

AGENDA SUMMARY ITEM

Agenda Item #: C !"

Agenda Item: Approval and authorization, in accordance with established policy, to make a budget amendment for Fund 001 in the fiscal year 2019/2020 Budget. Said amendment to transfer a total of \$20,000 from Other Contractual Services (541-3490) to Salaries and Wages (541-3490) and create a new Custodial Position.

In accordance with the Public Works Directors memo attached, the purpose of the amendment is to provide sufficient funding to Add a Custodial position in the Public Works Department

Exhibit "A" attached outlines the sources and uses of the funds.

Recommended Action:

Requesting Village Council approval to make the budget amendment to the fiscal year 2019/2020 Budget in accordance with established policy.

Initiator	Village Manager Approval	Agenda Date	Village Council Action
Stanley G. Hochman Finance Director		02/20/2020	

EXHIBIT "A"
BUDGET REVISION
GENERAL FUND - 001

DEPARTMENT	ACCOUNT DESCRIPTION	CIP PROJ NO.	BUDGET CODE NO.	AMOUNT
	POSITION ADDITIONS/DELETIONS			
PUBLIC WORKS	ADD: CUSTODIAN			
	SOURCE OF FUNDS			
PUBLIC WORKS	OTHER CONTRACTUAL SERVICES		541-3490	\$ 20,000
	TOTAL SOURCE OF FUNDS			<u>\$ 20,000</u>
	USE OF FUNDS			
PUBLIC WORKS	SALARIES AND WAGES		541-1299	\$ 20,000
	TOTAL USE OF FUNDS			<u>\$ 20,000</u>



Village of Royal Palm Beach, Florida

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Public Works Department
Paul L. Webster, P.E., CSM.
Director

Memorandum

To: Mr. Raymond Liggins, P.E., ICMA-CM, Village Manager
From: Mr. Paul L. Webster, P.E., Public Works Director
CC: Ms. Monika Bowles, HR Director
Mr. Stanley Hochman, Finance Director
Date: January 22, 2020
Re: Proposed Custodian Position Effective FY2020

The Public Works Department is responsible for providing custodial services at the Field Operation Center, Palm Beach Sheriff's Office District 9, DBF Training Center, Village Hall & Village Meeting Hall. Our current budget includes funds for contracting these services. We are requesting to add a Custodian (GR105) in place of contracting for custodial services for the remainder of FY2020. I have discussed this change with the Finance Director and he has confirmed that the funds remaining in the budget will cover the cost of the personnel change.