

August 2, 2021

To: Members of the Budget and Finance Committee

From: Paula Boggs Muething, City Manager *Wld for 2022*

202102557

Subject: Emergency Ordinance – Re-Appropriation of Funds for COVID-19 Related Supplies and Materials

Attached is an Emergency Ordinance captioned:

AUTHORIZING the transfer and appropriation of \$740,000 from the unappropriated surplus of the General Fund to the City Manager’s Office General Fund non-personnel operating budget account no. 050x101x7300 for the purpose of providing funds for supplies and materials necessary to help prevent the spread of the coronavirus known as COVID-19.

During FY 2020, the City Council passed Ordinance No. 0081-2020 on March 11, 2020, Ordinance No. 0094-2020 on March 20, 2020, and Ordinance No. 0110-2020 on April 1, 2020. Across all three Ordinances, the total amount of \$5,000,000 was transferred and appropriated in the General Fund to provide resources for supplies and materials necessary to help prevent the spread of the coronavirus. Of that original \$5,000,000 amount, \$740,000 had remained encumbered but unspent. However, the prior year encumbrances are being cancelled in early Fiscal Year 2022 due to the City’s change in purchasing card vendors, resulting in those funds being returned to the unappropriated surplus of the General Fund. Thus, the amount of \$740,000 is now available in the fund balance of the General Fund.

With a recent spike in COVID-19 cases, these funds need to be re-appropriated in FY 2022 for various City Departments to continue to acquire additional medical and safety supplies to be used by first responders and other City employees who may be exposed to the coronavirus. This Emergency Ordinance, therefore, transfers and appropriates \$740,000 from the unappropriated surplus of the General Fund to the City Manager’s Office General Fund non-personnel operating budget account no. 050x101x7300.

The reason for the emergency is the immediate need to accomplish the authorized transfer and appropriation so that funding is in place to purchase supplies to help prevent the spread of the Coronavirus.

The Administration recommends passage of this Emergency Ordinance.

cc: Andrew M. Dudas, Budget Director
Karen Alder, Finance Director

Attachment