



**Town of Gordonsville, Virginia  
Agenda Item Summary  
September 21, 2020**

<p><b><u>AGENDA ITEM 12b</u></b> New Business</p> <p><b><u>AGENDA TITLE:</u></b> Consideration of FY2019-2020 and FY2020-2021 Budget Adjustments.</p> <p><b><u>PRESENTER:</u></b> Mayor Robert Coiner</p>	<p><b><u>DISPOSITION:</u></b>  <input checked="" type="checkbox"/> Action Required    <input type="checkbox"/> For Discussion  <input type="checkbox"/> Consent Agenda    <input type="checkbox"/> Closed Session  <input type="checkbox"/> Informational</p> <p><b><u>ATTACHMENTS:</u></b>  <input checked="" type="checkbox"/> yes                                    <input type="checkbox"/> no</p>
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**BACKGROUND:**

Each year at this time staff requests various budget adjustments for the prior and the current fiscal years in order to bring line items into compliance with the Town’s Financial Policies. The attached worksheets provide a summary as to the total amount of funds being requested for transfer or appropriation/re-appropriation.

**FY2020**

***Supplemental Appropriation SA2020-4***

Freight Depot project

Greehan, Taves & Pandak continues to assist the Town with the Freight Depot project through the provision of legal services as needed, including Architectural/Engineering services contract and construction bid document review.

- i. Professional Services: Staff is requesting that \$10,413.70 be appropriated from the General Fund *Transfer from Reserves* revenue line item to the General Fund Administration *Professional Services* expense line item for legal services provided for the Freight Depot project.

Electricity

In FY20, completion of renovation of the Gordonsville Business and occupancy of the building by the Public Works Department and other tenants resulted in an increased use of electricity not accounted for in the FY20 budget.

- ii. Street lights: Staff is requesting that \$10,955.05 be appropriated from the General Fund *Transfer from Reserves* revenue line item to the General Fund Public Works *Street Lights* expense line item to cover costs associated with an increase in electricity use at the Gordonsville Business Center.

COVID-19 Expenditures

In FY20, the Town incurred expenses related to its preparation for and response to the coronavirus pandemic. These expenses will be off-set by CARES Act funds allocated to the Town.

- iii. COVID-19 Expenditures: Staff is requesting that \$11,244.18 be appropriated from the General Fund *Transfer from Reserves* revenue line item to the General Fund Administration *COVID-19 Expenditures* expense line item to cover costs associated with the Town's preparation for and response to the coronavirus pandemic.

#### Meter-reading equipment

The purchase of a laptop for the water meter reading system was budgeted for FY19 but not expensed until FY20.

- iv. Equipment - replacement: Staff is requesting that \$15,360.11 be appropriated from the Water Fund *Transfer from Reserves* revenue line item to the Water Fund Capital Outlay *Equipment - replacement* expense line item to cover the expense of a laptop for the water meter reading system.

#### ***Budget Transfer BT2020-3***

A budget transfer is needed for the Public Works Department salaries to more accurately reflect the division of work within the department during FY20.

- i. Staff is requesting a transfer of \$17,021.98 from the Water Fund Public Works *Regular Wages* and *FICA* expense line items to the General Fund Public Works *Regular Wages* and *FICA* expense line items to more accurately reflect the division of Public Works salaries that were paid out of the two funds in FY20.

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## **FY2021**

#### ***Supplemental Appropriation SA2021-1***

The following is a list of items that were appropriated in the FY20 budget, but not expensed. Staff is requesting that the following funds be appropriated or re-appropriated to the FY21 budget as noted:

- i. Water tank valve upgrade: Staff is requesting that \$6,621.30 remaining from the funds that were appropriated to this project be re-appropriated from the Water Fund *Transfer from Reserves* revenue line item to the Water Fund Capital Outlay *Water Tank Valve Upgrade project* expense line item so that this project may be completed in FY21.
- ii. Church Street water line upgrade project: Staff is requesting that \$20,340.72 remaining from the funds that were appropriated to this project be re-appropriated from the Water Fund *Transfer from Reserves* revenue line item to the Water Fund Capital Outlay *Church Street water line upgrade project* expense line item for transfer to the Church Street water line upgrade project to be completed in FY20.
- iii. Water Map Upgrade: \$5,000 budgeted for this project was not spent in FY20 as initially anticipated. Staff is requesting that the funds be re-appropriated from the Water Fund *Transfer from Reserves* revenue line item to the Water Fund Capital Outlay *Water Map Upgrade project* expense line item so that this project may be completed in FY21.
- iv. Directional Signs: Staff is requesting that \$23,828.05 remaining from the funds that were appropriated to this project be re-appropriated from the General Fund *Transfer from Reserves* revenue line item to the General Fund Public Works *Directional Signs* expense line item for use in implementing the Town's wayfinding signage program.
- v. Department Equipment: Staff is requesting that \$8,700 remaining from the funds that were appropriated to this line item be re-appropriated from the General Fund *Transfer from Reserves* revenue line item to the General Fund Police Department *Department Equipment* expense line item for the purchase of ballistic vests for the department.
- vi. TEA-21 Freight Depot – Town: Staff is requesting that \$57,742 be re-appropriated (carry-forward from FY20) and \$56,420 be appropriated, for a total of \$114,162, from the General Fund *Transfer from Reserves* revenue

line item to the General Fund Capital Outlay *TEA-21 Freight Depot – Town* expense line item for expenses expected to be incurred in FY21 for the completion of the Freight Depot exterior renovation project.

- vii. Special Projects – New Capital: \$24,900 budgeted for the engineering and design for the Town Hall parking lot redevelopment project was not spent in FY20 as initially anticipated. Staff is requesting that \$10,000 be re-appropriated from the General Fund *Transfer from Reserves* revenue line item to the General Fund Capital Outlay *Special Projects – New Capital* expense line item, and \$14,900 be re-appropriated from the Water Fund *Transfer from Reserves* revenue line item to the Water Fund Capital Outlay *Special Projects – New Capital* expense line item for the completion of this project in FY21.
- viii. Sidewalk Materials – Repairs: Staff is requesting that \$1,439.56 remaining from the funds that were appropriated to this line item be re-appropriated from the General Fund *Transfer from Reserves* revenue line item to the General Fund Capital Outlay *Sidewalk Materials – Repairs* expense line item for sidewalk repair in FY21.

#### ***Supplemental Appropriation SA2021-2***

The town is receiving an allocation of CARES Act funding from Orange County to cover expenses related to the Town’s preparation for and response to the coronavirus pandemic.

- i. COVID-19 Expenditures: Staff is requesting that \$280,060 be appropriated to the General Fund Federal Revenue *Coronavirus Relief Fund* revenue line item to reflect CARES Act funding received from Orange County, and to the General Fund Administration *COVID-19 Expenditures* expense line item to reflect expenditures related to the Town’s preparation and response to COVID-19.

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#### **STAFF RECOMMENDATION:**

Staff recommends the authorization of the supplemental appropriations and the budget adjustment, as presented.

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#### **MOTIONS FOR CONSIDERATION:**

The following motions are provided for Council’s consideration:

#### **FY2020**

#### ***Supplemental Appropriation SA2020-4***

Approve all FY20 supplemental appropriations together:

“Motion to approve the supplemental appropriation of funds to the FY20 budget, as presented.”

OR

Approve each item separately as follows:

- i. “Motion to appropriate \$10,413.70 from the General Fund *Transfer from Reserves* revenue line item to the General Fund Administration *Professional Services* expense line item.”
- ii. “Motion to appropriate \$10,955.05 from the General Fund *Transfer from Reserves* revenue line item to the General Fund Public Works *Street Lights* expense line item.”

- iii. “Motion to appropriate \$11,244.18 from the General Fund *Transfer from Reserves* revenue line item to the General Fund Administration *COVID-19 Expenditures* expense line item.”
- iv. “Motion to appropriate \$15,360.11 from the Water Fund *Transfer from Reserves* revenue line item to the Water Fund Capital Outlay *Equipment - replacement* expense line.”

***Budget Transfer BT2020-3***

“Motion to transfer \$17,021.98 from the Water Fund Public Works *Regular Wages* and *FICA* expense line items to the General Fund Public Works *Regular Wages* and *FICA* expense line items, as presented.”

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**FY2021**

***Supplemental Appropriation SA2021-1***

Approve all FY21 supplemental appropriations together:

“Motion to approve the supplemental appropriation of funds from the FY20 budget to the FY21 budget, as presented.”

OR

Approve each item separately as follows:

- i. “Motion to re-appropriate \$6,621.30 from the Water Fund *Transfer from Reserves* revenue line item to the Water Fund Capital Outlay *Water Tank Valve Upgrade project* expense line item.”
- ii. “Motion to re-appropriate \$20,340.72 from the Water Fund *Transfer from Reserves* revenue line item to the Water Fund Capital Outlay *Church Street water line upgrade project* expense line item.”
- iii. “Motion to re-appropriate \$5,000 from the Water Fund *Transfer from Reserves* revenue line item to the Water Fund Capital Outlay *Water Map Upgrade project* expense line item.”
- iv. “Motion to re-appropriate \$23,828.05 from the General Fund *Transfer from Reserves* revenue line item to the General Fund Public Works *Directional Signs* expense line item.”
- v. “Motion to re-appropriate \$8,700 from the General Fund *Transfer from Reserves* revenue line item to the General Fund Police Department *Department Equipment* expense line item.
- vi. “Motion to re-appropriate \$57,742 and appropriate \$56,420 from the General Fund *Transfer from Reserves* revenue line item to the General Fund Capital Outlay *TEA-21 Freight Depot – Town* expense line item.”
- vii. “Motion to re-appropriate \$10,000 from the General Fund *Transfer from Reserves* revenue line item to the General Fund Capital Outlay *Special Projects – New Capital* expense line item, and \$14,900 from the Water Fund *Transfer from Reserves* revenue line item to the Water Fund Capital Outlay *Special Projects – New Capital* expense line item.
- viii. “Motion to re-appropriate \$1,439 from the General Fund *Transfer from Reserves* revenue line item to the General Fund Capital Outlay *Sidewalk Materials – Repairs* expense line item.”

***Supplemental Appropriation SA2021-2***

“Motion to appropriate \$280,060 to the General Fund Federal Revenue *Coronavirus Relief Fund* revenue line item, and to the General Fund Administration *COVID-19 Expenditures* expense line item, as presented.”



TOWN OF GORDONSVILLE  
Supplemental Appropriation

SA2020 4

FY: 2019/2020 Acct Period: 202006

Date: 6/30/2020

Department: Administration, Public Works, Capital Outlay

Department Head Signature: \_\_\_\_\_

FUND	DEPT	ACCT	LINE ITEM DESCRIPTION	REQUESTED \$ AMENDMENT
4	100	12110	3120 Professional Services	\$ 10,413.70
4	100	41200	5110 Street Lights	\$ 10,955.05
4	100	12110	6040 COVID-19 Expenditures	\$ 11,244.18
4	501	94000	8107 Equipment - Replacement	\$ 15,360.11

Total \$ 47,973.04

FUND	DEPT	ACCT	LINE ITEM DESCRIPTION	REQUESTED \$ AMENDMENT
3	100	18010	2 Transfer from Reserves	\$ 32,612.93
3	501	18010	2 Transfer from Reserves	\$ 15,360.11

Total \$ 47,973.04

REASON FOR APPROPRIATION: Funds to cover unanticipated overages as noted.

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Town Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Town Council Approval in Minutes Dated: \_\_\_\_\_

Entered into GL by \_\_\_\_\_ BS # \_\_\_\_\_ Date \_\_\_\_\_





TOWN OF GORDONSVILLE  
Supplemental Appropriation

**SA2021-1**

**FY: 2020/2021**

**Acct Period:**

**202009**

**Date:**

9/11/2020

Department: Police Dept., Public Works, Capital Outlay

FUND	DEPT	ACCT	LINE ITEM DESCRIPTION	REQUESTED \$ AMENDMENT
4	501	94000	8241 Water Tank Valve Upgrade	\$ 6,621.30
4	501	94000	8245 Church Street Water Line upgrade	\$ 20,340.72
4	501	94000	8300 Water Map Upgrade	\$ 5,000.00
4	100	44000	6029 Directional Signs	\$ 23,828.05
4	100	31100	6000 Department Equipment	\$ 8,700.00
4	100	94000	8160 TEA-21 Depot Project - Town	\$ 114,162.00
4	100	94000	8200 Special Projects - New Capital	\$ 10,000.00
4	501	94000	8200 Special Projects - New Capital	\$ 14,900.00
4	100	94000	8211 Sidewalk Materials - Repairs	\$ 1,439.56

Total \$ 204,991.63

FUND	DEPT	ACCT	LINE ITEM DESCRIPTION	REQUESTED \$ AMENDMENT
3	100	18010	2 Transfer from Reserves	\$ 158,129.61
3	501	18010	2 Transfer from Reserves	\$ 46,862.02

Total \$ 204,991.63

REASON FOR TRANSFER: Supplemental appropriation of unspent funds.

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_

Date \_\_\_\_\_

Town Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

Town Council Approval in Minutes Dated: \_\_\_\_\_

Entered into GL by \_\_\_\_\_ BS # \_\_\_\_\_

Date \_\_\_\_\_



TOWN OF GORDONSVILLE  
Supplemental Appropriation

**SA2021-2**

**FY: 2020/2021**

**Acct Period:**

**202009**

**Date:**

9/11/2020

Department: Administration

FUND	DEPT	ACCT	LINE ITEM DESCRIPTION	REQUESTED \$ AMENDMENT
4	100	12110	6040 COVID-19 Expenditures	\$ 280,060.00

Total \$ 280,060.00

FUND	DEPT	ACCT	LINE ITEM DESCRIPTION	REQUESTED \$ AMENDMENT
3	100	33301	10 Coronavirus Relief Fund	\$ 280,060.00

Total \$ 280,060.00

REASON FOR APPROPRIATION: To appropriate CARES Act funds to the FY21 budget.

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Town Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Town Council Approval in Minutes Dated: \_\_\_\_\_

Entered into GL by \_\_\_\_\_ BS # \_\_\_\_\_ Date \_\_\_\_\_