

Wesley Barker

To: Ashley Honeycutt
Subject: Planning Budget Amendment Request for BOC Mtg 11-15-21

Ashley,

I am including information for the budget amendment item in Planning for the hiring of our new Code Enforcement Officer. I have met with Sandy, Angie & Adam concerning this amendment. We did not budget for the retirement of Tim Winters during budget time as he announced his retirement after the FY 21-22 budget was approved. Tim has annual leave/comp time to be paid out at the time of his retirement of December 31st, which causes this shortage for this budget line item. Tim's last working day will be December 17th. In order for the new person to start and have some time with Tim for important on the job training before he leaves, we would like to have the new employee begin November 29th. This would give the new employee 15 working days with Tim prior to his last working day.

As you will see from the attachment, a total of \$7,448.09 additional appropriation would be needed in order to make up the difference needed of bringing on a new employee to train with Tim for those 15 working days when they will both be here. In order to help out with this additional salary appropriation, I have been able to come up with \$3,000 from some current Planning budget line items by taking some monies from a few accounts that had been budgeted, but would not be needed at this time, including educational program materials, office supplies, travel subsistence and dues & subscriptions. With using these monies, the total needed would then be \$4,448.09 for additional salary & benefit appropriation. This has been reviewed by Sandy & Angie and they see no issues with this proposal.

Let me know if you have any questions. Thanks!

Wesley M. Barker

Planning Director

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FY 2021-2022

Code Enforcement Officer

Grade 65

For a start date of November 29, 2021

Salary for Tim Winters for 6 months (Grade 65-8)
Annual leave/comp time payout
TOTAL

\$ 29,599.50

Salary for new employee for 7 months (Grade 65-1)
Salary for new employee for 2 days in November
TOTAL

\$ 24,001.41

Less: Budgeted amount for position FY2021-22

\$ (48,099.00)

Difference

\$ 5,501.91 short

Plus: FICA \$ 420.89
Retirement \$ 627.76
401k \$ 165.05
W/C \$ 73.73
Unemployment \$ 55.01
Health, Dental, Life insurance for December \$ 603.74

\$ 1,946.18

TOTAL ADDITIONAL APPROPRIATION NEEDED FOR SALARIES AND BENEFITS

\$ 7,448.09

TOTAL MONIES IN PLANNING BUDGET TO BE MOVED TO SALARIES AND BENEFITS

\$ 3,000.00

REMAINING ADDITIONAL APPROPRIATION NEEDED FOR SALARIES AND BENEFITS

\$ 4,448.09