

# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 7.

Date of Request: March 18, 2008

Date Request Received: March 18, 2008

Board Meeting Date Requested: April 7, 2008

Board Meeting Date Assigned: April 7, 2008

**Short Title:** Budget Ordinance To Approve Increase In Health Department Revenues And Expenditures For Fiscal Year 2007-2008: \$5,848.45.

**Request Status:**  
 Request is proceeding to Board of Commissioners  
 More information is needed – see attached  
 Request on hold – no further information needed  
 Other:

**Background:** The Inspections, Statistic's and Fees Program of the Division of Environmental Health distribute Food and Lodging Fees to local health departments utilizing the "Performance-Based Distribution" system. Environmental Health Programs in local health departments provide mandatory quarterly inspections of food and lodging establishments countywide.

(Administrative Use Only)

Pender County has approximately 140 food and lodging establishments. In 2006-2007, the Environmental Health staff compliance rate was 100% of the mandated inspections.

## CONTRACT TYPE

Renewal  
 For Service(s)  
 Intergovernmental – County as Grantee  
 Federal Grantor  
 State Grantor  
 Grant or  
 County as Grantor  
 County Funds  
 Other Funds

Revision  
 For Equipment

**Specific Action Requested:** Approve increasing programmatic revenues and related expenditures for Pender County Health Department by \$5,848.45 for Environmental Health for Fiscal Year 2007-2008.

**PURCHASING** Budgeted Item:  Yes  No  
Date Rec'd:  Reviewed and Approved  
 Comments on Reverse

Requested by: Jack Griffith, Ph.D.  
Department: Health Department  
Title: Director  
Contact Phone: 259-1328  
Contact Fax: 259-1258

Date Sent: Signed:

**ATTORNEY**  Reviewed and Approved  
Date Rec'd:  Legal Problem(s)  
 Comments on Reverse

Date Sent: Signed:

**FINANCE** Sufficient Funds  Available  
Date Rec'd:  Not Available  
 Budget Amendment Necessary  
 Budgeted Amendment is Attached  
 Comments on Reverse

Date Sent: Signed:

**CLERK** Signature(s) Required:  
 Board Chairman/County Manager  
 Other:

Date Rec'd Approved by Board:  Yes  No  
At meeting on

**BUDGET ORDINANCE AMENDMENT TITLE:** ENVIRONMENTAL HEALTH - HEALTH DEPARTMENT - \$5,848.45

Introduced by: Al Greene, Interim County Manager Date: 2008-04-07 Item #: \_\_\_\_\_

Fund: GENERAL Department: HEALTH Division: ENVIRONMENTAL HEALTH



**PENDER COUNTY, NORTH CAROLINA**

FY 2007-2008 Budget Amendment # \_\_\_\_\_ Date Approved: \_\_\_\_\_  
Appropriations

REVENUES		EXPENDITURES	
Increase: <input checked="" type="checkbox"/>	Decrease: <input type="checkbox"/>	Increase: <input checked="" type="checkbox"/>	Decrease: <input type="checkbox"/>
Account # and Title	Amount	Account # and Title	Amount (leave off \$ sign)
11 375026 FOOD & LODGING	\$5,848.45	900050 403100 GAS	\$1,500.00
		900050 403300 SUPPLIES	\$4,348.45
<b>Total:</b>	<b>\$5,848.45</b>	<b>Total:</b>	<b>\$5,848.45</b>

Reason and Justification for Request:  
Pender County has approximately 140 food and lodging establishments. In 2006-2007, the Environmental Health staff compliance rate was 100% of the mandated inspections. The additional funds will be used to purchase items to upgrade and enhance the Environment Health program.

Dept Mgr. Approval: Jack Griffith, PhD.	Date: 2008-03-18	Finance Officer Approval: David McCole	Date: 2008-03-18	Budget Officer Approval:	Date:
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Board Approval (When Applicable) Item # *2008-04-07* Date of Minutes