

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19742

Sponsor(s): Scott Burnett

Date: February 26, 2018

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>A Resolution to transfer \$170,000 within the General Fund, Health Fund, Park Fund, Special Road & Bridge Fund, and Assessment Fund Reserve Operating Accounts to the respective Non-Departmental Other Contractual Services accounts for HR and Payroll Services on an existing Term and Supply Contract with Paycor, Inc. of Cincinnati, OH.</u></p>														
<p>BUDGET INFORMATION</p> <p><i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td><td>\$170,000</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>\$170,000</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> <p><u>FROM ACCT:</u></p> <p>001-8006-56835 Reserve – Operating</p> <p>002-8006-56835 Reserve – Operating</p> <p>003-8006-56835 Reserve – Operating</p> <p>004-8006-56835 Reserve – Operating</p> <p>045-8006-56835 Reserve – Operating</p> <p>300-8006-56835 Reserve – Operating</p> </td><td> <p><u>FROM AMOUNT</u></p> <p>\$ 81,468</p> <p>21,758</p> <p>21,758</p> <p>21,758</p> <p>18,518</p> <p>4,740</p> </td></tr> <tr> <td> <p><u>TO ACCT:</u></p> <p>001-5101-56790 Other Contractual Services</p> <p>002-5101-56790 Other Contractual Services</p> <p>003-5101-56790 Other Contractual Services</p> <p>004-5101-56790 Other Contractual Services</p> <p>045-5101-56790 Other Contractual Services</p> <p>300-5101-56790 Other Contractual Services</p> </td><td> <p><u>TO AMOUNT</u></p> <p>\$ 81,468</p> <p>21,758</p> <p>21,758</p> <p>21,758</p> <p>18,518</p> <p>4,740</p> </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:</p> <p>Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable):</p> <p>Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$170,000	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$170,000	Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number;		<p><u>FROM ACCT:</u></p> <p>001-8006-56835 Reserve – Operating</p> <p>002-8006-56835 Reserve – Operating</p> <p>003-8006-56835 Reserve – Operating</p> <p>004-8006-56835 Reserve – Operating</p> <p>045-8006-56835 Reserve – Operating</p> <p>300-8006-56835 Reserve – Operating</p>	<p><u>FROM AMOUNT</u></p> <p>\$ 81,468</p> <p>21,758</p> <p>21,758</p> <p>21,758</p> <p>18,518</p> <p>4,740</p>	<p><u>TO ACCT:</u></p> <p>001-5101-56790 Other Contractual Services</p> <p>002-5101-56790 Other Contractual Services</p> <p>003-5101-56790 Other Contractual Services</p> <p>004-5101-56790 Other Contractual Services</p> <p>045-5101-56790 Other Contractual Services</p> <p>300-5101-56790 Other Contractual Services</p>	<p><u>TO AMOUNT</u></p> <p>\$ 81,468</p> <p>21,758</p> <p>21,758</p> <p>21,758</p> <p>18,518</p> <p>4,740</p>
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PRIOR LEGISLATION	<p>Prior ordinances and (date): 5062. 12/6/2017</p> <p>Prior resolutions and (date):</p>														
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Mark Lang, Budget Officer, 881-3851</p>														
REQUEST SUMMARY	<p>A transfer totaling \$170,000 within the General Fund, Health Fund, Park Fund, Special Road & Bridge Fund, and Assessment Fund Reserve Operating Accounts to the respective Non-Departmental Other Contractual Services accounts for HR and Payroll Services on an existing Term and Supply contract with Paycor, Inc. of Cincinnati, OH.</p>														
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department)</p> <p><input type="checkbox"/> Business License Verified (Purchasing & Department)</p> <p><input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>														

ATTACHMENTS		
REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i>	Date:
	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.

Fiscal Note:

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

PC# _____

Date: February 13, 2018

RES # 19742

<u>Department / Division</u>	<u>Character/Description</u>	<u>From</u>	<u>To</u>
<u>General Fund - 001</u>			
8006 - Reserve	56835 - Reserve-Operating	\$ 81,468	\$ -
5101 - Non-Departmental	56790 - Other Contractual Svcs		81,468
<u>Health Fund - 002</u>			
8006 - Reserve	56835 - Reserve-Operating	21,758	-
5102 - Non-Departmental	56790 - Other Contractual Svcs		21,758
<u>Park Fund - 003</u>			
8006 - Reserve	56835 - Reserve-Operating	21,758	-
5103 - Non-Departmental	56790 - Other Contractual Svcs		21,758
<u>Special Road & Bridge - 004</u>			
8006 - Reserve	56835 - Reserve-Operating	21,758	-
5104 - Non-Departmental	56790 - Other Contractual Svcs		21,758
<u>Assessment Fund - 045</u>			
8006 - Reserve	56835 - Reserve-Operating	18,518	-
4500 - Non-Departmental	56790 - Other Contractual Svcs		18,518
<u>Park Enterprise Fund - 300</u>			
8006 - Reserve	56835 - Reserve-Operating	4,740	-
5300 - Non-Departmental	56790 - Other Contractual Svcs		4,740
		<u>\$ 170,000</u>	<u>\$ 170,000</u>

 2/13/18
County Auditor / Budget Officer