

**MEMORANDUM**

To: Frank J. Rogers, County Administrator  
From: Jennifer Schmidt, Finance/Budget Analyst JS  
Subject: Consent Agenda – Request for Supplemental and Transfers of Appropriations  
Date: May 2, 2023

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**BACKGROUND:**

**REQUESTS FOR TRANSFER OF APPROPRIATION**

TO: Frank J. Rogers, County Administrator #20230502-01  
FROM: Ronna Johnson-Davis, Director of Finance & Management Services **RJD**  
DATE: March 23, 2023

The following Transfer of Appropriation is requested for FY23:

<u>Category</u>	<u>Line Item</u>	<u>Delete Amount</u>	<u>Appropriation New Total</u>
<b>Finance &amp; Strategic Initiatives, General Fund</b>			
Other Professional Services	4-100-012415-3190	\$ 620.00	\$ 0.00

<u>Category</u>	<u>Line Item</u>	<u>Add Amount</u>	<u>Appropriation New Total</u>
<b>Finance &amp; Strategic Initiatives, General Fund</b>			
Office Supplies	4-100-012415-6001	\$ 282.00	\$ 382.00
Dues & Association Memberships	4-100-012415-5810	\$ 37.00	\$ 437.00

<b>Management Services, General Fund</b>			
Office Supplies	4-100-012420-6001	\$ 123.00	\$ 823.00
Furniture & Fixtures	4-100-012420-8102	\$ 178.00	\$ 178.00

COMMENTS: Transfer is requested to true-up GL lines as we prepare for the FYE close.

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**REQUESTS FOR SUPPLEMENTAL APPROPRIATION**

TO: Frank Rogers, County Administrator #20230502-02  
FROM: Nina Rezai, **NR**  
DATE: March 24, 2023

The following Supplemental Appropriation is requested for FY23:

<u>Category</u>	<u>Line Item</u>	<u>Add Amount</u>	<u>Appropriation New Total</u>
<b>Economic Development, General Fund</b>			
Precision Ag Grant Expenditures			
	4-100-081500-5978	\$90,656.95	\$90,656.95

SOURCE OF FUNDING: Increase revenue 3-100-024060-0020-083, Tobacco Precision Ag by \$90,656.95.

COMMENTS: Funds represent amount to be paid out as administrators of the Tobacco Precision Ag grant for Vouchers 1 & 2.

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TO: Frank Rogers, County Administrator #20230502-03  
FROM: Tracy Fairchild, Director, Public Safety  
DATE: March 27, 2023

The following Supplemental Appropriation is requested for FY23:

<u>Category</u>	<u>Line Item</u>	<u>Add Amount</u>	<u>Appropriation New Total</u>
<b>Public Safety, General Fund</b>			
Maint/Repair - Vehicles			
	4-100-032204-3315	\$ 8,731.45	\$19,833.95

SOURCE OF FUNDING: Increase estimated revenue 3-100-018990-0013-012, Insurance Recoveries by \$8,731.45.

COMMENTS: Reimbursement for damaged generator replacement.

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TO: Frank Rogers, County Administrator #20230502-04  
FROM: Tracy Fairchild, Director, Public Safety  
DATE: April 5, 2023

The following Supplemental Appropriation is requested for FY23:

<u>Category</u>	<u>Line Item</u>	<u>Add Amount</u>	<u>Appropriation New Total</u>
<b>Public Safety, General Fund</b>			
Food Supplies			
	4-100-035500-6002	\$ 100.00	\$ 1,000.00

SOURCE OF FUNDING: Increase estimated revenue 3-100-018990-0024-012, Gifts & Donations – Public Safety by \$100.00.

COMMENTS: Donation to Campbell County Public Safety.

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TO: Frank Rogers, County Administrator #20230502-05  
FROM: Tracy Fairchild, Director, Public Safety  
DATE: April 7, 2023


The following Supplemental Appropriation is requested for FY23:

<u>Category</u>	<u>Line Item</u>	<u>Add Amount</u>	<u>Appropriation New Total</u>
<b>Public Safety, General Fund</b>			
Maint/Repair - Vehicles			
	4-100-035100-3315	\$ 350.00	\$ 2,850.00

SOURCE OF FUNDING: Increase estimated revenue 3-100-018990-0013-012, Insurance Recoveries by \$350.00.

COMMENTS: Reimbursement for damages to Animal Control vehicle, 3/15/23.

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TO: Frank Rogers, County Administrator #20230502-06  
FROM: Brian R. Stokes, Director of Public Works   
DATE: April 13, 2023


The following Supplemental Appropriation is requested for FY23:

<u>Category</u>	<u>Line Item</u>	<u>Add Amount</u>	<u>Appropriation New Total</u>
<b>Fuel Services, General Fund</b>			
Gas, Oil, Grease	4-100-012520-6008	\$30,000.00	\$ 260,000.00

SOURCE OF FUNDING: Decrease the Beginning Fund Balance, 0-100-000300-0100, by \$30,000.00.

COMMENTS: The fluctuation in gas prices continues to increase. The supplemental is necessary to cover the cost of fuel for the remainder of the fiscal year (FY23).

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TO: Frank Rogers, County Administrator #20230502-07  
FROM: Brian R. Stokes, Director of Public Works   
DATE: April 14, 2023

The following Supplemental Appropriation is requested for FY23:

<u>Category</u>	<u>Line Item</u>	<u>Add Amount</u>	<u>Appropriation New Total</u>
<b>Public Works, Capital Improvement Fund</b>			
Facility Upgrades	4-302-094400-0086	\$31,187.51	\$ 93,187.51

SOURCE OF FUNDING: Decrease the Beginning Fund Balance, 0-100-000300-0100, by \$31,187.51.

COMMENTS: In conjunction with the new Lease for the USDA office space, the Federal Government is requesting new flooring and paint to be included in the overall upgrades. These improvements were not factored into the new lease, this is considered a request, and the Federal Government will reimburse the county for these expenses in “one lump sum” upon completion of the project.

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TO: Frank Rogers, County Administrator #20230502-08  
FROM: Whit Clark, Sheriff  
DATE: April 18, 2023

The following Supplemental Appropriation is requested for FY23:

<u>Category</u>	<u>Line Item</u>	<u>Add Amount</u>	<u>Appropriation New Total</u>
<b>Sheriff’s Department, Capital Improvement Fund</b>			
Vehicles & Equipment	4-302-094600-0040	\$ 32,439.09	\$ 292,858.09

SOURCE OF FUNDING: Increase estimated revenue 3-100-018990-0013-012, Insurance Recoveries by \$32,439.09.

COMMENTS: These funds were received from Insurance Companies for reimbursement on Vehicle accidents during FY23. We will use these funds to help purchase replacement vehicle equipment for these vehicles involved in accidents.

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TO: Frank Rogers, County Administrator #20230502-09  
FROM: Whit Clark, Sheriff  
DATE: April 18, 2023

The following Supplemental Appropriation is requested for FY23:

<u>Category</u>	<u>Line Item</u>	<u>Add Amount</u>	<u>Appropriation New Total</u>
<b>Sheriff’s Department, General Fund</b>			

Special Investigation Fees

4-100-031200-3860

\$ 2,317.69

\$ 42,317.69

**SOURCE OF FUNDING:** Increase estimated revenue 3-100-018990-0043-012, Special Investigations Restitution, by \$2,317.69.

**COMMENTS:** Defendants are ordered through Circuit Court to reimburse the Sheriff's Office for the narcotic funds used by the Sheriff's Office in their case.