

**REQUEST FOR LEGISLATIVE ACTION**  
**EXECUTIVE OFFICE**

**Version 6/10/19**

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20342

Sponsor(s): **Charlie Franklin**

Date: **January 13, 2020**

JAN 03 2020

|   |  |   |                        |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
|---|--|---|------------------------|--|-----------|--|--------------------|--|-----------|---|--------------------|--|---------|----------------------------|---------------------|-------|-----------|
| <p>SUBJECT</p> <p>EXECUTIVE OFFICE</p> <p>JAN 03 2020</p>                             | <p>Action Requested</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>To authorize the County Executive to enter into a cooperative agreement with the Jackson County Historical Society for the archival and preservation of historical records.</u></p>   |   |                        |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| <p>BUDGET INFORMATION</p> <p>To be completed By Requesting Department and Finance</p> | <table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$34,554</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$34,554</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>Recorder's Fee Fund, Record Center, Other Contractual Services, 044-1804-56790</td> <td>\$</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)</p> <p><input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:<br/>Department: _____ Estimated Use: _____</p> <p>Prior Year Budget (if applicable): \$34,554<br/>Prior Year Actual Amount Spent (if applicable): \$34,554</p> | Amount authorized by this legislation this fiscal year: | \$34,554               | Amount previously authorized this fiscal year: | \$0       | Total amount authorized after this legislative action: | \$34,554           | Amount budgeted for this item * (including transfers): | \$        | Source of funding (name of fund) and account code number: |                    | Recorder's Fee Fund, Record Center, Other Contractual Services, 044-1804-56790 | \$      |                            |                     |       |           |
| Amount authorized by this legislation this fiscal year:                               | \$34,554   |   |                        |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| Amount previously authorized this fiscal year:  | \$0  |   |                        |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| Total amount authorized after this legislative action:                                | \$34,554   |   |                        |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| Amount budgeted for this item * (including transfers):                                | \$   |   |                        |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| Source of funding (name of fund) and account code number:                             |  |   |                        |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| Recorder's Fee Fund, Record Center, Other Contractual Services, 044-1804-56790        | \$   |   |                        |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| <p>PRIOR LEGISLATION</p>  | <p>Prior ordinances and (date): _____</p> <p>Prior resolutions and (date): #20096, February 25, 2019</p>   |   |                        |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| <p>CONTACT INFORMATION</p>  | <p>RLA drafted by (name, title, &amp; phone): Sandra L. Custard, Operations Administrator, Recorder of Deeds, 881-3191</p>   |   |                        |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| <p>REQUEST SUMMARY</p>  | <p>Whereas it is in the best interest of the County that records having historical value be preserved and professionally archived for the scholars and citizens of the County,</p> <p>The Jackson County Historical Society has the expertise to provide professional record archiving services.</p> <p>Requesting approval for payment in the amount of \$34,554 for the contract period of January 1, 2020 through December 31, 2020.</p>  |   |                        |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| <p>CLEARANCE</p>  | <p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)</p> <p><input type="checkbox"/> Business License Verified (Purchasing &amp; Department)</p> <p><input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>  |   |                        |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| <p>COMPLIANCE</p>   | <p><input type="checkbox"/> MBE Goals</p> <p><input type="checkbox"/> WBE Goals</p> <p><input type="checkbox"/> VBE Goals</p>  |   |                        |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| <p>ATTACHMENTS</p>  |  |   |                        |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| <p>REVIEW</p>   | <table border="1"> <tr> <td>Department Director:</td> <td><i>Robert T. Kelly</i></td> <td>Date:</td> <td>1/13/2020</td> </tr> <tr> <td>Finance (Budget Approval):<br/>If applicable</td> <td><i>[Signature]</i></td> <td>Date:</td> <td>1/13/2020</td> </tr> <tr> <td>Division Manager:</td> <td><i>[Signature]</i></td> <td>Date:</td> <td>1/13/20</td> </tr> <tr> <td>County Counselor's Office:</td> <td><i>Bryan County</i></td> <td>Date:</td> <td>1/18/2020</td> </tr> </table>  | Department Director:                                    | <i>Robert T. Kelly</i> | Date:  | 1/13/2020 | Finance (Budget Approval):<br>If applicable            | <i>[Signature]</i> | Date:  | 1/13/2020 | Division Manager:   | <i>[Signature]</i> | Date:  | 1/13/20 | County Counselor's Office: | <i>Bryan County</i> | Date: | 1/18/2020 |
| Department Director:  | <i>Robert T. Kelly</i>   | Date:   | 1/13/2020              |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| Finance (Budget Approval):<br>If applicable   | <i>[Signature]</i>   | Date:   | 1/13/2020              |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| Division Manager:   | <i>[Signature]</i>   | Date:   | 1/13/20                |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |
| County Counselor's Office:  | <i>Bryan County</i>  | Date:   | 1/18/2020              |  |           |  |                    |  |           |   |                    |  |         |                            |                     |       |           |

Fiscal Information (to be verified by Budget Office in Finance Department)

X This expenditure was included in the annual budget.

~~3/11~~ Funds for this were encumbered from the Recorder's Fee Fund in 2020.

There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

Funds sufficient for this expenditure will be/were appropriated by Ordinance #

~~3/11~~ Funds sufficient for this appropriation are available from the source indicated below.

| Account Number:           | Account Title:  | Amount Not to Exceed: |
|---------------------------|---|-----------------------|
| <del>044-1804-56790</del> | <del>Recorder's Fee Fund, Record Center, Other Contractual Services</del> | <del>\$34,554</del>   |

This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.

This legislative action does not impact the County financially and does not require Finance/Budget approval.

**Fiscal Note:**


This expenditure was included in the Annual Budget.

PC# \_\_\_\_\_

Date: January 3, 2020

RES # 20342

| <u>Department / Division</u>   | <u>Character/Description</u>     | <u>Not to Exceed</u> |
|--------------------------------|----------------------------------|----------------------|
| <b>044 Recorder's Fee Fund</b> |                                  |                      |
| 1804 Records Center            | 56790 Other Contractual Services | \$ 34,554            |
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|                                |                                  |                      |
|                                |                                  | <u>\$ 34,554</u>     |

 1/3/20  
 \_\_\_\_\_  
 Budget Officer