



Legislation Text

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**File #:** 21-0901, **Version:** 1

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**Requested Agenda Date:**

8/10/2021

**Requested Agenda Title:**

Budget Adjustment: Mayor Finance's Request for 1 Time Limited FTE to Support Budget and Accounting Activities Associated with Federal ARPA Funding (\$72,730 in Expense)

**Requested Agenda Item Description:** This request is for a Time Limited position through 2024 to support Budget and Accounting activities associated with Federal ARPA funding. The Treasury has released a 35-page document outlining many reporting requirements including quarterly financial reports and more requirements than CARES. With the length of this commitment, the amount of funding, and the level of "beginning to end" detailed, project level reporting requirements some time limited assistance will be required for the budgeting and accounting team. A few critical aspects to ensure we are compliant with this funding will be to:

- 1) Ensure every approved project utilizes a naming convention that falls in line with one of the 66 required Treasury categories as well as chart-field availability for required breakouts.
- 2) Have segmented budget controls on each approved project to ensure the money is spent for the allocated/approved purpose. Since the eligibility period runs 4 years (6 with encumbrances), ensure that any unspent funds at the end of each year can be identified and re-budgeted.
- 3) Be able to quickly pull county-wide detailed expenditures for each project within the 66 categories and provide detailed contract, service area, commitment, and other vendor-specific data on all costs and manually enter that into the federal portal.

Also, it will require the use of certain ledgers in commitment control and many budget journals will be required, as well as the need for another "project roll forward" process, reconciliations for areas where existing programs are funded, and new budget system forms and processes.

**Requested Action:** Discussion - Vote Needed

**Presenter(s) (with titles):** Brad Kendrick Budget and Policy Analyst

**Time Needed:** Less than 5 MINS

**Is this Item Time-Sensitive and/or Requesting a Time-Certain?** No

**Requesting Staff Member:** Darrin Casper

**Are Supporting Documents Needed for this Agenda Item Request?** Yes

Please attach supporting documentation, including presentations, to the Legistar file.

Agenda item requests must be complete and submitted via Legistar Approval Sequence to the Council Administrative & Communications Coordinator by the Wednesday before the upcoming Tuesday meeting at 3:00 PM. Please note that some offices have earlier, internal Approval Sequence deadlines.

Items without necessary supporting documentation may be withheld from consideration for the desired meeting date.