



TO: Mayor and City Council

FROM: Steve Groom, Director of Finance and Budget  
Kimberly Dominé, Finance Division Manager  
Jen Morris, Financial Services Officer

DATE: August 24, 2020

RE: 3<sup>rd</sup> Quarter 2020 Budget Ordinance

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This budget ordinance effects course corrections based on new information for the 2020 Budget year that was not known at the time of budget adoption. Staff routinely brings budget amendments approximately quarterly to course-correct, and to be transparent and accountable.

Budget amendments are a routine, recurring budget process step; staff accumulates new information anticipating to bring adjustments of this type to council on an approximately quarterly basis. Staff requests approval of adjustments and corrections to the 2020 budget that are now known that were not known at the time of adoption, per the attached detail spreadsheet, described in more detail as follows:

**New Revenue:**

- 1) Washington State Department of Commerce Grant approved by council (2020-64), but was not budgeted. Increase of both Revenue and Expenditure in the General Fund for \$285,000
- 2) Limited Tax and General Obligation and Refunding Bonds approved by council (2002-002), but budgets were not amended. Increase of both Revenues and Expenditures in the Debt Funds to Fund 272 for \$7,405,000 and to Fund 281 for \$552,234
- 3) Bureau of Justice Assistance Coronavirus Emergency Supplemental Funding approved by council (2020-063), but was not budgeted. Increase of both Revenue and Expenditure in the YPD Grant Fund 152 for \$167,075
- 4) Other Transaction Agreement (OTA) for Use of Space and Cost Reimbursement Grant approved by council (2018-059), but was not budgeted. Increase of both Revenue and Expenditure for \$16,839.79
- 5) Department of Ecology Grant approved by Council (2018-124), but was not budgeted. Increase of both Revenue and Expenditure in the Environmental Fund 555 for \$100,716.74



**Fund Balance:**

The adjustments and corrections to the 2020 budget that are now known that were not known at the time of adoption, are:

- 6) Increase REET 1 Fund 342 expenditures for Tahoma Mausoleum Reroof \$70,000
- 7) Increase Cumulative Reserve expenditures Fund 392 for Cayenta software update and server replacement \$414,000, citywide financial management system current version at end of support
- 8) Increase Refuse expenditures Fund 471 for Vehicle Replacement Reserve \$ 279,768 to correct deficit in reserve fund