

# Issue Analysis Form



**Date:** August 14, 2018  
Re-Appropriation –  
Outstanding June 30, 2018  
Encumbrances / Purchase  
Orders

**Item:**

**Lead Department(s):** County Finance

**Contact Person(s):** Betsy Drewry

## Description and Current Status

With the end of fiscal year 2017-2018 and the beginning of fiscal year 2018-2019, there are several open obligated purchase orders from the FY2017-18 budget that need to be re-appropriated from FY2017-18 to FY2018-19 to insure proper accounting and honor outstanding obligations.

There are several encumbrances / purchase orders that were outstanding as of June 30, 2018. Open year-end purchase orders typically result from vendors performing project work over multiple months, projects that span two (or more) fiscal years, or lengthy delivery times for ordered items. A listing of FY2018 outstanding purchase orders is attached (**ATTACHMENT A**). The listing provides the purchase order number, vendor, description, account code, department, fund description and the amount of open obligation. Additionally, this attachment summarizes the amounts to be re-appropriated by fund as follows:

	<b>Amount</b>	<b>% of Total</b>
<b><u>TOTAL BY FUND:</u></b>		
GENERAL FUND (0100)	97,275.07	17.7%
ECONOMIC DEVELOPMENT FUND (0215)	4,441.52	0.8%
STORMWATER FUND (0220)	8,040.00	1.5%
CAPITAL (0311)	212,723.94	38.8%
UTILITY OPERATING (0600)	7,120.00	1.3%
UTILITY CAPITAL (0620)	219,299.25	40.0%
<b>GRAND TOTAL</b>	<b>548,899.78</b>	

### Board Action Requested:

Approve re-appropriation of Fund Balance to FY2018-19 for purchase order obligations outstanding at June 30, 2018. The total re-appropriation is \$548,899.78. The General Fund portion is \$97,275.07.

A draft resolution for budget amendment / appropriation is attached for Board consideration.

### Government Path

- Does this require IDA action?  Yes  No
- Does this require BZA action?  Yes  No
- Does This require Planning Commission Action?  Yes  No
- Does this require Board of Supervisors action?  Yes  No
- Does this require a public hearing?  Yes  No
- If so, before what date?  Yes  No

### Fiscal Impact Statement

Appropriation of fund balance totaling \$548,899.78

**General Fund Portion is \$97,275.07.**

### County Impact

Action makes available from fund balance resources to honor purchase order obligations outstanding on June 30, 2018.

### Notes

COUNTY OF PRINCE GEORGE  
LIST OF OUTSTANDING PURCHASE ORDERS / ENCUMBRANCES AT JUNE 30, 2018

ITEM #	PO#	Vendor Name	PURCHASE DESCRIPTION	ACCT	OPEN BALANCE AT 6/30/2018	FUND	FUND DESCRIPTION	DEPARTMENT
1	20180018	AMERICAN UNIFOR	POLICE UNIFORMS	0100-03-100-0601-000000-000-000-46011-	8,049.79	0100	GENERAL	POLICE
2	20180044	SOUTHWOOD BUILD	SOUTH CRATER ROAD STATION 6 SEWER REHAB PROJECT (UTILITY CAPITAL)	0620-04-104-7014-00000-000-000-48402-	184,294.65	0620	UTILITY CAPITAL	UTILITIES
3	20180055	TIMMONS GROUP	ENGINEER SOUTH CRATER ROAD STATION 6 SEWER REHAB UTILITY PROJECT	0620-04-104-7014-00000-000-000-48401-	22,720.00	0620	UTILITY CAPITAL	UTILITIES
4	20180071	TIMMONS GROUP	ENGINEER STORMWATER PROJECT	0220-04-104-2122-00000-000-000-43101-	1,324.40	0220	STORMWATER	STORM WATER
5	20180074	TIMMONS GROUP	ENGINEER STORMWATER PROJECT	0220-04-104-2122-00000-000-000-43101-	3,581.65	0220	STORMWATER	STORM WATER
5	20180074	TIMMONS GROUP	ENGINEER STORMWATER PROJECT	0220-04-104-2123-00000-000-000-43101-	3,133.95	0220	STORMWATER	STORM WATER
6	20180086	SUPERIOR LLC	ECC SOFTWARE - CRIME ANALYSIS ANNUAL FEE	0100-03-100-0603-00000-000-000-43320-	1,776.00	0100	GENERAL	EMER COMM CENTER
7	20180130	CODE 3 AV	SOUND / VIDEO SYSTEMS COURTHOUSE BASEMENT RENOVATION	0311-02-010-3140-00000-000-000-48130-	55,956.66	0311	CAPITAL IMPR	CIP COURTHOUSE
8	20180138	COMMONWEALTH EN	ECONOMIC DEVELOPMENT STRATEGIC PLAN	0600-04-104-7006-00000-000-000-43311-	2,400.00	0600	UTILITY OPERATING	UTILITIES
9	20180156	THOMAS P MILLER	PUMP CONTROL PANEL RETROFIT (SMITH/LOVELESS) FALLING FLOAT SYSTEM	0600-04-104-7006-00000-000-000-43311-	4,441.52	0215	ECON DEVELOPMENT	ECON DEV
10	20180158	DEWBERRY ENGINE	SOUTHPOINTE/ROSSPOINTE UTILITY STUDY	0311-08-301-3172-00000-000-000-43140-	78,010.00	0311	CAPITAL IMPR	CIP SOUTHPOINTE STUDY
11	20180161	DORSETT TECHNOL	SCADA - UTILITIES	0620-04-104-7016-00000-000-000-48403-	7,284.60	0620	UTILITY CAPITAL	UTILITIES
12	20180170	TYLER TECHNOLOG	CDCC TYLER ENERGVO SOFTWARE	0311-03-400-3173-00000-000-000-48204-	72,902.28	0311	CAPITAL IMPR	CIP ENERGVO
13	20180183	UNITY BUSINESS	SOCIAL SERVICES LASERFICHE UP-GRADE	0100-05-113-0701-00000-000-000-48107-	5,355.00	0100	GENERAL	DSS
14	20180240	LUXOUT	CENTRAL WELLNESS CENTER GYM STAGE CURTAIN REPLACEMENT	0100-04-103-0504-00000-000-000-43310-	552.00	0100	GENERAL	GENERAL PROPERTIES
14	20180240	LUXOUT	CENTRAL WELLNESS CENTER GYM STAGE CURTAIN REPLACEMENT	0311-07-211-3171-00000-000-000-48120-	5,855.00	0311	CAPITAL IMPR	CIP CWC BLEACHERS
15	20180242	FITCH & ASSOCIA	FIRE/EWS STRATEGIC PLAN	0100-03-200-0610-00000-000-000-43101-	5,250.00	0100	GENERAL	FIRE/EWS
16	20180244	AMERICAN UNIFOR	POLICE UNIFORMS	0100-03-100-0601-00000-000-000-46011-	11,436.64	0100	GENERAL	POLICE
17	20180253	SUPERIOR LLC	POLICE ACCIDENT SOFTWARE	0100-03-100-0601-00000-000-000-48104-	10,540.00	0100	GENERAL	POLICE
18	20180264	RICHMOND TELECO	COURTHOUSE PHONE SYSTEM REPLACEMENT	0100-01-002-0405-00000-000-000-48107-	5,748.75	0100	GENERAL	INFO TECHNOLOGY
19	20180265	LYLTLE UTILITIE	WALTON LAKE LATERAL REPAIR - UTILITIES	0600-04-104-7006-00000-000-000-43311-	4,720.00	0600	UTILITY OPERATING	UTILITIES
20	20180268	SLAIT CONSULTIN	SWITCHES FOR COURTHOUSE	0100-01-002-0405-00000-000-000-48107-	3,497.89	0100	GENERAL	INFO TECHNOLOGY
20	20180268	SLAIT CONSULTIN	SWITCHES FOR COURTHOUSE	0100-01-002-0405-00000-000-000-43320-	139.00	0100	GENERAL	INFO TECHNOLOGY
21	20180270	DEWBERRY ENGINE	ENGINEERING SERVICES - YANCY TRACT WATER & SEWER ANALYSIS	0620-04-104-7003-00000-000-000-43101-	5,000.00	0620	UTILITY CAPITAL	UTILITIES
22	20180271	THE FENCE COMPA	FENCE REPLACEMENT - CONVENIENCE CENTER	0100-04-103-0504-00000-000-000-43310-	8,850.00	0100	GENERAL	GENERAL PROPERTIES
23	20180272	BSN SPORTS	CWC GYM BASKETBALL BACKBOARD/MOUNT REPLACEMENT	0100-04-103-0504-00000-000-000-43310-	2,680.00	0100	GENERAL	GENERAL PROPERTIES
24	20180273	ABLE ASPHALT SE	CWC PARKING LOT & BASKETBALL COURT REPAIRS	0100-04-103-0504-00000-000-000-43310-	12,000.00	0100	GENERAL	GENERAL PROPERTIES
25	20180276	TJ DISTRIBUTORS	CWC GYM FLOOR COVER TILES/CARTS	0100-04-103-0504-00000-000-000-43310-	21,400.00	0100	GENERAL	GENERAL PROPERTIES
<b>GRAND TOTAL</b>					<b>548,899.78</b>			
<b>TOTAL BY FUND:</b>					<b>Amount</b>	<b>% of Total</b>		
GENERAL FUND (0100)					97,275.07	17.7%		
ECONOMIC DEVELOPMENT FUND (0215)					4,441.52	0.8%		
STORMWATER FUND (0220)					8,040.00	1.5%		
CAPITAL (0311)					212,723.94	38.8%		
UTILITY OPERATING (0600)					7,120.00	1.3%		
UTILITY CAPITAL (0620)					219,299.25	40.0%		
<b>GRAND TOTAL</b>					<b>548,899.78</b>			

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 14<sup>th</sup> day of August, 2018:

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Present:

Vote:

Alan R. Carmichael, Jr., Chairman  
Donald R. Hunter, Vice-Chairman  
Floyd M. Brown, Jr.  
Marlene J. Waymack  
T. J. Webb

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On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

RESOLUTION; RE-APPROPRIATION (\$548,899.78 OUSTANDING  
JUNE 30, 2018 ENCUMBRANCES / PURCHASE ORDERS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of August, 2018, does hereby authorize the following increase of funds within the 2018-2019 Budget, such line items increased as follows, which monies to be expended in accordance with purposes authorized and approved by the Board of Supervisors of the County of Prince George:

*See page 2*

FUND/ORGANIZATIONAMOUNT**EXPENDITURES:**

<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
0100-01-002-0405-00000-000-000-000-43320 -	INFO TECHNOLOGY MAINT SERVICE CONTRACTS	139.00
0100-01-002-0405-00000-000-000-000-48107 -	INFO TECHNOLOGY EQUIPMENT REPLACEMENT	9,246.64
0100-03-100-0601-00000-000-000-000-46011 -	POLICE UNIFORM/APPAREL	19,486.43
0100-03-100-0601-00000-000-000-000-48104 -	POLICE SOFTWARE	10,540.00
0100-03-100-0603-00000-000-000-000-43320 -	ECC MAINTENANCE SERVICE CONTRACTS	1,776.00
0100-03-200-0610-00000-000-000-000-43101 -	FIRE/EMS PROFESSIONAL SERVICES	5,250.00
0100-04-103-0504-00000-000-000-000-43310 -	GENERAL SERVICES - REPAIRS & MAINT	45,482.00
0100-05-113-0701-00000-000-000-000-48107 -	SOCIAL SERVICES INFO TECH EQUIPMENT	5,355.00
0215-08-301-2151-00000-000-000-000-43101 -	ECONOMIC DEVELOPMENT PROFESSIONAL SVCS	4,441.52
0220-04-104-2122-00000-000-000-000-43101 -	STORMWATER - BIRCHETT PROF SERVICES	4,906.05
0220-04-104-2123-00000-000-000-000-43101 -	STORMWATER - CEDAR CREEK PROF SERVICES	3,133.95
0311-02-010-3140-00000-000-000-000-48130 -	CIP - COURTHOUSE BASEMENT RENOVATIONS	55,956.66
0311-03-400-3173-00000-000-000-000-48204 -	CIP - CDCC SOFTWARE REPLACEMENT	72,902.28
0311-07-211-3171-00000-000-000-000-48120 -	CIP - CWC BLEACHERS & GYM IMPR	5,855.00
0311-08-301-3172-00000-000-000-000-43140 -	CIP - SOUTHPOINT UTILITY STUDY	78,010.00
0600-04-104-7006-00000-000-000-000-43311 -	UTILITY - SEWER PETERSB CONTRAC FEES/ADMIN	7,120.00
0620-04-104-7003-00000-000-000-000-43101 -	UTILITY CAPITAL - PROFESSIONAL SERVICES	5,000.00
0620-04-104-7014-00000-000-000-000-48401 -	UTILITY CAPITAL - SEWER REHAB / RPLC PETERSBURG	22,720.00
0620-04-104-7014-00000-000-000-000-48402 -	UTILITY CAPITAL - SEWER PUMP STATION IMPROVEMENTS	184,294.65
0620-04-104-7016-00000-000-000-000-48403 -	UTILITY CAPITAL - WATER METER REPLACEMENT	7,284.60
		<b>548,899.78</b>

**REVENUES:**

0100-40-900-8208-00000-000-000-000-399999	GENERAL FUND BALANCE	97,275.07
0215-90-901-8207-00000-000-000-000-399999	ECONOMIC DEVELOPMENT FUND BALANCE	4,441.52
0220-40-900-8208-00000-000-000-000-399999	STORMWATER FUND BALANCE	8,040.00
0311-40-900-8208-00000-000-000-000-399999	CIP FUND BALANCE	212,723.94
0600-40-900-8208-00000-000-000-000-399999	UTILITIES FUND BALANCE	7,120.00
0620-40-900-8208-00000-000-000-000-399999	UTILITIES CAPITAL FUND BALANCE	219,299.25
		<b>548,899.78</b>

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Percy C. Ashcraft  
County Administrator