

Issue Analysis Form



Date: January 12, 2021
Transfer from General Fund
Contingency – COVID
Response Part-Time Worker
Continuation

Item: County Administration /
County Finance

Lead Department(s): Percy Ashcraft & Betsy
Drewry

Contact Person(s): Drewry

Description and Current Status

At a special meeting on December 16, 2020, the Prince George County Board of Supervisors approved a recommendation from the County Administrator to continue employment through March 31, 2021 of part-time staff who are working in response to COVID-19. Those employees have been paid using CARES Coronavirus Relief Funds which end on December 30, 2020.

Part-time staff include one front desk worker, four custodians and one warehouse assistant. The estimate to continue paying wages and related employer social security and Medicare costs through March 31, 2021 is \$39,846.65. See estimate as **Attachment A**. The recommended source of funding for this continuation is a transfer from General Fund Contingency.

Board Action Requested:

Approve transfer of \$39,846.65 from the General Fund Contingency

A draft resolution for the transfer from the General Fund Contingency is attached for Board consideration and possible approval.

Transfer Entry for FY2020-21 is:

GENERAL FUND:

Expenditures:

Increase / (Decrease):

0100-04-103-0504-41305 – Gen. Services COVID Response PT Wages	\$37,015.00
0100-04-103-0504-42100 – General Services FICA	\$2,831.65
0100-09-401-0917-49199 – General Fund Contingency	(\$39,846.65)

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

Transfer / use of General Fund Contingency of \$39,846.65

County Impact

The transfer from contingency allows for continued safety measures in County buildings in response to the COVID-19 pandemic.

Notes

ATTACHMENT A

Costs to Continue Part-Time Workers Currently Funded by CARES CRF
General Fund Impact

Position	Weekly Hours	Hourly Rate	Weekly Wage	Weekly Wages + FICA
Warehouse	40.00	\$ 12.86	\$ 514.40	\$ 553.75
Front Desk	40.00	\$ 22.59	\$ 903.60	\$ 972.73
VACANT Custodian	20.00	\$ 12.86	\$ 257.20	\$ 276.88
Custodian	20.00	\$ 12.86	\$ 257.20	\$ 276.88
Custodian	40.00	\$ 12.86	\$ 514.40	\$ 553.75
Custodian	40.00	\$ 12.86	\$ 514.40	\$ 553.75
Total Weekly Cost				\$ 3,187.73

Date Range:		# Weeks	Period Cost	Cumulative Cost
December 31 - January 31	To Continue through January 31	4	\$ 12,750.93	\$ 12,750.93
February 1 - February 28	To Continue through February 28	4	\$ 12,750.93	\$ 25,501.85
March 1 - March 31	To Continue through March 31	4.5	\$ 14,344.79	\$ 39,846.65

Recommended Funding Source - **FY2021 General Fund Contingency.**
FY2021 GF Contingency Balance at 12/11/2020 = \$399,272.54

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 12th day of January, 2021:

Present:

Vote:

Floyd M. Brown, Jr., Chairman
Marlene J. Waymack, Vice-Chair
Alan R. Carmichael
Donald R. Hunter
T. J. Webb

C-6

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

RESOLUTION; TRANSFER FROM GENERAL FUND CONTINGENCY (\$39,846.65 FOR CONTINUATION OF PART-TIME COVID-19 RESPONSE WORKERS FORMERLY FUNDED USING CARES CORONAVIRUS RELIEF FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of January, 2021, does hereby authorize the following adjustment 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>
GENERAL FUND	
<u>Expenditure:</u>	
0100-04-103-0504-41305	Gen. Services – COVID Response PT Wages \$37,015.00
0100-04-103-0504-42100	Gen. Services – FICA \$ 2,831.65
0100-09-401-0917-49199	General Fund Contingency (\$39,846.65)

A Copy Teste:

Percy C. Ashcraft
County Administrator