

## FY 20 Budget Amendment Request Form

**Date:** 06/17/19

**Department:** Sheriff's Office

**Contact person:** Captain Charles Carey

**Phone #:** 507-7164

**Explanation of need for budget amendment:** The Virginia Department of Health (VDH) wishes to continue the Child Safety Seat Check Station Coordinator Program through the Spotsylvania County Sheriff's Office. The Child Safety Seat Check Station Coordinator Program focuses on promoting proper safety seat restraint use for children until they transition to the vehicle safety belt, increasing risk perception and correct usage of child restraints among parents and caregivers through outreach and education, providing proper installation education, and addressing the barriers that prohibit access to safety devices. At VDH's request, the Spotsylvania County Sheriff's Office is the Regional Coordinator for their Northern Virginia Safety Seat Check Station Coordinator Program. The assigned coverage area includes Frederick County, Clarke County, Warren County, Loudoun County, Fairfax County, Prince William County, Fauquier County, Rappahannock County, Madison County, Orange County, Stafford County, Spotsylvania County, Culpeper County, and the embedded cities and townships. In previous years, VDH has awarded this funding through a sub-grant award. This year VDH has elected to transition to a vendor relationship. Federal funds of approximately \$12,890 will be reimbursed to the Sheriff's Office for tasks associated with the Child Safety Seat Check Station Coordinator Program. There is no local match requirement associated with this federal funding; however, if VDH does not approve several anticipated change order requests, the Sheriff's Office will need to absorb approximately \$1,771 in their FY 2020 Adopted Budget. In addition, VDH has elected to purchase \$2,575 in supplies on behalf of the program and will forward these federally funded items to the Sheriff's Office. It is anticipated that some funds will be spent in FY 2019. All program activities will need to be completed by September 30, 2019. All travel will be reimbursed in accordance with the Commonwealth of Virginia's Travel Policy in effect at the time of the travel.

This budget adjustment is for obligations and expenses anticipated for FY 2020. The remaining funds will be budgeted for FY 2019.

**Reminder:** Agenda item summary must be attached if BOS approval is required.

### **Expenditure accounts affected:**

110-3160-421-12-01	\$8,902	Overtime
110-3160-421-21-01	\$552	FICA
110-3160-421-21-02	\$129	Medicare
110-3160-421-27-10	\$161	Workers Comp
110-3160-421-55-40 SH20CS	\$400	Travel/Registration
110-3160-421-55-30 SH20CS	\$1,403	Travel/Subsistence & Lodging

**Revenue accounts affected:**

110-0000-333.01-08

\$11,547

Public Safety / Federal Grant Revenue

Note: If amendment is between expenditure accounts only, net impact must be zero.

**Recommendations****Budget:** ☒ recommended ☐ not-recommended**Explanation if not recommended:**  

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**County Admin:** ☒ recommended ☐ not-recommended**Explanation if not recommended:**  

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**Finance Committee:** ☒ recommended ☐ not-recommended**Explanation if not recommended:**  

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