

06-08-2022 Town Council Meeting Responses to Council Questions

ITEM #4: Approve the Miscellaneous Budget Ordinance Amendment to Adjust Various Fund Budgets for FY 2021-22

Council Question:

What caused the \$10,000 shortfall in the Downtown District Fund?

Staff Response:

When the FY 2021-22 budget was adopted the Town only had ½ year of the 140 West budget available as that budget runs on a calendar year basis. The second half of the budget (January 2022 – June 2022) absorbed a dues increase plus additional expenditures for security for the parking deck and plaza. The FY 2022-23 budget includes an increase of \$10,000 to account for these additional costs.

Council Question:

On p. 19, there's discussion of Housing Capital Grant Fund monies (\$257,377) that weren't spent by the deadline and appear to have been forfeited. What measures can the Town take to prevent this in the future? Was it an issue with not having enough staff to move the projects forward? Other factors?

Staff Response:

The Town has implemented several safeguards since the 2015 Capital Grant forfeiture to avoid having to forfeit any other funds. Housing Capital Project funds are earmarked each year and monitored by both the Public Housing Department and the Business Management Department to ensure that bids, contracts, and vendors are ready to proceed as soon as possible. The Housing Accountant provides a monthly report of the amounts remaining in each Capital Grant so that the Housing Director and Assistant Director can review and assess projects in the pipeline.

The 2015 issue was less about not having enough staff and more about having new staff that was unaccustomed to the Town's procurement process. Thanks to the efforts of the Business Management Department, all new senior staff members receive training on procurement to provide an internal checks and balance system for federal subsidies.