

Memo

To: Board of Supervisors
From: Shelton Vance
County Administrator
CC: Buddy Voelkel
Date: February 5, 2018
Re: Road Fund and Bridge & Culvert Fund Budget Amendments

In January, I was tasked with suggesting budget amendments to the Road Fund and the Bridge & Culvert Funds.

I suggest the following actions:

Charge the salary for the Road Manager to the Bridge & Culvert Fund (allowed by MCA 65-17-1)

Charge the salary for the Engineer to the Road Fund (75%) and General Fund (25%), as he will provide services to multiple areas of the county.

Remove Engineering Department duties from Danny Lee and assign him the duties of administering the Solid Waste contracts, charging his salary to the General Fund (75%) and the Solid Waste Fund (25%).

Set the budget for each category of the Road Fund and the Bridge & Culvert Fund to the amounts shown on the accompanying spreadsheet.

Proposed Road Fund Budget Amendments

2/5/2018

Fund	Department	Object	Department Name	Object Description	Current Budget	Proposed Budget
150	300	400 - 499	ROAD	PERSONAL SERVICES	\$ 2,385,985.31	\$ 2,244,302.00
150	300	500 - 599	ROAD	CONTRACTUAL SERVI	\$ 855,940.00	\$ 942,822.00
150	300	600 - 699	ROAD	CONSUMABLE SUPPLI	\$ 2,165,007.66	\$ 2,597,925.05
150	300	700 - 799	ROAD	GRANTS & SUBSIDIE	\$ 94,000.00	\$ 94,000.00
150	300	800 - 899	ROAD	DEBT SERVICE	\$ 453,414.12	\$ 490,415.00
150	300	900 - 999	ROAD	CAPITAL OUTLAY &	\$ 396,000.00	\$ 33,819.00
150	301	400 - 499	ENGINEERING	PERSONAL SERVICES	\$ 237,454.96	\$ 381,666.00
150	301	500 - 599	ENGINEERING	CONTRACTUAL SERVI	\$ 437,150.00	\$ 240,004.00
150	301	600 - 699	ENGINEERING	CONSUMABLE SUPPLI	\$ 61,400.00	\$ 61,399.00
150	301	900 - 999	ENGINEERING	CAPITAL OUTLAY &	\$ 44,850.00	\$ 44,850.00
Fund Total					\$ 7,131,202.05	\$ 7,131,202.05
Fund Expected Revenue						\$ 7,151,746.00

Proposed Bridge & Culvert Fund Budget Amendments

2/5/2018

Fund	Department	Object	Department Name	Object Description	Current Budget	Proposed Budget
160	300	400 - 499	ROAD	PERSONAL SERVICES	\$ 660,997.56	\$ 628,899.43
160	300	500 - 599	ROAD	CONTRACTUAL SERVI	\$ 854,250.00	\$ 1,431,158.00
160	300	600 - 699	ROAD	CONSUMABLE SUPPLI	\$ 425,500.00	\$ 418,869.00
160	300	700 - 799	ROAD	GRANTS & SUBSIDIE	\$ 60,000.00	\$ 60,000.00
160	300	800 - 899	ROAD	DEBT SERVICE		
160	300	900 - 999	ROAD	CAPITAL OUTLAY &	\$ 35,000.00	\$ 38,185.00
Fund Total					\$ 2,035,747.56	\$ 2,577,111.43
Fund Expected Revenue						\$ 2,417,112.00
Adjust Use of Beginning Cash						\$ 163,000.00
Adjusted Fund Expected Revenue						\$ 2,580,112.00

**MADISON COUNTY
PERSONNEL ACTION**

Department Road Department Employee Name Cornelius Bacon
 Job title Road Manager Employee SS # _____
 Effective Date 1/1/2018

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement it so, whom?

Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: 150-300-401 To Position: 160-300-401
 Rate of Pay \$ 3397.34 Rate of Pay \$ 4166.67

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name	Signature	Date
<u>Shelton Vance</u>	_____	_____

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

**MADISON COUNTY
PERSONNEL ACTION**

Department Engineer Department Employee Name Daniel Galett
 Job title County Engineer Employee SS # _____
 Effective Date 1/1/2018

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom? _____
 Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: 160-300-401 To Position: 150-301-401 (75%) & 001-100-401 (25%)
 Rate of Pay \$ 4983.34 Rate of Pay \$ 4566.68

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Signature Date
Shelton Vance _____ _____

Forward to Administration for Paperwork Processing

Administrative paperwork

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Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

**MADISON COUNTY
PERSONNEL ACTION**

Department Engineer Department Employee Name Daniel Lee

Job title _____ Employee SS # _____

Effective Date 1/1/2018

Hire

Full-time Part-time Temporary Hourly Salaried

Position: _____ new position or replacement if so, whom? _____

Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: 001-151-401 & 150-301-420 To Position: 001-151-401 (75%) & 105-340-401 (25%)

Rate of Pay \$ 6933.34 Rate of Pay \$ 6933.34

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name	Signature	Date
<u>Shelton Vance</u>	_____	_____

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