

Issue Analysis Form



Date: September 8, 2020
 Appropriation – Budget
 Amendment – CARES ACT
Item: Funding Registrar \$58,910
Lead Department(s): Registrar / County Finance
Contact Person(s): Allan Richeson & Betsy Drewry

Description and Current Status

On August 17, 2020 the Prince George County Registrar received notice of an award of CARES ACT funding in the amount of \$58,910. The Board of Supervisors provided email approval for Mr. Ashcraft and Mr. Richeson to sign the required certification to receive these funds. The certification was submitted as required on August 18, 2020.

Finance staff and the Registrar developed a plan to expend these funds for the upcoming presidential election in November 2020.

Department 0919 was established within the General Fund to separately track expenditures for this CARES ACT funding. The funds will be used to pay for:

- Additional compensation for officers of election, part-time staff and overtime for full-time staff (related to work surrounding increased volume of absentee ballots)
- Postage for distribution of absentee ballots
- Additional ballots and supplies

Board Action Requested: Approve budget amendment / increase in General Fund revenues and expenditures. A Draft budget amendment / appropriation is attached for Board consideration.

Appropriation Increase Entry is (FY2021):

EXPENDITURES:			
0100-01-003-0919-00000-000-000-000-41041 -	CARES COMP/OFF OF ELECTION	CRROFFLEC	12,000.00
0100-01-003-0919-00000-000-000-000-41200 -	CARES REGISTRAR OVERTIME	CRSREGOT	1,310.00
0100-01-003-0919-00000-000-000-000-41300 -	CARES REGISTR PART-TIME WAGE	CRSREGPT	2,322.00
0100-01-003-0919-00000-000-000-000-42100 -	CARES REGISTRAR FICA	CRSREGFICA	278.00
0100-01-003-0919-00000-000-000-000-45210 -	CARES REGISTRAR POSTAL SERVICE	CRSREGPOST	20,000.00
0100-01-003-0919-00000-000-000-000-46001 -	CARES REGISTR OFFICE SUPPLIES	CRSREGOFF	8,000.00
0100-01-003-0919-00000-000-000-000-46021 -	CARES REGISTRAR BALLOTS	CRSREGBALL	5,000.00
0100-01-003-0919-00000-000-000-000-46024 -	CARES REGISTR DATA PROC SUPP	CRSREGDATA	5,000.00
0100-01-003-0919-00000-000-000-000-48107 -	CARES REGISTR INFO TECH EQUIP	CRSREGTCHE	5,000.00
	TOTAL		58,910.00
REVENUES:			
0100-30-601-8305-00000-000-000-000-330310-	CARES REGISTRAR REVENUE	CARESREGREV	58,910.00
	TOTAL		58,910.00

Government Path

- Does this require IDA action? Yes No
- Does this require BZA action? Yes No
- Does This require Planning Commission Action? Yes No
- Does this require Board of Supervisors action? Yes No
- Does this require a public hearing? Yes No
- If so, before what date? Yes No

Fiscal Impact Statement

Increases in appropriation of increased CARES ACT funding for use by the Registrar for the November presidential election by \$58,910.

Total Increase in FY2020-21 Budget = \$58,910.

County Impact

Allows for increased expenditures for the November presidential election.

Notes

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 8th day of September, 2020:

<u>Present:</u>	<u>Vote:</u>
Donald R. Hunter, Chairman	
Alan R. Carmichael, Vice-Chairman	
Floyd M. Brown, Jr	
Marlene J. Waymack	
T. J. Webb	

A-4

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; APPROPRIATION (\$58,910 CARES ACT FUNDING FOR REGISTRAR)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of September, 2020, does hereby authorize the following increase of funds within the 2020-2021 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure:</u>	
GENERAL FUND	
0100-01-003-0919-41041 CARES Registrar – Comp Off of Election	\$12,000.00
0100-01-003-0919-41200 CARES Registrar – Overtime	\$ 1,310.00
0100-01-003-0919-41300 CARES Registrar – PT Wages	\$ 2,322.00
0100-01-003-0919-42100 CARES Registrar – FICA Tax	\$ 278.00
0100-01-003-0919-45210 CARES Registrar – Postage	\$20,000.00
0100-01-003-0919-46001 CARES Registrar – Office Supplies	\$ 8,000.00
0100-01-003-0919-46021 CARES Registrar – Ballots	\$ 5,000.00
0100-01-003-0919-46024 CARES Registrar – Data Processing Supplies	\$ 5,000.00
0100-01-003-0919-48107 CARES Registrar – Info Tech Equipment	\$ 5,000.00
TOTAL	\$58,910.00
 <u>Revenue:</u>	
0100-30-601-8305-330310 General Fund: CARES ACT Funds Registrar	\$58,910.00

A Copy Teste:

Percy C. Ashcraft
County Administrator