

Date: November 28, 2022
Amount: \$67,196.53
Account Number: 8540 - Various

EXPLANATION TO COUNCIL BILL
ORIGINATING DEPARTMENT: Finance

PURPOSE: To authorize an amendment to the budget to transfer the amount of \$67,196.53 from the American Rescue Plan Act (ARPA) Fund to the General Fund to provide the funds necessary for the addition of a new accountant position in the Accounting and Budget Analyst Division of the Finance Department.

REMARKS: The Accounting and Budget Analyst Division is responsible for enforcement of ARPA regulations and rules.

In the FY2021/22 budget an existing full-time Grants Administer/Accountant position was created to address the enforcement requirements from ARPA and other grant revenues and expenditures. ARPA grants allow for reimbursement for accounting and administrative costs associated with the grants. The current employee would like to reduce her hours to just manage the ARPA grant, with the position terminating at the time the grant ends which is January 2027. The ARPA grant accountant would be 32 hours plus benefits and is fully funded with ARPA grant revenue resulting in no cost to the City budget. The change would be made to the FY22/23 budget.

The employee who will fill the new ARPA-funded position is an existing employee; her regular position will be filled with another Finance role. The budget appropriation allows funds to pay for 80% of the time she has worked in the first half of FY23 (an amount commensurate with the time she has dedicated to ARPA activities) and 100% of the time she will work in the remaining half of FY23.

THIS ORDINANCE HAS BEEN CERTIFIED THAT THE FOREGOING CONTRACT OR ORDER IS WITHIN THE PURPOSE OF THE APPROPRIATION TO WHICH IT IS TO BE CHARGED, AND THAT THERE IS AN UNENCUMBERED BALANCE TO THE CREDIT OF SUCH APPROPRIATION SUFFICIENT TO PAY THEREFORE.