



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: September 8, 2020

ITEM: (First Reading 20-FIN-17) To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$941,440 in prior year encumbrances.

To amend the Emergency Response Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by \$67,252 1) by appropriating \$13,735 in prior year encumbrances, and 2) appropriating \$53,517 in CARES funds from the state Board of Elections for the November election.

To amend the Stormwater Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$41,634 in prior year encumbrances.

To amend the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$74,139 in prior year encumbrances.

DEPARTMENT: Finance

PROPOSED ACTION: This item is for first reading of requested budgetary changes.

BACKGROUND: At the end of Fiscal Year 2019-2020 the City had \$1,070,948 in unpaid purchase orders in four funds (\$941,440 in the general fund, \$13,735 in the emergency response fund, \$41,634 in the Stormwater Fund and \$74,139 in the water & sewer fund). As these are legally binding obligations to purchase goods and services, staff is requesting that these balances be appropriated into FY2021 to meet these obligations in the current fiscal year when they are payable. Encumbrances will be funded from fund balances in each fund.

At the end of July, the Voter Registrar was notified that the City would receive a special CARES Grant allocation from the Virginia Department of Elections. This allocation of \$53,517 is specifically for the costs "to prevent, prepare for, and respond to coronavirus...for the 2020 federal election cycle."

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION: The Director of Finance recommends approval.

ATTACHMENTS:

BUDGET SUMMARY SEPT 20; ELECT- CARES ACT INFO; ORDINANCE 20-FIN-17

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.