



Finance Committee Meeting

Commission Chamber- 11/29/2022- 1:10 PM

FINANCE

1. Motion to approve the minutes of the Finance Committee held on November 8, 2022. [Attachments](#)
2. Motion to approve and accept \$2,000,000 ARPA award to address the Augusta Judicial Circuit caseload. [Attachments](#)
3. Motion to approve funding for the December 6, 2022 General Run off and the December 20, 2022 Democratic Special Primary [Attachments](#)

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**Finance Committee Meeting
11/29/2022 1:10 PM
Minutes**

Department:

Presenter:

Caption: Motion to approve the minutes of the Finance Committee held on November 8, 2022.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available in
the Following
Accounts:**

REVIEWED AND APPROVED BY:



Finance Committee Meeting Commission Chamber - 11/8/2022

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; D. Williams, Chairman; McKnight, Vice Chairman; Mason and Scott, members.

FINANCE

1. Motion to approve additional funding to open Advance Voting sites early.

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Alvin Mason	Commissioner Catherine Smith-McKnight	Passes

2. Discuss Fund Balance Policy. (Requested by Mayor Hardie Davis, Jr.)

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve drafting a resolution in support of a fund balance policy. Mr. Mason out. Motion Passes 3-0.	Commissioner Francine Scott	Commissioner Catherine Smith-McKnight	Passes

3. Discuss lapsed salary policy amendments. (Requested by Mayor Hardie Davis, Jr.)

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Mr. Mason out. Motion Passes 3-0.	Commissioner Catherine Smith-McKnight	Commissioner Francine Scott	Passes

Item # 1

4. Motion to approve the minutes of the Finance Committee held on October 25, 2022.

Item
Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Alvin Mason	Commissioner Catherine Smith-McKnight	Passes

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**Finance Committee Meeting
11/29/2022 1:10 PM
Notice of 2023 ARPA Grant Funds Award**

Department:	Superior Court
Presenter:	Nolan Martin
Caption:	Motion to approve and accept \$2,000,000 ARPA award to address the Augusta Judicial Circuit caseload.
Background:	The Augusta Judicial Circuit is slated to receive a \$2 million ARPA grant, from the State of Georgia, through the Judicial Council for the purpose of addressing the judicial caseload backlog. This award covers both Richmond and Burke Counties, and will be used to fund additional full time court related positions, as well as other eligible expenses. This is a continuation of an ARPA grant awarded in 2022.
Analysis:	This ARPA Judicial grant will be used to relieve the court case backlog created by the COVID pandemic. The Augusta Judicial Circuit will fund additional court related positions such as attorneys, clerks, victims advocates, investigators, judges, and judicial assistants. Eligible expenses also include juror fees, freelance court reporters, and interpreters, as well as rental of the Broad Street Juvenile Annex.
Financial Impact:	This grant operates on a reimbursement basis. Richmond County, serving as the fiscal agent for Burke County, will expense funds and request reimbursement through the State Judicial Council.
Alternatives:	None
Recommendation:	Approve and accept \$2 million ARPA grant through the State Judicial Council.
Funds are Available in the Following Accounts:	All eligible expenses will be reimbursed; Grant is budgeted in 2023 budget under org key 220-02-2652

REVIEWED AND APPROVED BY:

**Finance.
Law.**

Cover Memo

Item # 2



Judicial Council of Georgia

Administrative Office of the Courts

Chief Justice Michael P. Boggs
Chair

Cynthia H. Clanton
Director

Judicial Council of Georgia American Rescue Plan Act Grant Funding Calendar Year 2023 Grant Agreement

Award Name: 2023_ARPA_3Y005

Recipient Name: AUGUSTA JUDICIAL CIRCUIT

Award Amount: \$2,000,000

CFDA: 21.027

Grant Period: January 1, 2023 – December 31, 2023

Award Effective: January 1, 2023

With the acceptance of this award, you agree to administer this grant in compliance with your approved application, the grant budget, and the conditions and restrictions set forth in the grant package. Further, in accordance with Department of Treasury regulations 31 CFR Part 205, implementing the Cash Management Improvement Act, you agree to limit your request for reimbursement of federal funds to the minimum amount needed and to time the request in accordance with the actual, immediate requirements in carrying out programs funded through this award. Failure to adhere to these requirements may cause the suspension of grant funds.

Grantee Responsibilities:

Submit monthly reimbursement requests via email to the Administrative Office of the Courts to Kari.Kitchens@georgiacourts.gov and ARPA@georgiacourts.gov, by the 15th of each month. The monthly requests are to include invoice copies, payroll reports/time sheets, receipts, and, in some cases, check copies, general ledger reports, and additional documentation as requested for the prior month's expenditures.

AOC Responsibilities:

The AOC will review expense documentation for accuracy and completeness and submit the monthly requests for reimbursements to the Governor's Office of Planning and Budget (OPB). Upon reimbursement from OPB, the AOC will remit reimbursements to the grantees.

Acceptance of Terms and Conditions

Signature and Title:

Date:



Judicial Council of Georgia

Administrative Office of the Courts

Chief Justice Michael P. Boggs
Chair

Cynthia H. Clanton
Director

November 7, 2022

The Honorable Daniel Craig
Chief Judge
Augusta Judicial Circuit
735 James Brown Blvd., Suite 4206
Augusta, Georgia 30901-2974

Re: The Judicial Council of Georgia American Rescue Plan Act Funding Award-CY23

Dear Chief Judge Craig:

On behalf of the Judicial Council of Georgia Ad Hoc Committee on American Rescue Plan Act (ARPA Committee), I am pleased to inform you that the Augusta Judicial Circuit has been awarded \$2,000,000 for CY23. This grant period is January 1, 2023-December 31, 2023. The grant award is effective January 1, 2023.

Attached are the CY23 Grant Agreement, CY23 Approved Budget, and CY23 Grant Award Conditions and Restrictions, outlining the responsibilities and expectations of both parties. Please review and sign the Grant Agreement and return it within **ten days** of receipt. Upon acceptance of the award indicated by returning the signed agreement, the circuit will receive a grant reimbursement packet containing forms needed for the reimbursement process. The agreement with the *original* signature may be mailed or emailed to:

Kari Kitchens
Administrative Office of the Courts
244 Washington Street SW • Suite 300 • Atlanta, GA 30334
kari.kitchens@georgiacourts.gov and ARPA@georgiacourts.gov

Should there be any discrepancies in the attached award or approved budget, please notify me immediately to resolve the issue.

Thank you for your service to the State of Georgia and the Judiciary. We recognize and appreciate the significant effort exerted in clearing your circuit's backlog of cases and wish you continued success in the upcoming year.

Sincerely,

Regina Hailey

Regina Hailey
ARPA Grants Manager

Attachments: CY23 Grant Award Agreement
CY23 Grant Award Approved Budget
CY23 Grant Award Conditions and Restrictions

CC: Nolan Martin via email to nmartin@augustaga.gov
Mary Smith via email to MJSmith@augustaga.gov
Rachael McFatridge via email to RMcFatridge@augustaga.gov
T.J. BeMent via email to tjbement@gmail.com

244 Washington Street SW • Suite 300 • Atlanta, GA 30334
404-656-5171 • www.georgiacourts.gov

Item # 2

Ledger: GL
 Report Date: 01/01/2023
 Fund: 220 General Fund Grants

GL Budgets and Actuals with Encumbrances

Fiscal Year: 2023
 Fiscal Period: 01
 Budget Version: RA

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
Org. Key:	220022652 Judicial Council ARPA				
Director:					
Report To:					
3321110	ARP - Local Fiscal Recovery Fd	2,000,000.00	0.00	0.00	2,000,000.00
5111110	Perm Full-Time S&W-Regular	915,970.00	0.00	0.00	915,970.00
5121110	Health Insurance	98,700.00	0.00	0.00	98,700.00
5121120	Life Insurance	2,150.00	0.00	0.00	2,150.00
5121130	Long-Term Disability Insurance	2,310.00	0.00	0.00	2,310.00
5122110	FICA	56,790.00	0.00	0.00	56,790.00
5122120	Medicare	13,280.00	0.00	0.00	13,280.00
5123113	GMEBS Pension Plan	69,610.00	0.00	0.00	69,610.00
5213114	Court/Meeting Reporting	150,000.00	0.00	0.00	150,000.00
5224111	Building Rental	226,200.00	0.00	0.00	226,200.00
5236121	Juror Fees	100,000.00	0.00	0.00	100,000.00
5239110	Contract Labor	304,160.00	0.00	0.00	304,160.00
5311816	Program Supplies	30,000.00	0.00	0.00	30,000.00
5311916	Computer Software Supplies	16,200.00	0.00	0.00	16,200.00
5316150	Furniture under\$5000	4,520.00	0.00	0.00	4,520.00
5316220	Desktop Equipment < than \$5000	10,110.00	0.00	0.00	10,110.00
	Revenue & Transfers In:	2,000,000.00	0.00	0.00	2,000,000.00
	Expenditure and Transfers Out:	2,000,000.00	0.00	0.00	2,000,000.00
	Net:	0.00	0.00	0.00	0.00
<hr/>					
	Grand Total (RV & TI) by Fund: 220	2,000,000.00	0.00	0.00	2,000,000.00
<hr/>					
	Grand Total (XP & TO) by Fund: 220	2,000,000.00	0.00	0.00	2,000,000.00
	Net:	0.00	0.00	0.00	0.00

JUDICIAL COUNCIL OF GEORGIA

AMERICAN RESCUE PLAN ACT GRANT AWARD

CONDITIONS AND RESTRICTIONS

Judicial Circuit Name: Augusta

Award Date: November 7, 2022

Section 1. Conditions

All the following conditions apply to the enclosed grant award:

- (a) Grant recipients shall comply with the conditions and restrictions in this attachment.
- (b) Grant recipients shall comply with all procedures and instructions detailed in the current [Overview and Instructions](#) and [Judicial Branch ARPA FAQs](#) (also posted under Quick Links at <https://jcaoc.georgiacourts.gov/arpa/>).
- (c) The ARPA grants awarded by the Judicial Council of Georgia Ad Hoc Committee on American Rescue Plan Act Funding (“ARPA Committee”) on November 7, 2022, were awarded for eligible expenses beginning on January 1, 2023, through the balance of the 2023 calendar year only. Funding in future calendar years is not guaranteed and is subject to application and the approval of the ARPA Committee in future award cycles.
- (d) Any portion of this award that is not expended in the 2023 calendar year shall revert back to the ARPA Committee on January 1, 2024. The ARPA Committee may award funds that revert back to the Committee to any and all applicants in a subsequent grant cycle.
- (e) Grant recipients shall not submit a reimbursement request for any ineligible expenditure listed in Section 2 (b) of this attachment.
- (f) If awarded funds for court-based mental health diversion services, recipient shall: (1) report the amount of the funds allocated to evidence-based interventions; and (2) indicate whether activities are primarily serving a disproportionately impacted community (both for U.S. Treasury reporting purposes). See Treasury’s [Compliance and Reporting Guidance](#), “Use of Evidence” and “Project Demographic Distribution” sections, pp. 20-21; 33; 37; 42 for details. Such report shall be communicated monthly by letter accompanying the reimbursement requests for applicable expenditures.
- (g) If awarded funds for court-based substance use diversion services, recipient shall: (1) report the amount of the funds allocated to evidence-based interventions; and (2) indicate whether activities are primarily serving a disproportionately impacted community (both for U.S. Treasury reporting purposes). See Treasury’s [Compliance and Reporting Guidance](#), “Use of Evidence” and “Project Demographic Distribution” sections, pp. 20-21; 33; 37; 42 for details. Such report shall be communicated monthly by letter accompanying the reimbursement requests for applicable expenditures.
- (h) If awarded funds for court-based eviction prevention and diversion services, recipient shall: (1) report the amount of the funds allocated to evidence-based interventions; and (2) indicate whether activities are primarily serving a disproportionately impacted community (both for U.S. Treasury reporting purposes). See Treasury’s [Compliance and Reporting Guidance](#), “Use of Evidence” and “Project Demographic Distribution” sections, pp. 20-21; 33; 37; 42 for details. Such report shall be communicated monthly by letter accompanying the reimbursement requests for applicable expenditures.

(i) The enclosed grant award is subject to the following specific conditions: Application approved as revised on October 11, 2022, on the condition that “Reconnect” communications platform is precleared by OPB with applicant’s justification letter.

Section 2. Restrictions

(a) Federally Eligible Uses Currently Authorized by the ARPA Committee and the Executive Branch

Only the following federally eligible ARPA expenditure categories (ECs) **are** currently authorized by the ARPA Committee and the Executive Branch:

(1) *Personnel*. Payroll costs for personnel responding to court case backlogs with a primary focus on serious violent felonies; backfilling positions requiring less experience to reassign more experienced staff to expedite the disposition of serious violent felony cases; or personnel administering the ARPA grant. **As used in this expenditure category only, “primary focus on serious violent felonies” means more than 50 percent of total personnel costs awarded in each calendar year is dedicated to responding to serious violent felonies,** as defined in OCGA § 17-10-6.1 (a).

(2) *Court-based Eviction, Mental Health, or Substance Use Diversion*. Payroll costs for personnel performing court-based eviction, mental health, or substance use diversion services only if: (i) such services respond to case backlogs; and (ii) a subrecipient provides a numerical estimate to the AOC demonstrating that such services will conserve staff time and resources to respond to backlogs of serious violent felony cases, as defined in OCGA § 17-10-6.1 (a). *As used in these expenditure categories, “numerical” means containing one or more of the number symbols 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9; e.g., 20 hours of staff time per week, 18 percent of a judge’s caseload, or some other numerical measurement.*

(3) *Other Program Costs*. Reasonable and necessary costs to support a response to court case backlogs with a primary focus on cases involving serious violent felonies or to perform ARPA grant administration, as follows:

- (i) The purchase of necessary supplies and materials used by personnel funded by the ARPA grant;
- (ii) The purchase or rental of equipment used by personnel funded by the ARPA grant, including any reasonable and required license, basic operating software, or service needed to use such equipment;
- (iii) Travel costs of personnel and contractors funded by the ARPA grant traveling between counties in multi-county judicial circuits that are necessary to address the backlog in court cases with a primary focus on cases involving serious violent felonies;
- (iv) Rental of temporary space for personnel funded by the ARPA grant;
- (v) Printing, publication, media, or postage costs;
- (vi) Jury expenditures for the trial of cases that are part of the case backlog caused by the COVID-19 pandemic;
- (vii) Jury sequestration costs if necessary for jurors in serious violent felony cases;
- (viii) Continuing legal education and professional dues for prosecutors funded by the ARPA grant, as required by the State Bar of Georgia to maintain a law license;
- (ix) Mandatory continuing judicial education for judges funded by the ARPA grant, as required by the Institute of Continuing Judicial Education and uniform court rules;

- (x) Contracts for professional services or per diem to respond to court case backlogs, including services provided by interpreters, senior judges, state paid county reimbursed (SPCR) prosecutors, and court reporters; or to perform grant administration;
- (xi) Mandatory training for victim assistance coordinators and victims' advocates funded by the ARPA grant, as required by law and the Prosecuting Attorneys' Council;
- (xii) Mandatory training for district attorney investigators funded by the ARPA grant, as required by law and the Peace Officer Standards and Training Council; and
- (xiii) Other program costs necessary to address a court backlog caused or exacerbated by the COVID-19 pandemic with a primary focus on cases involving serious violent felonies may be approved by OPB at its sole discretion following a written request for approval by AOC prior to AOC's approval of said costs.

(b) Federally Eligible Uses Not Currently Authorized by the ARPA Committee or the Executive Branch

All the following federally eligible ARPA expenditure categories (ECs) **are not** currently authorized by the ARPA Committee or the Executive Branch:

- (1) Professional dues, continuing education, and training for staff (unless an exception is expressly listed in Section 2 (a) of this attachment) (ECs 3.5, 7.1; 31 CFR § 35.6 (b) (3) (ii) (E) (4); 87 Fed. Reg. 4,438 (Jan. 27, 2022) (Uniform Guidance (2 CFR 200 Subpart E) applies to ARPA funds); 2 CFR § 200.473 ("The cost of training and education provided for employee development is allowable")).
- (2) Case management systems and software (EC 7.1; 31 CFR § 35.6 (b) (3) (ii) (E) (4); 87 Fed. Reg. 4,389 (Jan. 27, 2022) ("improvements to case management systems . . . are eligible").
- (3) ARPA grants to municipal courts (pursue ARPA funds from cities before contacting the ARPA Committee), public defenders, or conflict attorneys (see funds allocated to [GPDC](#)).
- (4) COVID-19 testing (EC 1.2; 31 CFR § 35.6 (b) (3) (i) (A)). Contact the [Georgia Emergency Management and Homeland Security Agency](#) (GEMA) for COVID-19 testing assistance.
- (5) The purchase of personal protective equipment (e.g., gloves, masks, and hand sanitizer) (EC 1.5; 31 CFR § 35.6 (b) (3) (i) (A)). Contact [GEMA](#) for personal protective equipment.
- (6) Expenditures to prevent COVID-19 in congregate settings (e.g., plexiglass, cleaning supplies or services) (EC 1.4; 31 CFR § 35.6 (b) (3) (i) (A)). Contact [GEMA](#) for assistance with supplies to prevent COVID-19 in congregate settings.
- (7) Payroll supplements, stipends, bonuses, "premium pay," or any other payroll payments to staff that do not correspond to actual documented payroll time spent responding to case backlogs or performing ARPA grant administration **are not authorized**. "Premium pay" is defined in 31 CFR §§ 35.3, 35.6 (c); (EC 4.1).
- (8) Long-term infrastructure (i.e., capital) investments in public facilities, such as physical plant improvements, permanent adaptations to existing public buildings, or constructing new facilities to respond to the pandemic or its negative economic impacts (ECs 3.5, 7.1; 31 CFR § 35.6 (b) (3) (i) (A); (b) (4); 87 Fed. Reg. 4,389 (Jan. 27, 2022). *Grant recipients should rent equipment (if possible, practical, and cost-effective) to avoid violating the prohibition on purchasing permanent infrastructure.*
- (9) Adding or upgrading a court's broadband connection, including modernization of cybersecurity for existing or new broadband infrastructure (EC 5.19; 31 CFR § 35.6 (e) (2) (i)-(ii)).
- (10) Offsets to a reduction in government revenue due to the pandemic, which may be used to maintain existing infrastructure, build new infrastructure, or provide any government service,

excluding contributions to a rainy-day fund (EC 6.1; 31 CFR § 35.6 (d); 87 Fed. Reg. 4,423-4,430 (Jan. 27, 2022)).

(11) General modernization of cybersecurity not related to broadband upgrades, including hardware, software, and protection of critical infrastructure (falls under the category of government revenue offsets) (EC 6.1; 31 CFR § 35.6 (d)). See 31 CFR § 35.6 (e) (2) (ii).

JUDICIAL BRANCH ARPA GRANT BUDGET TEMPLATE				For AOC Staff Only		
Submitted by: Augusta Judicial Circuit						
Budget Categories			Calendar Year 2023	Adjustments	Revised Total	Comments
Personnel Services						
	Salary	Quantity	Total			
Grant Administration and Clerical (include in application section (E) (6))						
	\$-		\$-	\$-	\$-	
Total Grant Admin and Clerical Request	\$-	0	\$-	\$-	\$-	
Personnel Directly Responding to Case Backlog (include in application section (E) (1))						
Assistant District Attorney	\$101,040	4	\$404,160	\$-	\$404,160	
Assistant Solicitor - State Court	\$80,104	1	\$80,104	\$-	\$80,104	
Clerk - Solicitor - State Court	\$45,684	1	\$45,684	\$-	\$45,684	
Deputy Sheriff - Court Services \$34/hour - 500 hours	\$17,000	1	\$17,000	\$-	\$17,000	
Investigator - DA	\$66,443	1	\$66,443	\$-	\$66,443	
Data Entry Clerk - Superior	\$30,000	2	\$60,000	\$-	\$60,000	
Judge - Juvenile Court	\$161,009	1	\$161,009	\$-	\$161,009	
Juvenile Court Attorney	\$101,040	3	\$303,120	\$-	\$303,120	
Victim Witness Advocate	\$49,144	2	\$98,288	\$-	\$98,288	
Total-Personnel Directly Responding to Case Backlog	\$651,464	16	\$1,235,808	\$-	\$1,235,808	
Personnel Court-Based Mental Health Diversion (include in application section (E) (2))						
	\$-		\$-	\$-	\$-	
Personnel Court-Based Mental Health Diversion (include in application section (E) (2))	\$-	0	\$-	\$-	\$-	
Personnel Court-Based Substance Use Diversion (include in application section (E) (3))						
Drug Court Services - In-House Licensed Clinical Counselor	\$86,162	1	\$86,162	\$-	\$86,162	
Drug Testing/GPS/Pretrial Release	\$30,000.00	1	\$30,000	\$-	\$30,000	
Court-based Assessment and Screening	\$75,000.00	1	\$75,000	\$-	\$75,000	
Personnel Court-Based Substance Use Diversion (include in application section (E) (3))	\$191,162	3	\$191,162	\$-	\$191,162	
Personnel Court-Based Eviction Prevention and Diversion (include in application section (E) (4))						
	\$-		\$-	\$-	\$-	
Personnel Court-Based Eviction Prevention and Diversion (E) (4)	\$-	0	\$-	\$-	\$-	
Total Personnel Costs:	\$842,626	19	\$1,426,970	\$-	\$1,426,970	
Administrative/Indirect Costs:						
	Amount		Total			
ARPA-Eligible Administrative Expenses (include in application section (E) (6))						
Equipment < \$5,000 (Computers & Printers for add'l staff)	\$10,114		\$10,114	\$-	\$10,114	
Paralegal/DA - Contract	\$62,400		\$62,400	\$-	\$62,400	
Voice/Data Communications - Reconnect	\$16,200		\$16,200	\$-	\$16,200	CONDITIONAL APPROVAL- OPB Pre-clearance required for Reconnect (\$16,200)
Juror Expenses	\$100,000		\$100,000	\$-	\$100,000	

Item # 2

Interpreter	\$3,600		\$3,600	\$-	\$3,600	
Contract Court Reporters/Transcript Production	\$150,000		\$150,000	\$-	\$150,000	
Work Stations/Desks	\$4,516		\$4,516	\$-	\$4,516	
Total ARPA-Eligible Administrative Expenses	\$346,830		\$346,830	\$-	\$346,830	
Temporary Facilities or Workspace (include in application section (E) (5))						
Real Estate Rentals - Juvenile Court	\$226,200		\$226,200	\$-	\$226,200	
Total Indirect/Grant Administration	\$226,200		\$226,200	\$-	\$226,200	
Total Administrative Costs:	\$573,030		\$573,030	\$-	\$573,030	
TOTAL OVERALL BUDGET			\$2,000,000	\$-	\$2,000,000	

JC/ARPA-5 (08/2022)



**Finance Committee Meeting
11/29/2022 1:10 PM
Election Funding request from contingency**

Department: Board of Elections

Presenter: W. Travis Doss, Jr.

Caption: Motion to approve funding for the December 6, 2022 General Run off and the December 20, 2022 Democratic Special Primary

Background: Runoff and Special Elections are not budgeted by the department but rather money is set aside in contingency for such unexpected elections.

Analysis: Currently there is a need for \$220,000 for both the December runoff and the Special Primary. By making cuts in the current BOE budget, we are asking for \$150,000 to cover poll worker pay, printing of ballots, postage for absentee ballots and setting up and staffing advance voting locations.

Financial Impact: Current election and operation budgets have funds available to cover some of the expenses but not all. Asking for \$150,000 from contingency to cover the cost of the runoff and the special primary.

Alternatives: There are no alternatives

Recommendation: Approve the money from contingency earmarked for election expenses

Funds are Available in the Following Accounts: Contingency - Special Elections

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**

Cover Memo

Item # 3
