



Central Services Department

Ron Lampkin, Interim Director
Scarlet Green, Business Analyst

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MEMORANDUM

TO: Donna Williams, Director, Finance

FROM: ~~Ron Lampkin, Interim Director, Central Services Department~~

DATE: July 15, 2024

RE: 1% Reduction Reinstatement

We are requesting for the 1% that was cut from our 2024 budget to be placed back in the accounts. We are requesting the 1% back for supplies, repairs, and maintenance on various buildings for the remainder of the year; **\$3,700** in 6210(CSD Admin), **\$11,730** in 6211 (Municipal Building), **\$18,440** in 6214 (In-House Projects), **\$11,440** in 6213 (CBWDC), **\$4,060** in 6216 (Sheriff's Office), **\$920** in 6224 (DFACS), **\$15,770** in 6420 (Construction Shop) which totals **\$66,060**. I have attached a spreadsheet with the breakdown of the accounts that we are requesting to add the money to along with the justifications.

RL/sgg