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MEMORANDUM

TO: Members of the County Council
FROM: Drew Heffner, Associate County Counselor
RE: Budget Adjustment Bill, New Fulltime Positions
DATE: October 23, 2019
CC: Sheriff Scott Lewis
Amanda Brauer, Director, Road and Traffic Division
Robert Schnur, Director, Finance Department

The following memo outlines and highlights the changes made to the 2019 Budget. If you would like any clarification on more details on any of the changes, please do not hesitate to contact me, x3760

- One new fulltime Deputy-Bailiff position will be added to the Sheriff's Department to provide staffing for a new Associate Circuit Court Division in the Eleventh Judicial Circuit. There are enough funds already allocated in the 2019 Annual Budget for the creation of this new position.
- One new fulltime Project Manager position will be added to the Road and Traffic Division to meet the requirements of an increasing workload related to the Gateway Green Light Project. Over the last three years the Road and Traffic Division had utilized a Project Manager, who salary had been funded by the proceeds of a grant, to complete work related to the Gateway Green Light Project. Those grant funds are set to expire at the end of this month. This position is funded through budget transfers more fully set out in Sections 2 through 11 of this Bill.
- The position of Financial System Administrator in the 2019 Budget is amended from 0.60 to 0.65 to correct an incorrect appropriation.