

**Caroline County  
Board of Supervisors Agenda  
Executive Summary**

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**Meeting Date:** September 27, 2022

**Title:** Consent Agenda – Supplemental Appropriation to Fiscal Year 2022/2023 Public Utilities Budget

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*(Check Mark)*

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|---|--|
| <input checked="" type="checkbox"/> Consent           | <input type="checkbox"/> Closed Meeting          |
| <input checked="" type="checkbox"/> Action            | <input type="checkbox"/> Public Hearing          |
| <input type="checkbox"/> No Action (Information Only) | <input type="checkbox"/> Ordinance               |
| <input type="checkbox"/> Resolution                   | <input type="checkbox"/> PowerPoint Presentation |

**Summary:** Attached is a memorandum from Director of Public Works/Utilities Joseph Schiebel requesting a supplemental appropriation to the Fiscal Year 2022/2023 Public Utilities budget to account for the increased cost of two (2) vehicles (Ford F-150 pickup trucks) previously ordered via the Virginia State Contract.

Staff has been advised that the two vehicles, which were ordered prior to January 2022, must be reordered as 2023 models and that the manufacturer (Ford) will not honor the 2022 pricing. As a result, the County is faced with an unbudgeted price increase totally \$16,882.80 (or \$8,411.40 per vehicle).

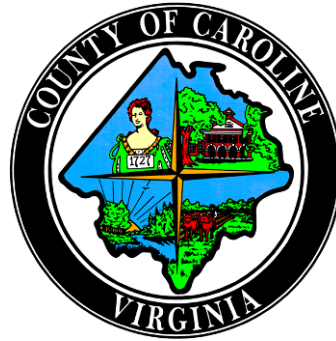
Unfortunately, failure to update our purchase order in a timely manner to reflect the increase will place us at the back of the line to take delivery of the vehicles.

**Budget Impact:** The proposed source of funds for the supplemental appropriations is the FY 2023 Undesignated General Fund Balance.

**Requested Action from Board of Supervisors:** Approve supplemental appropriation to the FY 2023 Utilities Budget in the amount of \$16,882.80

**County of Caroline**

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MEMORANDUM

TO: Charles M. Culley, Jr.  
County Administrator

FROM: Joseph C. Schiebel  
Director of Public Works/Utilities

DATE: September 21, 2022

**REGARDING: Vehicle Price Increases**

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Caroline County Departments of Public Works and Public Utilities have placed orders for five vehicles between June of 2021 and January 2022. All vehicles were ordered via the Virginia State Contract and through the EVA (Electronic Virginia) procurement program. Two of the vehicles were purchased for new positions approved by the Board, and the other three are replacement vehicles.

Due to supply chain issues, we have only taken ownership of one of the vehicles. The second of five vehicles is currently at the dealer awaiting components to finish upfitting as ordered, and the third vehicle is scheduled to be delivered to us in early November.

We received notification from our vendor this week that the remaining two vehicles will not be built as a 2022 model year. Instead, both vehicles must be reordered as a 2023 model year. Furthermore, our vendor informed us that Ford will not honor the 2022 pricing. Instead, we must pay the Virginia State Contract price for 2023 models. This results in an increase of \$16,822.80 (\$8,411.40 per vehicle) that was not planned for in the current budget.

If we act quickly, we can maintain our position in the vehicle production schedule. If we are forced to reorder or wait too long to update our purchase orders, we go to the "back of the line" for delivery.

Staff hereby request that the Board of Supervisors appropriate an additional \$16,822.80 from the unencumbered fund balance for the continued purchase of these vehicles.