

MEMORANDUM

To: R. David Laurrell, County Administrator *R. David Laurrell* 1/7 BOS
From: Catherine C. Vance, Finance/Budget Analyst *Catherine C. Vance*
Subject: Consent Agenda – Request for Supplemental and Transfers of Appropriation
Date: January 7, 2008

BACKGROUND:

***FOLLOWING TRANSFER AND SUPPLEMENTAL APPROPRIATION
REQUESTS ARE FOR FY2008***

REQUEST FOR TRANSFER OF APPROPRIATION

FROM: Alan C. Lane, Director of Management Services, *ACL* #20080107-01
DATE: November 30, 2007

| <u>Category</u> | <u>Line Item</u> | <u>Delete</u> | <u>Appropriation New Total</u> |
|---|-------------------|---------------|------------------------------------|
| VA Domestic Violence Victim Grant , General Fund | | | |
| Other Professional Services | | | |
| | 4-100-021950-3190 | \$3,580.00 | \$25,309.06 |

| <u>Category</u> | <u>Line Item</u> | <u>Add</u> | <u>Appropriation New Total</u> |
|---|-------------------|-------------------|------------------------------------|
| VA Domestic Violence Victim Grant , General Fund | | | |
| Travel/Subsistence | | | |
| | 4-100-021950-5530 | \$2,430.00 | \$2,430.00 |
| Other Operating Supplies | | | |
| | 4-100-021950-6014 | <u>\$1,150.00</u> | \$1,150.00 |
| | Total | <u>\$3,580.00</u> | |

COMMENTS: To appropriate monies to the correct line items for the VA Domestic Violence Victim Grant in accordance with the grant letter.

FROM: Tracy Fairchild, Deputy Director E-911
 THROUGH: Aubrey Cheatham, Director of Public Safety RAC
 DATE: December 3, 2007

#20080107-02

| <u>Category</u> | <u>Line Item</u> | <u>Delete</u> | <u>Appropriation New Total</u> |
|-------------------------------|-------------------|---------------|------------------------------------|
| E-911, General Fund | | | |
| COMP – Communication Officers | | | |
| | 4-100-031400-1140 | \$7,000.00 | \$368,777.00 |

| <u>Category</u> | <u>Line Item</u> | <u>Add</u> | <u>Appropriation New Total</u> |
|----------------------------|-------------------|------------|------------------------------------|
| E-911, General Fund | | | |
| COMP - Overtime | | | |
| | 4-100-031400-1200 | \$7,000.00 | \$16,000.00 |

COMMENTS: To increase overtime funds needed due to staff vacancies. Staff vacancies have made funds available for transfer to overtime.

FROM: Alan Lane, Director of Management Services *ACL*
 DATE: December 4, 2007

#20080107-03

| <u>Category</u> | <u>Line Item</u> | <u>Delete</u> | <u>Appropriation New Total</u> |
|--------------------------------|-------------------|---------------|------------------------------------|
| Probation, General Fund | | | |
| Group Homes | 4-100-033400-3975 | \$8,071.00 | \$61,929.00 |

| <u>Category</u> | <u>Line Item</u> | <u>Add</u> | <u>Appropriation New Total</u> |
|--------------------------------|-------------------|------------|------------------------------------|
| Probation, General Fund | | | |
| Refunds to State | 4-100-033400-5835 | \$8,071.00 | \$8,071.00 |

COMMENTS: To pay a State refund for the FY07 VJCCA grant award that was unused as the *Maintenance of Effort* was not maintained by the County. A FY07 carryover to Group Homes was approved by the Board in August 2007 for this purpose stated above.

FROM: Alan Lane, Director of Management Services *ACL* #20080107-04
 DATE: December 7, 2007

| <u>Category</u> | <u>Line Item</u> | <u>Delete</u> | <u>Appropriation New Total</u> |
|--|------------------|---------------|------------------------------------|
| State & Local Hospitalization, General Fund | | | |
| State & Local Hospitalization | | | |

| | | | |
|--|-------------------|------------|-------------|
| | 4-100-053220-5640 | \$3,637.00 | \$11,115.00 |
|--|-------------------|------------|-------------|

| <u>Category</u> | <u>Line Item</u> | <u>Add</u> | <u>Appropriation New Total</u> |
|---|------------------|------------|------------------------------------|
| Supplement – Local Health Dept, General Fund | | | |
| Payments To Local Health Department | | | |

| | | | |
|--|-------------------|------------|--------------|
| | 4-100-051200-5610 | \$3,637.00 | \$395,926.00 |
|--|-------------------|------------|--------------|

COMMENTS: Local Department of Health requests an increase in funding as original budget submission was an estimate. State has approved more funding for compensation and fringe benefits thereby increasing our local share. Savings in State & Local Hospitalization is coming from a one-time adjustment in local share from previous fiscal years experience.

FROM: Alan Lane, Director of Management Services *ACL* #20080107-05
 DATE: December 20, 2007

| <u>Category</u> | <u>Line Item</u> | <u>Delete</u> | <u>Appropriation New Total</u> |
|--|------------------|---------------|------------------------------------|
| Non-Departmental Expenses, General Fund | | | |
| Budget Set Aside | | | |

| | | | |
|--|-------------------|-------------|-------------|
| | 4-100-011011-9400 | \$ 3,400.00 | \$26,600.00 |
|--|-------------------|-------------|-------------|

| <u>Category</u> | <u>Line Item</u> | <u>Add</u> | <u>Appropriation New Total</u> |
|---|------------------|------------|------------------------------------|
| Sheriff's Department, General Fund | | | |
| Accounting Services - Auditor | | | |

| | | | |
|--|-------------------|------------|-------------|
| | 4-100-031200-3120 | \$3,400.00 | \$ 4,900.00 |
|--|-------------------|------------|-------------|

COMMENTS: Audit expenses for first year of the APA required audit of the Sheriff's Department were more than originally budgeted as the scope of the required audit was greater than anticipated and required more auditing hours expended by our auditing firm of Brown, Edwards & Company LLC. This was generally the same as was experienced by other Sheriff's Departments audited by Brown Edwards.

FROM: Robin F. Jefferson, Treasurer #20080107-06
 DATE: 14 December 2007

| <u>Category</u> | <u>Line Item</u> | <u>Delete</u> | <u>Appropriation New Total</u> |
|--------------------------------|-------------------|---------------|------------------------------------|
| Treasurer, General Fund | | | |
| Office Supplies | | | |
| | 4-100-012410-6001 | \$1,500.00 | \$12,824.00 |

| <u>Category</u> | <u>Line Item</u> | <u>Add</u> | <u>Appropriation New Total</u> |
|--------------------------------|-------------------|------------|------------------------------------|
| Treasurer, General Fund | | | |
| Machinery & Equipment | | | |
| | 4-100-012410-8101 | \$1,500.00 | \$1,500.00 |

COMMENTS: To purchase a replacement shredder to ensure protection of Taxpayer's Social Security Numbers.

FROM: Karen T. Danos #20080107-07
 DATE: December 20, 2007

| <u>Category</u> | <u>Line Item</u> | <u>Delete</u> | <u>Appropriation New Total</u> |
|---------------------------------------|-------------------|---------------|------------------------------------|
| Non-Departmental, General Fund | | | |
| Budget Set Aside | | | |
| | 4-100-011011-9400 | \$6,740.00 | \$19,860.00 |

| | | | |
|--------------------------------|-------------------|-------------------|-------------|
| Registrar, General Fund | | | |
| Ballots & Election Supplies | | | |
| | 4-100-013200-6021 | \$1,200.00 | \$12,135.82 |
| Office Supplies | | | |
| | 4-100-013200-6001 | <u>\$1,540.00</u> | \$960.00 |
| | Totals | \$9,480.00 | |

| <u>Category</u> | <u>Line Item</u> | <u>Add</u> | <u>Appropriation New Total</u> |
|--------------------------------|-------------------|-------------------|------------------------------------|
| Registrar, General Fund | | | |
| Comp-Election Officials | | | |
| | 4-100-013200-1360 | \$8,240.00 | \$25,915.00 |
| Travel – Election Officials | | | |
| | 4-100-013200-5512 | \$ 400.00 | \$850.00 |
| Travel – Board Members | | | |
| | 4-100-013200-5511 | \$ 240.00 | \$940.00 |
| Lease/Rent–Building | | | |
| | 4-100-013200-5420 | <u>\$ 600.00</u> | \$1,200.00 |
| | Totals | <u>\$9,480.00</u> | |

COMMENTS: To appropriate funds for conducting the February 12, 2008 Dual Presidential Primary.

REQUEST FOR SUPPLEMENTAL APPROPRIATION

FROM: Alan Lane, Director of Management Services *ACL* #20080107-08
DATE: December 4, 2007

| <u>Category</u> | <u>Line Item</u> | <u>Delete</u> | <u>Appropriation New Total</u> |
|--|-------------------|---------------|------------------------------------|
| Future Improvements, Capital Improvement Fund | | | |
| Reserve for Future Improvements | | | |
| | 4-302-094900-0010 | \$39,153.66 | \$964,968.34 |

Source of Funding: Raise the Capital Improvement Fund balance 0-302-000300-0100 by \$39,153.66.

COMMENTS: To adjust the Future Improvement line item by the above amount so that the undesignated fund balance for Fund 302 is at zero after all FY07 audit transactions have been finalized.

#20080107-09

FROM: Alan Lane, Director of Management Services *ACL*
DATE: December 11, 2007

| <u>Category</u> | <u>Line Item</u> | <u>Add</u> | <u>Appropriation New Total</u> |
|---|---------------------------|-------------|------------------------------------|
| Concord Elementary School, School Capital Improvement Fund | | | |
| A&E Fees Concord | | | |
| | 4-301-066690-3140-900-410 | \$69,019.45 | \$430,070.90 |

Source of Funding: Lower the Undesignated Fund Balance School Capital Improvement Fund 0-301-000300-0100 by \$69,019.45.

COMMENTS: To adjust the Schools Capital Improvement Undesignated Fund balance by the above amount so that the balance is correct after all FY07 audit transactions have been finalized.

FROM: Catherine C. Vance, Finance/Budget Analyst
THROUGH: Alan C. Lane, Dir. Of Management Services *ACL*
DATE: December 18, 2007

#20080107-10

| <u>Category</u> | <u>Line Item</u> | <u>Add</u> | <u>Appropriation New Total</u> |
|---|-------------------|------------|------------------------------------|
| Bulletproof Vest Partnership, General Fund | | | |
| Law Enforcement Equipment | | | |
| | 4-100-031797-8118 | \$2,220.00 | \$2,220.00 |

SOURCE OF FUNDING: Raise estimated revenue, 3-100-033010-0035-034, Bulletproof Vest Partnership Grant, by \$2,220.00.

COMMENTS: To purchase four bulletproof vests for Sheriff's Department. Sheriff's Department has been approved for grant funding through BVP – Bulletproof Vest Partnership.

FROM: Catherine C. Vance, Finance/Budget Analyst #20080107-11
 THROUGH: Alan C. Lane, Director of Management Services ACL
 DATE: December 18, 2007

| <u>Category</u> | <u>Line Item</u> | <u>Add</u> | <u>Appropriation New Total</u> |
|--|-------------------|------------|------------------------------------|
| ATF Task Force Overtime, General Fund | | | |
| ATF Task Force Overtime | | | |
| | 4-100-031620-1200 | \$5,320.00 | \$7,406.70 |
| ATF Task Force FICA | | | |
| | 4-100-031620-2100 | \$ 407.00 | \$571.35 |
| ATF Task Force WC | | | |
| | 4-100-031620-2720 | \$ 104.00 | \$163.29 |
| | Total | \$5,831.00 | |

SOURCE OF FUNDING: Raise estimated revenue, 3-100-024050-0115-033, ATF Task Force by \$5,320. Lower Undesignated Fund Balance, Sheriff Forfeited Assets – 0-755-000300-0100 by \$511.

COMMENTS: To assist with the ATF in a joint law enforcement narcotics operation.

FROM: Terry E. Gaddy, Sheriff #20080107-12
 DATE: December 19, 2007

| <u>Category</u> | <u>Line Item</u> | <u>Add</u> | <u>Appropriation New Total</u> |
|--|-------------------|-------------|------------------------------------|
| Expenditures, Sheriff's Forfeited Assets Fund | | | |
| Police Equipment/Supplies | | | |
| | 4-755-091400-6010 | \$28,000.00 | \$38,565.47 |

SOURCE OF FUNDING: Lower Undesignated Fund Balance, 0-755-000300-0100, Sheriff Forfeited Assets by \$28,000.00.

COMMENTS: To purchase a new canine and cover the cost of 8 weeks of training & meal expenses for the Deputy attending this training and to purchase trunk vaults to secure assault in the Sheriff's Office SUV's.

#20080107-13
#19 Mailed

FROM: Campbell County School Board
DATE: November 19, 2007
THROUGH: Robert L. Johnson, Asst. Superintendent/Administration

| <u>Category</u> | <u>Line Item</u> | <u>Add</u> | <u>Appropriation New Total</u> |
|---|---------------------------|------------|------------------------------------|
| Classroom Instruction, School Operating Fund | | | |
| Payment to Joint Operations | | | |
| | 4-205-061100-7000-200-100 | \$3,288.50 | \$332,988.50 |

SOURCE OF FUNDING: Raise estimated revenue 3-205-033084-0345 Medicaid Reimbursement by \$3,288.50.

COMMENTS: Appropriate Medicaid reimbursement funds.

#20080107-14
22 Mailed

FROM: Campbell County School Board
DATE: December 17, 2007
THROUGH: Robert L. Johnson, Asst. Superintendent/Administration

| <u>Category</u> | <u>Line Item</u> | <u>Add</u> | <u>Appropriation New Total</u> |
|--|---------------------------|-------------|------------------------------------|
| Technology. School Operating Fund | | | |
| Purchase Computer Hardware | | | |
| | 4-205-061111-8207-300-100 | \$10,144.20 | \$1,333,923.84 |

SOURCE OF FUNDING: Raise estimated revenue, 3-205-019020-0001 Recovered Costs by \$10,144.20.

COMMENTS: To receive E-Rate reimbursement from Sprint for the purchase of Secondary Computer Hardware.

#20080107-15
25 Mailed

FROM: Campbell County School Board
DATE: January 7, 2008
THROUGH: Robert L. Johnson, Assistant Superintendent/Administration

| <u>Category</u> | <u>Line Item</u> | <u>Add</u> | Appropriation <u>New Total</u> |
|--|---------------------------|--------------|-----------------------------------|
| Title V Part A Innovative Ed Program, School Operating Fund | | | |
| Purchased Services | 4-205-061126-3322-300-517 | \$100.83 | \$22,931.83 |
| Materials | 4-205-061126-6013-300-517 | <u>15.90</u> | 250.90 |
| | TOTAL | \$116.73 | |

SOURCE OF FUNDING: Raise estimated revenue 3-205-033084-0298, Title V Part A
Innovative Ed Program, by \$116.73.

COMMENTS: Appropriate 2007 year award to match the Omega System
Action by Board of Supervisors.

Action by the Board of Supervisors: