

1. **REQUESTED MOTION:**

ACTION REQUESTED:

Request Board approve a transfer from the General Fund #001 reserves in the amount of \$121,316 and amend the Lee County Sheriff's Office budget by same amount to fund an Evidence Room Inventory and Bar Coding System.

WHY ACTION IS NECESSARY: Board must approve transfer from reserves and amendments to the Sheriff's budget.

WHAT ACTION ACCOMPLISHES: Allows the procurement of an Evidence Room Inventory and Bar Coding System for the Lee County Sheriff's Office.

2. **DEPARTMENTAL CATEGORY:**
COMMISSION DISTRICT #:

C15D

3. **MEETING DATE:**

02-04-2003

4. **AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. **REQUIREMENT/PURPOSE:**
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. **REQUESTOR OF INFORMATION:**

- A. COMMISSIONER
- B. DEPARTMENT
- C. DIVISION
- BY: *[Signature]*

7. **BACKGROUND:**

At the present time the Lee County Sheriff's Office is utilizing an unsophisticated inventory software system for tracking and accountability of vital evidence stored within the Evidence Department at Lee County Sheriff's Office main headquarters. Based on recent findings over the last several years, the Sheriff's Office Staff has been researching the market for a software system that will help with inventory tracking, monitoring, and storage control.

It has been determined that Vuetura, Inc. can provide the Evidence Room Inventory Management Module that will provide the level of security, accountability of chain of custody, and evidence disposal which will free up much need storage space.

8. **MANAGEMENT RECOMMENDATIONS:**

CONTINUED ON PAGE 2

9. **RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
					OA	OM	Risk	GC	
				<i>[Signature]</i> 1/21/03	P.M. 1/23/03	<i>[Signature]</i> 1/23/03	<i>[Signature]</i> 1/23/03	1/23/03 NG	<i>[Signature]</i> 1-24-03

10. **COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: 1/21/03
Time: 1:19 pm
Forwarded to:
Budget
1/21/03 3:33pm

RECEIVED BY
COUNTY ADMIN. PM
1/21 4:30
COUNTY ADMIN.
FORWARDED TO:
1/24 9:00

8. **Management Recommendations:** ^{9.11}

County Administration does not recommend the use of the General Fund reserves to fund the purchase of this item. We propose that this request be included in the Sheriff's FY03-04 budget submittal request.

REQUEST FOR TRANSFER OF FUNDS

FUND NAME: General Fund DATE: 01/22/03 BATCH NO. _____

FISCAL YEAR: FY02/03 FUND #: 00100 DOC TYPE: YB LEDGER TYPE: BA

TO: Sheriff Sheriff Disbursement
 (DIVISION NAME) (PROGRAM NAME)

NOTE: PLEASE LIST THE ACCOUNT NUMBER BELOW IN THE FOLLOWING ORDER:
 FUND #-DEPT/DIV #-PROGRAM #-OBJECT CODE #-SUBFUND #-PROJECT#-COST CENTER #.
 (EXAMPLE: BB5120100100.503450)

ACCOUNT NUMBER	OBJECT NAME	DEBIT
CG5211500100.504991	Expenses Other Than Salaries	\$ 121,316
	TOTAL TO:	\$ 121,316

FROM: Non-Dept. Reserves
 (DIVISION NAME) (PROGRAM NAME)

ACCOUNT NUMBER	OBJECT NAME	CREDIT
GC5890100100.509910	Reserves for Contingencies	\$ 121,316
	TOTAL FROM:	\$ 121,316

EXPLANATION: To move money from reserves into Sheriff's budget for inventory software system as per Bluesheet #20030093.

DIVISION DIRECTOR SIGNATURE	DATE	DEPARTMENT DIRECTOR SIGNATURE	DATE
DBS: APPROVAL <input checked="" type="checkbox"/> DENIAL _____		<i>Patricia Mellis</i>	<u>1/23/03</u>
APPROVAL <input checked="" type="checkbox"/> DENIAL _____		OPERATIONS ANALYST SIGNATURE	DATE
		<i>Sheela</i>	<u>1/23/03</u>
CO. ADMIN.: APPROVAL _____ DENIAL _____		BUDGET OPERATIONS MANAGER SIGNATURE	DATE
		CO. ADMIN. SIGNATURE	DATE
BCC APPROVAL DATE _____		BCC CHAIRMAN SIGNATURE _____	

BA NO: _____ AUTH CODE: _____ TRANS DATE: _____

REV. 05/93