



Town of Front Royal, Virginia  
Council Agenda Statement

Item # 12

Meeting Date: June 8, 2020

**Agenda Item:** FY21 Budget Transfer for Contingency Reserves

**Summary:** Council is requested is approve budget transfers for the FY21 budget to establish contingency funds for potential revenue shortfalls due to the COVID-19 pandemic.

Transfers include reduction of medical insurance expenses, establish of HRA line items, removal of merit increases, removal of third year compensation study pay increases, and reduction of various departmental line items.

Contingency funds established from these transfers represent approximately 6% of the total FY21 budget and are as follows:

	Contingency Amount
General/Streets/Special Funds	\$ 1,316,821.00
Street Fund	\$ 204,145.00
Electric Fund	\$ 674,979.00
Water Fund	\$ 458,325.00
Sewer Fund	\$ 359,525.00
Refuse Fund	\$ 38,465.00
<b>TOTAL</b>	<b>\$ 3,052,260.00</b>

**Budget/Funding:** See attached line item detail.

**Meetings:** Work session April 20, 2020


**Staff**

**Recommendation:** Approval\_\_\_\_\_ Denial\_\_\_\_\_

**Proposed Motion:** I move that Council approve the FY21 budget transfers, as presented.

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance

\*To be clear and concise, motions should be made in the positive

Approved By: 

# GENERAL FUND

1201-42005	Medical Insurance - Town Manager	\$	(5,930.00)
1202-42005	Medical Insurance - Human Resource	\$	(6,435.00)
1203-42005	Medical Insurance - Fleet Maintenance	\$	(17,090.00)
1204-42005	Medical Insurance - Information Techonology	\$	(5,260.00)
2201-42005	Medical Insurance - Town Attorney Department	\$	(5,035.00)
1214-42005	Medical Insurance - Finance Administration	\$	(6,435.00)
1215-42005	Medical Insurance - Finance Customer Service	\$	(13,155.00)
1222-42005	Medical Insurance - Purchasing Department	\$	(7,455.00)
3101-42005	Medical Insurance - Police Administration	\$	(17,315.00)
3102-42005	Medical Insurance - Police Patrol	\$	(83,120.00)
3103-42005	Medical Insurance - Police Investigations	\$	(15,900.00)
3107-42005	Medical Insurance - Gang/Drug Task Force	\$	(7,450.00)
8101-42005	Medical Insurance - Planning & Zoning	\$	(8,805.00)
4302-42005	Medical Insurance - General Properties	\$	(5,390.00)
4305-42008	Medical Insurance - Horticulture	\$	(8,455.00)
1201-42008	HRA - Town Manager	\$	500.00
1202-42008	HRA - Human Resource	\$	500.00
1203-42008	HRA - Fleet Maintenance	\$	3,000.00
1204-42008	HRA - Information Technology	\$	2,000.00
2201-42008	HRA - Town Attorney Department	\$	500.00
1214-42008	HRA - Finance Administration	\$	500.00
1215-42008	HRA - Finance Customer Service	\$	1,500.00
1222-42008	HRA - Purchasing Department	\$	1,000.00
3101-42008	HRA - Police Administration	\$	2,000.00
3102-42008	HRA - Police Patrol	\$	8,000.00
3103-42008	HRA - Police Investigations	\$	1,000.00
3104-42008	HRA - Police Services	\$	1,000.00
3107-42008	HRA - Gang/Drug Task Force	\$	500.00
8101-42008	HRA - Planning & Zoning	\$	1,000.00
4302-42008	HRA - General Properties	\$	575.00
4305-42008	HRA - Horticulture	\$	675.00
	Merit Increase - Town Manager Department	\$	(4,790.00)
	Merit Increase - Human Resource	\$	(4,320.00)
	Merit Increase - Fleet Maintenance	\$	(6,250.00)
	Merit Increase - Information Technology	\$	(3,856.00)
	Merit Increase - Town Attorney Department	\$	(6,285.00)
	Merit Increase - Finance Administration	\$	(4,460.00)
	Merit Increase - Finance Customer Service	\$	(6,450.00)
	Merit Increase - Purchasing Department	\$	(2,690.00)
	Merit Increase - Police Administration	\$	(10,520.00)
	Merit Increase - Police Patrol	\$	(36,550.00)
	Merit Increase - Police Investigations	\$	(7,825.00)
	Merit Increase - Police Services	\$	(13,155.00)
	Merit Increase - Gang/Drug Task Force	\$	(4,575.00)
	Merit Increase - Planning & Zoning	\$	(7,885.00)

	Merit Increase - General Properties	\$	(1,530.00)
	Merit Increase - Horticulture	\$	(3,230.00)
	Compensation Study Year 3- Information Technology	\$	(1,950.00)
	Compensation Study Year 3 - Town Attorney Dept	\$	(2,330.00)
	Compensation Study Year 3 - Finance Customer Service	\$	(4,770.00)
	Compensation Study Year 3 - Police Administration	\$	(4,085.00)
	Compensation Study Year 3 - Police Patrol	\$	(43,825.00)
	Compensation Study Year 3 - Police Investigations	\$	(7,815.00)
	Compensation Study Year 3 - Police Services	\$	(30,555.00)
	Compensation Study Year 3 - Gang/Drug Task Force	\$	(8,730.00)
	Compensation Study Year 3 - Planning & Zoning	\$	(2,685.00)
	Compensation Study Year 3 - General Properties	\$	(940.00)
	Compensation Study Year 3- Horticulture	\$	(1,675.00)
	Assistant Town Manager	\$	(124,600.00)
9790-49006	Interfund Transfer to Street Fund	\$	(145,005.00)
1201-43002	Town Manager - Professional Services	\$	(38,805.00)
1203-45408	Fleet Maintenance - POL	\$	(4,000.00)
1203-45504	Fleet Maintenance - Travel & Education	\$	(1,000.00)
1203-47001	Fleet Maintenance - Machinery & Equipment (Parts Cleaner)	\$	(10,000.00)
1203-47009	Fleet Maintenance - Debt Service Rehabilitation Building	\$	(111,865.00)
1204-43002	I/T - Professional Services	\$	(5,000.00)
1204-43005	I/T - Maintenance Service Contract	\$	(10,000.00)
1204-43039	I/T - Web Page Maintenance	\$	(18,050.00)
1204-45421	I/T - Hardware/Software	\$	(5,000.00)
1204-45421	I/T - Travel & Education	\$	(3,000.00)
1204-47007	I/T - Computer Equipment (Recording Servers)	\$	(22,000.00)
1205-45447	Tourism - Downtown Events (Gazebo Flicks)	\$	(4,000.00)
1205-47012	Tourism - Extended Trolley Hours	\$	(8,836.00)
1205-43002	Tourism - Blighted Buildings	\$	(46,000.00)
2201-43002	Tourism - Town Attorney EDA Attorney Fees	\$	(63,139.00)
3101-45504	Police Admin - Travel & Education	\$	(2,000.00)
3102-41002	Police Patrol - Overtime	\$	(10,810.00)
3102-45408	Police Patrol - POL	\$	(8,000.00)
3102-45504	Police Patrol - Travel & Education	\$	(5,000.00)
3102-47001	Police Patrol - Replace Body Worn Cameras	\$	(20,000.00)
3103-41002	Police Investigations - Overtime	\$	(8,000.00)
3107-47005	Police Task Force - Vehicle Replacement	\$	(35,000.00)
8101-43002	Planning & Zoning - Property Maintenance	\$	(40,000.00)
4302-47009	General Properties - Building & Structures (Auxillary Building)	\$	(125,000.00)
4305-43002	Horticulture - Professional Services	\$	(20,000.00)
<b>9790-49999</b>	<b>General Fund Contingency</b>	<b>\$</b>	<b>1,316,821.00</b>

## STREET FUND

4102-42005	Medical Insurance - Streets Non-VDOT	\$	(4,535.00)
4500-42005	Medical Insurance - Highway Maintenance	\$	(36,680.00)
4107-42005	Medical Insurance - Inspections	\$	(3,100.00)
4102-42008	HRA - Streets Non-VDOT	\$	1,000.00
4500-42008	HRA - Highway Maintenance	\$	4,125.00
4107-42005	HRA - Inspections	\$	325.00
	Merit Increase Streets - Non-VDOT	\$	(1,950.00)
	Merit Increase - Highway Maintenance	\$	(13,960.00)
	Merit Increase - Inspections	\$	(870.00)
4500-45407	Highway Maintenance - Repairs & Maintenance Supplies	\$	(25,000.00)
4500-45477	Highway Maintenance - Curb & Gutter Reconstruction	\$	(40,000.00)
4500-45478	Highway Maintenance - Snow Removal	\$	(25,000.00)
4500-47001	Highway Maintenance - Machinery & Equipment (Tire Loader)	\$	(58,500.00)
<b>4500-49999</b>	<b>Street Fund Contingency</b>	<b>\$</b>	<b>204,145.00</b>

## ELECTRIC FUND

9401-42005	Medical Insurance - Electric Dept	\$	(44,775.00)
9417-42005	Medical Insurance - Meter Reading	\$	(5,175.00)
9401-42008	HRA - Electric Dept	\$	4,500.00
9417-42005	HRA - Meter Reading	\$	1,000.00
	Merit Increase - Electric Dept	\$	(20,955.00)
	Merit Increase - Meter Reading	\$	(770.00)
	Compensation Study Year 3 - Electric Dept	\$	(6,960.00)
	Compensation Study Year 3 - Meter Reading	\$	(2,510.00)
9401-43004	Electric - Repairs & Maintenance	\$	(98,000.00)
9401-45407	Electric - Repair & Maintenance Supplies	\$	(20,000.00)
9401-47502	Electric - Line Extensions	\$	(50,000.00)
9401-47512	Electric Fiber Network	\$	(33,334.00)
9401-47001	Electric - Machinery & Equipment (Wire Trailer)	\$	(10,000.00)
9401-47009	Electric - Building & Structures (Generator & Paving)	\$	(128,000.00)
9401-47937	Electric - Manassas Substation Transformer Replacement	\$	(135,000.00)
9401-47957	Electric - Leach Run Parkway Line Extensions	\$	(125,000.00)
<b>9499-49999</b>	<b>Electric - Contingency</b>	<b>\$</b>	<b>674,979.00</b>

## WATER FUND

9501-42005	Medical Insurance - Water Administration	\$ (4,520.00)
9601-42005	Medical Insurance - Water Treatment Plant	\$ (33,260.00)
9602-42005	Medical Insurance - Waterline Maintenance	\$ (25,545.00)
9617-42005	Medical Insurance - Meter Reading	\$ (5,175.00)
9501-42008	HRA - Water Administration	\$ 450.00
9601-42008	HRA - Water Treatment Plant	\$ 3,250.00
9602-42008	HRA - Waterline Maintenance	\$ 875.00
9617-42008	HRA - Meter Reading	\$ 1,000.00
	Merit Increase - Water Administration	\$ (1,780.00)
	Merit Increase - Water Treatment Plant	\$ (13,340.00)
	Merit Increase - Waterline Maintenance	\$ (4,250.00)
	Merit Increase - Meter Reading	\$ (770.00)
	Compensation Study Year 3 - Water Administration	\$ (450.00)
	Compensation Study Year 3 - Water Treatment Plant	\$ (10,025.00)
	Compensation Study Year 3 - Waterline Maintenance	\$ (1,125.00)
	Compensation Study Year 3 - Meter Reading	\$ (2,510.00)
9672-49004	Water Interfund Transfer to General Fund	\$ (42,150.00)
9501-45504	Water Admin - Travel & Education	\$ (1,000.00)
9602-47513	Water Line Maintenance - Waterline Upgrades	\$ (249,000.00)
9602-47530	Water Line Maintenance - Capital Inventory	\$ (55,000.00)
	Water Line Maintenance - Machinery & Equipment (Messag Board &	
9602-47001	Street Broom)	\$ (14,000.00)
<b>9699-49999</b>	<b>Water Fund Contingency</b>	<b>\$ 458,325.00</b>

## SEWER FUND

9502-42005	Medical Insurance - Sewer Administration	\$ (3,660.00)
9801-42005	Medical Insurance - Waste Water Treatment Plant	\$ (14,310.00)
9802-42005	Medical Insurance - Sewer Line Maintenance	\$ (25,545.00)
9502-42008	HRA - Sewer Administration	\$ 300.00
9501-42008	HRA - Waste Water Treatment Plant	\$ 3,000.00
9802-42008	HRA - Sewer Line Maintenance	\$ 875.00
	Merit Increase - Sewer Administration	\$ (1,785.00)
	Merit Increase - Waste Water Treatment Plant	\$ (7,720.00)
	Merit Increase - Sewer Line Maintenance	\$ (4,250.00)
	Compensation Study Year 3 - Sewer Administration	\$ (840.00)
	Compensation Study Year 3 - Waste Water Treatment Plant	\$ (4,795.00)
	Compensation Study Year 3 - Sewer Line Maintenance	\$ (1,125.00)
9872-49004	Sewer Interfund Transfer to General Fund	\$ (13,670.00)
9502-45504	Sewer Admin - Travel & Education	\$ (1,000.00)
9801-43002	Waste Water Plant - Professional Services (Chemical Study)	\$ (55,000.00)
9872-40001	Sewer Debt Service - Principal	\$ (145,000.00)
9872-40005	Sewer Debt Service - Interest on Debt	\$ (85,000.00)
<b>9899-49999</b>	<b>Sewer Contingency</b>	<b>\$ 359,525.00</b>

## REFUSE FUND

4203-42005	Medical Insurance - Solid Waste	\$ (29,675.00)
4203-42008	HRA - Solid Waste	\$ 2,500.00
	Merit Increase - Solid Waste	\$ (11,290.00)
4203-49999	Solid Waste Contingency	\$ 38,465.00