



TO: Mayor and City Council

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

DATE: April 2, 2021

RE: 2021 Budget Ordinance - 2020 Carryforward

This budget ordinance effects course corrections based on new information for the 2021 Budget year that was not known at the time of budget adoption. Staff routinely brings budget amendments, approximately quarterly to be transparent and accountable.

Budget amendment is a recurring budget process step; staff accumulates new information anticipating to bring adjustments of this type to council on an approximately quarterly basis and is typically for one of four reasons:

- 1) New additional revenue makes it possible to approve additional related expenses,
- 2) Prior-year budgeted obligations need to be rolled forward to match disbursement in the current year, if not yet disbursed by Feb. 28th (60 days)
- 3) Accumulated fund balances can be appropriated, and
- 4) Corrections or changes between funds.

Staff requests approval of adjustments and corrections to the 2021 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. Item numbers listed match red Ref#'s on attached spreadsheet:

New Revenue:

- 1). Clean City donation \$6,000 from Walmart for graffiti related expenses; this adjustment increases both revenue and expense in equal and offsetting amounts.
- 2). Parks donation \$1,400 for Memorial Park Bench; this adjustment increases both revenue and expense in equal and offsetting amounts.
- 3). Airport CARES Act grant \$22,500 was approved by council; this budget adjustment increases both equal and offsetting donation revenue and expenses.
- 4). Office of Neighborhood Development (ONDS) Cares Act Grant \$618,993 was approved by council, this budget adjustment therefore increases both equal and offsetting donation revenue and expenses.

**Prior-Year roll-forward of 2020 encumbrances:**

- 5). Prior-Year roll-forward of 2020 encumbrances. A large portion of this adjustment is for the Equipment Rental Fund, for prior-year-authorized purchases of vehicles and equipment that have a long purchase lead-time. \$701,654.80

Offsetting revenue and expense for CDBG and HOME grants of \$2,924,265.65 not yet obligated are also carried forward. All of these expenditures were included in the 2020 budget and as result are revenue-neutral to the 2021 Budget – these simply renew previously-approved expenditure authority. Similarly, *General Fund* roll-forward of 2020-approved expenditures is \$484,641.83.

From Fund Balance:

The adjustments and corrections to the 2021 budget that are now known that were not known at the time of adoption, are:

- 6). Increase General Fund Expenditures in Clean City for budgeted Temporary Salary inadvertently omitted from the 2021 Budget ordinance schedule \$35,728
- 7). Increase expenditures in Debt Fund 272 for budgeted Interest expense inadvertently omitted from the 2021 Budget ordinance schedule. \$58,999.80
- 8). Increase expenditures in Capital Improvement Reserve Fund 392 for Cayenta Upgrade that was approved by council requiring matching budget ordinance amendment \$231,460
- 9). Increase expenditures in Fund 474 Water Operations for increased ditch fees. \$25,000
- 10). Increase expenditures in Water Capital Fund 477 for the Water System Construction for water main in the N 1st Street Project. \$581,000
- 11). Increase 3% Criminal Justice Fund expenditures \$100,000 for council-approved portables and mobiles upgrade and 250,000 for radio console upgrades. \$350,000
- 12). Increase Airport Operations Fund 421 expenditures for the R & M Contractors for Airport Roof repairs. \$20,000
- 13). Increase expenditures in Airport Operations Fund 421 to calibrate navigation equipment. \$10,000
- 14). Increase expenditures in General Fund Parking Enforcement 001 for Vehicle Replacement Reserve \$ 16,245 per actual usage
- 15). Increase expenditures in Fund 581 Utilities Customer Service for Vehicle Replacement Reserve \$22,298 per actual usage

Staff expects further 2021 course-correction budget adjustments later in the year, as new information becomes available that is not fully known at this time.

SCHEDULE I

From Fund			To Fund			From Dr (Cr)	To Dr (Cr)	#	Description
Fund	Account #	Name	Fund	Account	Name	\$	\$	Ref	
New Revenue - offsetting increases in expenditures and revenues									
1	8956718	Donations	1	1364100	Professional Service	\$ 6,000.00	\$ 6,000.00	1	Walmart Donation for Graffiti Expense
331	8956715	Donations	331	5453500	Small tools & Minor Equipment	\$ 1,400.00	\$ 1,400.00	2	Memorial Bench Donations
421	8953116	CARES Grant	421	2823110	Supplies	\$ 22,500.00	\$ 22,500.00	3	CARES Grant
124	8953117	CARES Grant	124	2423119	Operating Supplies- COVID	\$ 123,625.00		4	CARES Grant
124	8953117	CARES Grant	124	2414130	HBCC Public Services	\$ 235,368.00		4	CARES Grant
124	8953117	CARES Grant	124	2414820	Neighborhood Cleanup/Imprvmnt	\$ 260,000.00	\$ 618,993.00	4	CARES Grant
						\$ 648,893.00	\$ 648,893.00		
Carryforward of encumbrance from 2020 prior year budget:									
1	Gen Fund	Fund Bal. prior yr carryforward	1	1024100	Professional Service	\$ 48,131.77		5	Kiosk
1	Gen Fund	Fund Bal. prior yr carryforward	1	1363110	Supplies	\$ 21,660.00		5	YPD Graffiti Tracker
1	Gen Fund	Fund Bal. prior yr carryforward	1	1364100	Professional Service	\$ 28,010.69		5	CLEAN CITY HOMELESS OUTREACH COR.
1	Gen Fund	Fund Bal. prior yr carryforward	1	1624100	Professional Service	\$ 15,000.00		5	HR Professional Service
1	Gen Fund	Fund Bal. prior yr carryforward	1	3133500	Small Tools & Minor Equipment	\$ 1,462.07		5	Computer
1	Gen Fund	Fund Bal. prior yr carryforward	1	3133500	Small Tools & Minor Equipment	\$ 1,047.99		5	FIREARMS
1	Gen Fund	Fund Bal. prior yr carryforward	1	3133500	Small Tools & Minor Equipment	\$ 50,901.00		5	YPD Survivor VR SIM Training
1	Gen Fund	Fund Bal. prior yr carryforward	1	3133502	Ballistic Vests	\$ 9,983.45		5	YPD- BALLISTIC VESTS
1	Gen Fund	Fund Bal. prior yr carryforward	1	3133503	Swat Minor Equip	\$ 8,079.64		5	YPD-GASMASK FILTERS
1	Gen Fund	Fund Bal. prior yr carryforward	1	3183112	Supplies	\$ 3,172.82		5	YPD - AIR FILTERS
1	Gen Fund	Fund Bal. prior yr carryforward	1	3184800		\$ 6,196.53		5	YPD - OFFICE SPACE
1	Gen Fund	Fund Bal. prior yr carryforward	1	3193112	Supplies	\$ 25,816.70		5	AMMO
1	Gen Fund	Fund Bal. prior yr carryforward	1	3193112	Operating Supplies/Ammunition	\$ 9,949.39		5	YPD-FIREARMS
1	Gen Fund	Fund Bal. prior yr carryforward	1	3193500	Small Tools & Minor Equipment	\$ 2,950.76		5	Per Quote Q20-K20-901
1	Gen Fund	Fund Bal. prior yr carryforward	1	3193500	Small Tools & Minor Equipment	\$ 13,922.81		5	YPD-LIVE SCAN - GSA Contract GS-35F-0199R
1	Gen Fund	Fund Bal. prior yr carryforward	1	3513510	Non-Capital Computer Equipment	\$ 10,450.47		5	Quote LTPV456 Lenovo Comp Equip NASPO MNWNC-117 05815-007
1	Gen Fund	Fund Bal. prior yr carryforward	1	3516460	Data Processing Equipment	\$ 84,038.58		5	Pro Services per quote #MF148379
1	Gen Fund	Fund Bal. prior yr carryforward	1	3516460	Data Processing Equipment	\$ 57,530.22		5	Computer Equipment
1	Gen Fund	Fund Bal. prior yr carryforward	1	6123500	Small Tools & Minor Equipment	\$ 1,944.08		5	Small Tools & Minor Equipment
1	Gen Fund	Fund Bal. prior yr carryforward	1	6536420	Operating Equipment	\$ 73,248.79		5	LICENSE PLATE READERTECH-PARKING ENFORCEMENT
1	Gen Fund	Fund Bal. prior yr carryforward	1	6536420	Operating Equipment	\$ 11,144.07	\$ 484,641.83	5	TICKET WRITER TECH
124	Comm Dev 8953104	Fund Bal. prior yr carryforward	124	2414820	Neighborhood Cleanup/Imprvmnt	\$ 2,924,265.65	\$ 2,924,265.65	5	Home Program/CBDG Program
131	Parks	Fund Bal. prior yr carryforward	131	5214800	R & M/Contractors	\$ 11,535.03	\$ 11,535.03	5	Lions Pool Fiber Optic Cable Install
131	Parks	Fund Bal. prior yr carryforward	131	5434100	Professional Service	\$ 10,071.90	\$ 10,071.90	5	P&R Survey Wide Hollow Pedestrian Bridge
303	.3%CI Capital	Fund Bal. prior yr carryforward	303	3013500	Small Tools & Minor Equipment	\$ 5,236.88	\$ 5,236.88	5	Armory Supplies
303	.3%CI Capital	Fund Bal. prior yr carryforward	303	3013500	Small Tools & Minor Equipment	\$ 32,238.92	\$ 32,238.92	5	Computer Equipment
342	REET I	Fund Bal. prior yr carryforward	342	7146200	Buildings	\$ 10,288.50	\$ 10,288.50	5	CITY HALL KIOSK CAMERA
342	REET I	Fund Bal. prior yr carryforward	342	7146200	Buildings	\$ 10,828.92	\$ 10,828.92	5	CITY HALL LED LIGHT FIXTURES
342	REET I	Fund Bal. prior yr carryforward	342	7146300	Improvement Other than Buildings	\$ 10,828.92	\$ 10,828.92	5	HBCC RELOCK AND KEY TO MASTER
370	Conv Ctr Capital	Fund Bal. prior yr carryforward	370	2794800	R & M/Contractors	\$ 40,372.07	\$ 40,372.07	5	Compactor
442	Stormw Cap	Fund Bal. prior yr carryforward	442	7524100	Professional Service	\$ 235,676.58	\$ 235,676.58	5	Professional Services from Akel Engineering for Wastewater
442	Stormw Cap	Fund Bal. prior yr carryforward	442	7524100	Professional Service	\$ 31,704.87	\$ 31,704.87	5	Stormwater Mock Audit Project#SW2521 C2020-139
471	Refuse	Fund Bal. prior yr carryforward	471	4723500	Small Tools & Minor Equipment	\$ 2,513.64	\$ 2,513.64	5	REFUSE CARTS QUOTE WQ-10153873OMNIA Contract #171717
471	Refuse	Fund Bal. prior yr carryforward	471	4723500	Small Tools & Minor Equipment	\$ 32,322.83	\$ 32,322.83	5	REFUSE CARTS QUOTE WQ-10153873OMNIA Contract #171717
473	WW Op	Fund Bal. prior yr carryforward	473	7313125	Lab Supplies	\$ 1,657.62	\$ 1,657.62	5	GLS Composite Sampler parts for priority pollutant metals
474	Water Op	Fund Bal. prior yr carryforward	474	7654800	R & M/Contractors	\$ 6,516.00	\$ 6,516.00	5	WWTP Facility Master Plan
476	WW Constr	Fund Bal. prior yr carryforward	476	7384100	Professional Service	\$ 235,676.58	\$ 235,676.58	5	Stormwater Collections Master
478	WW Facilities	Fund Bal. prior yr carryforward	478	7394100	Professional Service	\$ 360,042.34	\$ 360,042.34	5	WWTP Facility Master Plan
552	Repl Reserve	Fund Bal. prior yr carryforward	552	5526440	Trucks	\$ 701,654.80	\$ 701,654.80	5	Trucks
555	Environmental	Fund Bal. prior yr carryforward	555	5614812	R & M Tiger Oil	\$ 123,052.10	\$ 123,052.10	5	Professional Service
555	Environmental	Fund Bal. prior yr carryforward	555	5614812	R & M Tiger Oil	\$ 55,373.00	\$ 55,373.00	5	Professional Service
555	Environmental	Fund Bal. prior yr carryforward	555	5616400	Machinery & Equipment	\$ 201,543.83	\$ 201,543.83	5	Fuel Management System Upgrades

SCHEDULE I

From Fund			To Fund			From Dr (Cr)	To Dr (Cr)	#	Description
Fund	Account #	Name	Fund	Account	Name	\$	\$	Ref	
						\$5,528,043	\$5,528,043		
Increase Budget Expenditures from Reserves									
1	Gen Fund	Reserves	1	1361120	Salaries/Temporary	\$ 35,728.00	\$ 35,728.00	6	Temporary Salaries budget in 2021 Budget missed on ordinance
272	Conv Ctr PFD	Reserves	272	8328320	LTD External Interest	\$ 58,999.80	\$ 58,999.80	7	Interest omitted from 2021 Budget
392	Capital Impr Res	Reserves	392	6526450	Other Equipment	\$ 231,460.00	\$ 231,460.00	8	Cayenta Software Upgrade Approved by Council
475	Irrigation Op	Reserves	475	7824708	Ditch Charges	\$ 25,000.00	\$ 25,000.00	9	Additional Fees for water cost from naches Cowiche Canal
477	Water Capital	Reserves	477	7736534	Water System Const 59434	\$ 581,000.00	\$ 581,000.00	10	Water Main for N 1st Street Project
003	.3%CJ	Reserves	003	3013500	Small Tools & Minor Equipment	\$ 250,000.00	\$ 250,000.00	11	Radio Consoles Upgrade
003	.3%CJ	Reserves	003	3013500	Small Tools & Minor Equipment	\$ 100,000.00	\$ 100,000.00	10	Portables and mobiles upgrade
421	Airport Op	Reserves	421	2864100	R & M Contractors	\$ 20,000.00	\$ 20,000.00	12	Roof Repairs
421	Airport Op	Reserves	421	2814100	Professional Service	\$ 10,000.00	\$ 10,000.00	13	calibrate navigation equipment
551	Equip R 8956541	ER Replacement Fund	1	6510092	Vehicle Reserves	\$ 16,245.00	\$ 16,245.00	14	Vehicle Reserves-Parking
551	Equip R 8956542	ER Replacement Fund	581	7670092	Vehicle Reserves	\$ 22,298.00	\$ 22,298.00	15	Vehicle Reserves- Utilities
						\$ 1,350,730.80	\$ 1,350,730.80		
						\$ 7,527,666.61	\$ 7,527,666.61		