectly, result in increased dependence on the General Fund in the future?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, explain:			
You will need to submit Personnel Action Forms to Human Resources for changes adopted by the Board of Supervisors			



# Position & Related Changes

Take the time to write out a narrative to justify requested position.

## *Narrative Description*

### Justification for System Analyst

The Yuma County Assessor's Office is in need of a person with a high level of understanding of relational databases who, under general supervision, would perform work of considerable difficulty facilitating, managing and supporting the data mapping, table maintenance, data analysis, staff training and identifying where there are potential errors in the database contents. This person would also be responsible for producing a number of reports that are used in the annual budget process including notices of value, abstracts of assessment, levy limit worksheets and special district extracts.

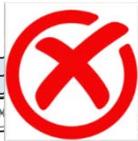
### The typical duties for the position would be:

- Work directly with vendors, DOR, IT Staff and other County Staff to assure data exchange is completed in an accurate and timely manner;
- Coordinate all gap analysis, data conversion with vendor, DOR and various County departments;
- Supervise and train staff in system implementation and new processes;
- Maintain all necessary tables including those for real and personal property, all tax rate tables, tax authorities, tax area codes, and all others that were previously maintained by the DOR;
- Process and deliver all required electronic files and reports as required by DOR and MVD to meet statutory requirements and maintain effective working relationships with all pertinent agencies;
- Process and deliver all statutorily mandated abstracts and levy limit worksheets to the appropriate taxing jurisdictions;
- Assist staff in preparation and calculation of all statutorily mandated annual sales ratios and equalization requirements;
- Assist staff in preparation of all annual market adjustments and assure all necessary changes are made within the system;
- Maintain an effective working relationship with all vendors;
- Provide demonstrations of the system to management, staff and the public;
- Assure all annual statutory changes are implemented and any program changes are completed in a timely manner;
- Track, create and maintain all reports and reporting functions as may be required by management and the public;
- Work directly with the Treasurer to maintain an integrated system and assure all data sharing is complete and accurate;
- Provide Treasurer and other County Departments with timely and accurate levy information and abstract data for tax bills and budgeting;
- Identify and contract with a vendor to provide all required printing services for mandated notices and other required mailings and assure all data is delivered in a timely manner and is 100% accurate;
- Analyzes policies and procedures to improve program efficiency and effectiveness;
- Ensures adherence to federal, state, and local laws, rules, and regulations;
- Maintains working relationships with community agencies and organizations;

The duties described above are currently being performed by the Assessor, Administrative Chief Deputy and all of the Appraiser IV positions.

# Position & Related Changes – Market Study

## REQUEST 1



<b>I. Position Information:</b>				
<b>Classification Title:</b>		<b>Classification Status:</b>		<b>Position:</b>
		<input type="radio"/> New <input checked="" type="radio"/> Existing <input type="radio"/> 100% New <input checked="" type="radio"/> All Reallocation <input type="radio"/> M		Transfer
<b>Weekly Hours now:</b>	40	<b>Employment status:</b>		
<b>Weekly Hours new:</b>		Regular: full-time / Regular: part-time / Other (please explain)   Regular: Full-Time		
<b>II. Current Funding Allocation (complete if reallocating an existing position):</b>				
<b>Fund &amp; Dept Number</b>	<b>Fund Name</b>	<b>%</b>	<b>Position Number:</b>	
02273.06.9999	Zoo Conven 8-6		731; 8003; 8009; 4705; 8006	
			<b>Incumbent's name:</b>	
			133; 126; 116; 118; 97	
			<b>Current Mo. Salary:</b>	
			See Narrative Description	
<b>III. Requested Allocation (or reallocation of existing position):</b>				
<b>Fund &amp; Dept No.</b>	<b>Fund Name</b>	<b>%</b>	<b>Proposed Grade:</b>	
02273.06.9999	Zoo Conven 8-6		146; 133; 122; 121; 117	
			<b>Prop. Annual Sal:</b>	
			See Narrative Description	
			<b>Proposed Start Date:</b>	
			07/01/19	
<b>Account Number</b>	<b>Object Name</b>	<b>Amount</b>		<b>VII. Comments:</b>
		<b>One-time</b>	<b>Recurring</b>	
02273.06.9999.40291	New Employee		\$9,474	Benefits may vary depending on the TBD rates.
02273.06.9999.40292	New Employee ERE		\$839	
02274.06.9999.40291	New Employee		\$8,625	
02274.06.9999.40292	New Employee ERE		\$761	
02275.06.9999.40291	New Employee		\$1,886	
02275.06.9999.40292	New Employee ERE		\$161	

## REQUEST 2



<b>I. Position Information:</b>				
<b>Classification Title:</b>		<b>Classification Status:</b>		<b>Position:</b>
		<input type="radio"/> New <input checked="" type="radio"/> Existing <input type="radio"/> 100% New <input checked="" type="radio"/> All Reallocation <input type="radio"/> M		Transfer
<b>Weekly Hours now:</b>	40	<b>Employment status:</b>		
<b>Weekly Hours new:</b>		Regular: full-time / Regular: part-time / Other (please explain)   Regular: Full-Time		
<b>II. Current Funding Allocation (complete if reallocating an existing position):</b>				
<b>Fund &amp; Dept Number</b>	<b>Fund Name</b>	<b>%</b>	<b>Position Number:</b>	
02273.06.9999	Zoo Conven 8-6		731; 8003; 8009; 4705; 8006	
			<b>Incumbent's name:</b>	
			133;	
			<b>Current Mo. Salary:</b>	
			See Narrative Description	
<b>III. Requested Allocation (or reallocation of existing position):</b>				
<b>Fund &amp; Dept No.</b>	<b>Fund Name</b>	<b>%</b>	<b>Proposed Grade:</b>	
02273.06.9999	Zoo Conven 8-6		146	
			<b>Prop. Annual Sal:</b>	
			See Narrative Description	
			<b>Proposed Start Date:</b>	
			07/01/19	
<b>Account Number</b>	<b>Object Name</b>	<b>Amount</b>		<b>VII. Comments:</b>
		<b>One-time</b>	<b>Recurring</b>	
02273.06.9999.40291	New Employee		\$9,474	Benefits may vary depending on the TBD rates.
02273.06.9999.40292	New Employee ERE		\$839	

# JCAD

- No longer a stand alone form
- Updates are made through the ERM process

## Opportunity Assessment with Updates



Opportunity Details	Mandate	Objective/Mandate	Results Expected	Result Details	Current Assessment	Owner	
					High 9 Impact 3 Urgency 3	Strategic Plan County Resources Budget Req. Type	
<small>Opportunity Review Update Review Summary: The planned action has not yet been implemented. Opportunity assessment rating remains unchanged. 12/05/2019</small>							
Planned Action	Planned Action Updates	Cost / Fund Details	Type of Cost	Est. Cost	Est ROI	Priority	Action Owner

# Transfers In & Out

FY20/21 Schedule of Transfers IN and OUT							
<p><b>Please Note:</b> For new transfer in and out request, please attach additional documentation supporting the amount. i.e. grantor letter, spreadsheet calculations, etc.                      For any General Fund transfer in or out, please enter last fiscal year's General Fund amounts.                      Description = Position #, name of grant, etc.                      Justification = The reason the transfer is needed</p>							
Department:				Date Prepared:			
New/ Existing	Fund	Dept.	Account	Fund Name	Amount	Description/Justification	00100 Prior Year Amount
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
Total (should be zero)					\$ -	General Fund Affected	\$0

\*If there is a General Fund increase, please submit supporting information.



# FTE and/or Fund Changes

➤ No changes

FY20/21 Department Request - FTE and/or Funding Changes - Existing Positions										
Department/Division:				Req./Priority #:						
Date Prepared:				Title:						
Summary:										
<b>This form should not reflect an increase to General Fund.</b>										
#	Employee Name	Position #	Class Title	Total Salary	From			To		
					FTE	Salary x FTE	Fund & Dept #	FTE	Salary x FTE	Fund & Dept #
1						-			-	
2						-			-	
3						-			-	
4						-			-	
5						-			-	
6						-			-	
7						-			-	
8						-			-	
9						-			-	
10						-			-	
11						-			-	
12						-			-	
13						-			-	
14						-			-	
15						-			-	
<b>Total</b>				\$ -	0.00	-		0.00	-	
Justification:										



# Questions?

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