



FREDERICK COUNTY, MARYLAND
STAFF REPORT CONCURRENCE FORM

To: Office of the County Executive

Date: 8/11/2016

Through (Name of Div. Dir.):

From (Name & Division): Charles Nipe, Director, Division of Public Works

Phone #: 1-1689

Staff Report Topic:

Request BT from Sheriff and DUSWM to Fleet's Additional & Replacement Vehicle Accounts

County Funds Requested/Required? Yes ☒ \$ 200,407.00

No ☐

Action Requested:

Information Only ☐

Requires County Executive's:

Approval ☒

Signature ☒

Please remember to flag all pages that need to be executed by the County Executive.

RECEIVED
AUG 24 2016
Office of the
County Executive

Staff Report Review:

This staff report has been thoroughly reviewed first by the appropriate divisions/agencies noted on Page 2 followed by those outlined below:

	Initials	Date	Comments Y/N (Page 2)
<input checked="" type="checkbox"/> Budget Office	RA	8/24/16	N
<input checked="" type="checkbox"/> Finance Division	ld	8/24/16	N

<input checked="" type="checkbox"/> County Attorney's Office	B.J.M	8.24.16	N
Refer to County Council? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (If yes, requires County Executive's approval.)			
<input checked="" type="checkbox"/> Chief Administrative Officer	NRD	8/24/16	N

<input checked="" type="checkbox"/> County Executive	JSC	8/25/16	
Approval to forward to Council? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

For Office Use Only

Council Meeting Date: 9.6.16

Presenter: Consent Agenda

Public Hearing? Yes ☐ No ☒

Requires Council President's Signature? Yes ☒ No ☐

Other Reviewing Divisions/Agencies:

(Click to place a check mark in the following appropriate spaces.)

	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> <u>(noted below)</u>
<input type="checkbox"/> Animal Control			
<input type="checkbox"/> Citizens Services			
<input type="checkbox"/> Community Development			
<input type="checkbox"/> Emergency Management			
<input type="checkbox"/> Fire & Rescue Services			
<input type="checkbox"/> Health Services			
<input type="checkbox"/> Human Resources			
<input type="checkbox"/> Interagency Information Technologies			
<input type="checkbox"/> Internal Audit			
<input type="checkbox"/> Parks & Recreation			
<input type="checkbox"/> Public Works			
<input type="checkbox"/> Utilities & Solid Waste Management			
<input type="checkbox"/> Volunteer Fire & Rescue Services			
<input checked="" type="checkbox"/> Other: Fleet Services	PA	8/11/16	N
<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Other: _____			

Elected Officials or Independent Agencies:

	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> <u>(noted below)</u>
<input type="checkbox"/> Board of Education			
<input type="checkbox"/> Board of Elections			
<input type="checkbox"/> Board of License Commissioners			
<input type="checkbox"/> Frederick Community College			
<input type="checkbox"/> Frederick County Public Libraries			
<input type="checkbox"/> Sheriff's Office			
<input type="checkbox"/> Social Services			
<input type="checkbox"/> State's Attorney's Office			

Comments:

1. **From:** _____ **Date:** _____

2. **From:** _____ **Date:** _____

3. **From:** _____ **Date:** _____

4. **From:** _____ **Date:** _____




FREDERICK COUNTY GOVERNMENT

DIVISION OF PUBLIC WORKS

Jan H. Gardner
County Executive

Charles F. Nipe, Division Director

TO: Jan Gardner, County Executive

FROM: Charles Nipe, Director, Division of Public Works 

DATE: August 11, 2016

SUBJECT: Staff Report – Request BT from Sheriff and DUSWM to Fleet's Additional and Replacement Vehicle Funds

ISSUE:

Should the County Executive approve the attached budget transfer for presentation to the County Council?

BACKGROUND:

The Sheriff's Office was approved for three (3) additional all-wheel-drive marked, patrol type cruisers in the FY17 Budget process. DUSWM requested and was approved for one (1) additional compact SUV and one (1) additional mid-size extended cab 4x4 truck. DUSWM has also requested and approved the upgrade of two (2) replacement vehicles. These vehicles 36098 and 36108, will be replaced by Fleet Services replacement fund and additional funds from DUSWM in the amount of \$53,600.00.

ANALYSIS/RECOMMENDATION:

With additional vehicles, it is customary to move approved funds into Fleet Services additional vehicle account to secure and track the purchase. Approval of the attached Budget Transfers will move funds currently in the Sheriff's Office budget and DUSWM budget to Fleet's additional and replacement vehicle accounts so the purchases may proceed.

ACTION REQUESTED:

Staff recommends approval of the attached Budget Transfers.

FUNDING INFORMATION:

FY17 funds are currently in the Sheriff's (1203 and 1205) budget and DUSWM (4310) budgets. This transfer just moves existing funds to Fleet's account to properly track the vehicle purchase activity. The financial implication occurs when Fleet processes vehicle purchases for payment.



FREDERICK COUNTY GOVERNMENT

DIVISION OF PUBLIC WORKS

Jan H. Gardner
County Executive

Charles F. Nipe, Division Director

Financial Implication: No _____ Yes x (If yes, provide the following information)

Existing Account Number (s): 10-1203-000000-55611; 10-1205-000000-55611;

58-4310-580000-55603

Budget Balance: _____

Or

New Account Number: Yes _____

Budget Transfer Required: No _____ Yes x

Amount of County Funding Requested: \$200,407.00 from Sheriff Department and DUSWM

(see attached BT)

Other Pertinent Information: _____

**FREDERICK COUNTY
BUDGET JOURNAL**

J-17-049
JOURNAL NUMBER

August 6, 2016

Request Date

Fleet Services Valiree Stine

Department & Requestor

Pat Hennah

Department Head

Charles Nipe

Division Director

Budget Office Stamp

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FREDERICK COUNTY
BUDGET OFFICE

DESCRIPTION/REASON FOR REQUEST:

1) To record the transfer of funds from the Sheriff's Department to Fleet Services for the purchase of FY17 Approved Additional Vehicles.

1- All Wheel Drive Vehicle for 1205 Law Enforcement Budget of \$32,000.00.

2) To record the transfer of funds from the Sheriff's Department to Fleet Services for the purchase of FY17 Approved Additional Vehicles.

2 - All Wheel Drive Vehicle for 1203 Circuit Court Budget of \$64,000.00.

3) To record the transfer of funds from DUSWM to Fleet Services for the purchase of FY17 Approved Additional Vehicles.

4x4 Midsize Extended Cab Truck DUSWM Budget of \$30,300.00.

1 - Compact SUV DUSWM Budget of \$20,507.00.

Upfitting of 2 - Replacement Fleet Vehicles, DUSWM Budget of \$53,600.00

REVENUE:

New #	Fund-Dept-Project-Acct #	Account Description	Increase	Decrease
	60-5410-000000-49104	Transfer from General Fund	96,000	
	60-5410-000000-49120	Transfer from Water & Sewer	104,407	
		TOTAL	200,407	0
		Net Change	200,407	

EXPENDITURES: APPROPRIATIONS (PEOPLESOFT)- PERSNL, OPERAT, CAPITA, and REIMB

New #	Fund-Dept-Project-Approp	Appropriation Description	Increase	Decrease
	60-5410-NH0000-CAPITA	Capital Appropriation	200,407	
	10-9820-000000-OPERAT	Operating Appropriation	96,000	
	58-4310-580000-OPERAT	Operating Appropriation	104,407	
	10-1203-000000-CAPITA	Capital Appropriation		64,000
	10-1205-000000-CAPITA	Capital Appropriation		32,000
	58-4310-580000-CAPITA	Capital Appropriation		104,407
		TOTAL	400,814	200,407
		Net Change	200,407	

EXPENDITURES: ACCOUNT LINE DETAIL

New #	Fund-Dept-Project-Acct #	Account Description	Increase	Decrease
	60-5410-NH0000-55611	Capital Vehicles Additional	146,807	
	60-5410-NH0000-55612	Capital Vehicles Replacement	53,600	
	10-9820-000000-56274	Transfer to Fleet	96,000	
	58-4310-580000-56274	Transfer to Fleet	104,407	
	10-1203-000000-55611	Capital Vehicles Additional		64,000
	10-1205-000000-55611	Capital Vehicles Additional		32,000
	58-4310-580000-55603	Capital Vehicles Additional		50,807
	58-4310-580000-55603	Capital Vehicles Replacement		53,600
		TOTAL	400,814	200,407
		Net Change	200,407	

509. Transfer of Appropriation	Budget Office
510. Supplemental Appropriation	Use Only

BUDGET OFFICE APPROVAL

DATE

COUNTY EXECUTIVE

DATE

COUNTY COUNCIL PRESIDENT

DATE