

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19746

Sponsor(s): Crystal Williams

Date: February 26, 2018

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>A Resolution transferring \$6,000 from the General Fund Reserve Operating Account to the General Fund Non-Departmental Other Contractual Services account for the cost of drug and alcohol testing for employment candidates from Test Smartly Labs, a current Term &amp; Supply vendor.</u></p>															
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td><td>\$6,000</td></tr> <tr> <td>Amount previously authorized this fiscal year:</td><td></td></tr> <tr> <td>Total amount authorized after this legislative action:</td><td>\$6,000</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td></td></tr> <tr> <td colspan="2">Source of funding (name of fund) and account code number;</td></tr> <tr> <td> <u>FROM ACCT:</u>  002-8006-56835 Reserve - Operating </td><td> <u>FROM AMOUNT</u>  \$ 6,000 </td></tr> <tr> <td> <u>TO ACCT:</u>  002-5102-56790 Other Contractual Services </td><td> <u>TO AMOUNT</u>  \$ 6,000 </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)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: Estimated Use: \$  Prior Year Budget (if applicable):  Prior Year Actual Amount Spent (if applicable):</p>		Amount authorized by this legislation this fiscal year:	\$6,000	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$6,000	Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number;		<u>FROM ACCT:</u> 002-8006-56835 Reserve - Operating	<u>FROM AMOUNT</u> \$ 6,000	<u>TO ACCT:</u> 002-5102-56790 Other Contractual Services	<u>TO AMOUNT</u> \$ 6,000
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PRIOR LEGISLATION	<p>Prior ordinances and (date): 5062, 12/16/2017  Prior resolutions and (date):</p>															
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Mark Lang, Budget Officer, 881-3851</p>															
REQUEST SUMMARY	<p>This Resolution will transfer funds from a Reserve Operating account into Non-Departmental Other Contractual Services account for drug and alcohol testing for employment candidates from Test Smartly Labs, a current Term &amp; Supply vendor.</p>															
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>															
ATTACHMENTS																
REVIEW	Department Director:	Date: 2/14/18														
	Finance (Budget Approval): <i>If applicable</i>	Date: 2/16/18														
	Division Manager:	Date:														
	County Counselor's Office:	Date:														

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

- ☐ This expenditure was included in the annual budget.
- ☐ Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_.
- ☒ 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 # \_\_\_\_\_
- ☐ Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- ☐ 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.

Funds sufficient for this transfer are available from the sources indicated below.

RES # 19746

Department / Division	Character/Description	From	To
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**Health Fund - 002**

8006 - Reserve	56835 - Reserve - Operating	\$ 6,000	\$ -
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5102 - Non-Departmental	56790 - Other Contractual Srvs	6,000
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\$	6,000	\$	6,000
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County Auditor / Budget Officer