

Interim Emergency FY21 First Quarter Appropriation

After 5 months of preparation on the FY21 Budget, we found ourselves in a state of emergency that impacted both FY20 and FY21. The uncertainty of these times did not allow us to reasonably project revenue and unusual emergency expenditures for FY21. Given the extraordinary circumstances of the COVID-19 emergency, the Town Council gained consensus on the adoption of an Interim Emergency First Quarter Appropriation. This alleviated the need for many public meetings during the state of emergency. The goal was to minimize health risk and heavy staff workloads during this time of uncertainty.

- On 4/8/20, the Town Council achieved consensus on approving the proposed FY21 1Q Appropriation for Public Hearing
 - FY21 1Q Appropriation Public Hearing on May 12
 - Code of Virginia § 15.2-2503 requires the governing body to approve the budget plan for the ensuing fiscal year no later June 30, 2020.
 - FY21 1Q Appropriation Adoption on June 9
- Assumptions for Interim Emergency 1Q Appropriation
 - Average quarter
 - Revenue based upon FY20 Budget excluding Reserves
 - This assumption allows no FY21 tax rate, fee, or utility rate increase.
 - Expenditures based upon the Town Manager Revised Proposed Budget presented on April 8
 - This represents a very lean Expenditures Budget.
 - CIP based upon the Town Manager Revised Proposed Budget presented on April 8
 - This represents a very lean CIP Budget with many projects being deferred.
- Expected 1Q cash flow short-fall
 - Cash Flow variations are consistent with those seen with a normalized annual budget.
 - Operating payments will be maintained through our reserve account and/or Line of Credit.
- Appropriations for the remainder of FY21
 - Appropriations and Public Hearings related to the Budget plan for the balance of the fiscal year will need to be adopted prior to October 1, 2020 (prior to the beginning of second quarter).
 - Budget revisited in August 2020 to finalize FY21 Budget by adopting Appropriations for October 2020 through June 2021 (2Q-4Q)
 - Allow time for the Public Hearing

TOTAL 1Q REVENUE BUDGET - OPERATING & CIP

Revenue By Fund	TC Adopted Interim Emergency 1Q
GENERAL FUND	
Property Tax	935,550
Meals Tax (Other Local Tax)	541,346
Sales Tax (Other Local Tax)	304,263
Other Local Taxes	439,065
Permits, Fees, Licenses	25,250
Fines & Forfeitures	11,025
Use of Money & Property	25,500
Miscellaneous	22,300
Inter-Governmental	294,537
Before Reserves & Transfers	2,598,836
Reserves	186,128
Restricted Reserves	0
Transfer from Other Funds	0
TOTAL GENERAL FUND - OPERATING	2,784,964
TOTAL GENERAL FUND - CIP	197,350
SPECIAL PARKS & RECREATION FUND	
Special Tax District	105,886
Use of Money & Property	13,125
Miscellaneous	13,203
Inter-Governmental	1,250
Before Reserves & Transfers	133,464
Reserves	14,250
Transfer from Other Funds	0
TOTAL PARKS & REC FUND - OPERATING	147,714
TOTAL P&R - CIP	75,000
WATER FUND	
Water Availabilities	164,182
Water Fees	576,179
Miscellaneous	46,500
Investment Income	20,000
Before Reserves & Transfers	806,861
Reserves	16,537
Transfer from Other Funds	0
TOTAL WATER FUND - OPERATING	823,398
TOTAL WATER - CIP	25,000
WASTEWATER FUND	
Wastewater Availabilities	42,992
Wastewater Fees	793,765
Miscellaneous	1,675
Investment Income	18,750
Before Reserves & Transfers	857,182
Reserves	135,154
Transfer from Other Funds	0
TOTAL WASTEWATER FUND - OPERATING	992,336
TOTAL WASTEWATER - CIP	0
TOTAL OPERATING REVENUE	4,748,412
TOTAL CIP REVENUE	297,350
TOTAL REVENUE	5,045,762

TOTAL 1Q EXPENSE BUDGET - OPERATING & CIP

Expenditures by Fund	TC Adopted Interim Emergency 1Q
GENERAL FUND	
Administration	381,735
Finance & Financial Administration	292,657
Information Technology	125,375
Police & Public Safety	736,873
Public Works	956,345
Community Development	94,638
Legislative & Advisory	33,604
Departmental	2,621,227
Retiree Benefits	17,179
Capital Asset Replacement Plan (CARP)	32,500
Cash Funded CIP	0
Transfers to Other Funds	0
Debt Retirement	311,077
Utility Chargeback	-247,382
Contingency	50,363
TOTAL GENERAL FUND - OPERATING	2,784,964
TOTAL GENERAL FUND - CIP	197,350
SPECIAL PARKS & RECREATION FUND (P&R)	
Parks & Recreation Management	54,810
Parks & Rec Skating Rink	11,750
Parks & Rec Train Station	11,509
Fireman's Field Complex	15,500
Parks & Rec Programs	20,350
Parks & Rec Tree Commission	625
Retiree Benefits	0
Capital Asset Replacement Plan (CARP)	0
Cash Funded CIP	0
Debt Retirement	26,717
Contingency	6,453
TOTAL P&R FUND - OPERATING	147,714
TOTAL P&R FUND - CIP	75,000
WATER FUND	
Operations & Maintenance	618,700
Retiree Benefits	4,762
Capital Asset Replacement Plan (CARP)	6,000
Cash Funded CIP	25,000
Debt Retirement	165,132
Contingency	3,804
TOTAL WATER FUND - OPERATING	823,398
TOTAL WATER FUND - CIP	25,000
WASTEWATER FUND	
Operations & Maintenance	573,449
Retiree Benefits	1,931
Capital Asset Replacement Plan (CARP)	27,500
Cash Funded CIP	0
Debt Retirement	353,348
Contingency	36,108
TOTAL WASTEWATER FUND - OPERATING	992,336
TOTAL WASTEWATER FUND - CIP	0
TOTAL OPERATING EXPENDITURES	4,748,412
TOTAL CIP EXPENDITURES	297,350
TOTAL EXPENDITURES	5,045,762

Note: 1Q Expense is a quarter of the Revised Proposed Budget on 4/8/20.

Note: Op Budget Transfer to CIP equals Cash Funded amounts in CIP & is counted in both Op Exp & CIP.

Expenditure Object Code	TC Adopted Interim Emergency 1Q
Employee Compensation and Benefits	2,310,887
Contractual Services	564,860
Other Expenditures	549,755
Materials and Supplies	255,036
Employee Compensation and Benefits (Retiree Benefits)	23,872
Cash Funded CIP	25,000
Adjustments & Transfers	0
Contingency	96,728
Capital Asset Replacement (CARP)	66,000
Depreciation	0
Debt Service	856,274
Transfers to Other Funds	0
	0
GRAND TOTAL	4,748,412

TOTAL 1Q CIP BUDGET

CIP by Fund	TC Adopted Interim Emergency 1Q	Funding Source (Annualized)
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GENERAL FUND

Nursery Avenue Improvements (30492830)	106,250	\$212,500 VDOT/ \$212,500 NVTA
32nd & Main Intersection Improvements (30492870)	60,825	\$121,650 VDOT/ \$121,650 NVTA
Hatcher Avenue Sidewalk Improvements (30492890)	7,500	\$15,000 VDOT / \$15,000 Proffers
Nursery Avenue Improvements (30492830)	22,775	County
TOTAL GENERAL FUND - CIP	197,350	

SPECIAL PARKS & RECREATION FUND (P&R)

Bush Tabernacle Floor & Bathrooms (30492930)	75,000	County
TOTAL P&R FUND - CIP	75,000	

WATER FUND

Hirst Reservoir Improvements (31495230)	25,000	Cash
TOTAL WATER FUND - CIP	25,000	

WASTEWATER FUND

Membrane Replacement (32496130)	0	Cash
LEAP Aeration Upgrade (32496120)	0	Cash
TOTAL WASTEWATER FUND - CIP	0	

TOTAL CIP	297,350	
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CIP by Funding Source:

VDOT	87,288	23%
NVTA	83,538	22%
Cash	25,000	28%
Proffers	3,750	1%
County	97,775	26%
TOTAL CIP	297,350	100%