



TO: Mayor and City Council

FROM: Jennifer Ferrer-Santa Ines, Director of Finance and Budget
Kimberly Dominé, Finance Division Manager
Jen Morris, Financial Services Officer

DATE: August 24, 2021

RE: 3rd Quarter 2021 Budget Ordinance

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). Capital Theatre Capital Fund 322, Department of Commerce Grant \$245,000; this adjustment increases both revenue and expense in equal and offsetting amounts.
- 2). General Fund donation from Wal-Mart in General Fund \$10,000; this adjustment increases both revenue and expense in equal and offsetting amounts.
- 3). General Fund LE & Criminal Justice legislation one time cost revenue to purchase Axon cameras for Police.

Technical Adjustment:

- 4). Move Clean City Department in General Fund to Special Revenue Fund 136. The revenue comes from 9% Private Garbage Utility Tax. \$366,600 revenue and \$349,609 expenditures.
- 5). Move American Rescue Plan Grant \$13,097,739.50 from General Fund to special revenue Fund 180 \$13,097,739.50. Transfer out \$1,600,000 to Fire Capital for Fire vehicles,



transfer out \$4,655,760.00 to Police Capital for police vehicles, and transfer out \$500,000 for Lost Tourism Revenue for Convention Center operating Fund 170.

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 Capital Theatre Operational Fund 170, small tools and minor equipment. Transfer out of PFD fund 174 to Capital Operations Fund 171 in the amount of \$35,000. This was inadvertently omitted from the 2021 budget.
- 7). Increase REET Capital Fund 342 expenditures, for City Hall HVAC repairs. Increase \$12,000.
- 8). Increase Airport Operating Fund 421 expenditures, for air condition unit repairs, increase \$30,000
- 9). Increase Community Relations Fund 125 expenditures for purchase of Cablecast playback system for YCTV and Y-PAC for Engineering Services, \$45,500.
- 10). Increase Airport Operating Fund 421 expenditures \$130,000 for Automatic Passenger Security Exit lane to help combat Covid- CARES ACT
- 11). Increase Transportation Benefit District Capital Fund 344 expenditures \$1,527,331 for North First Street Phase 2 Construction.

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										
Capital Theatre										
Capital	322	895xxxx	Dept of Commerce Grant	322	2706500	Construction Projects	\$ 245,000.00	\$ (245,000.00)	1	Dept of Commerce Grant for Capital Theatre Curtains
General Fund	1	8956702	Donation	1	2234910	Miscellaneous Expense	\$ 5,000.00	\$ (5,000.00)	2	Wal-Mart Donation, Graffiti Abatement Program
General Fund	1	8956702	Donation	1	2294910	Miscellaneous Expense	\$ 5,000.00	\$ (5,000.00)		Wal-Mart Donation, Graffiti Abatement Program
General Fund	1	8951305	Criminal Justice Sales Tax	1	3133500	Small Tools & Equipment	\$ 261,000.00	\$ (261,000.00)	3	Axon Camera's for Police from LE & Criminal Justice Legislation
							\$ 516,000.00	\$ (516,000.00)		one time cost revenue
Technical Adjustment - Transfer existing expenses to internal service fund										
General Fund	1	1361110	Salaries-Permanent	136	1361110	Salaries-Permanent	\$ (94,762.68)	\$ 94,762.68	4	Move Clean City to Special Revenue Fund 136
General Fund	1	1361120	Salaries/Temporary	136	1361120	Salaries/Temporary	\$ (14,272.32)	\$ 14,272.32		Move Clean City to Special Revenue Fund 136
General Fund	1	1361140	Deferred Comp	136	1361140	Deferred Comp	\$ (957.12)	\$ 957.12		Move Clean City to Special Revenue Fund 136
General Fund	1	1361200	Overtime	136	1361200	Overtime	\$ (15,000.00)	\$ 15,000.00		Move Clean City to Special Revenue Fund 136
General Fund	1	1362100	Social Security	136	1362100	Social Security	\$ (8,428.32)	\$ 8,428.32		Move Clean City to Special Revenue Fund 136
General Fund	1	1362210	PERS	136	1362210	PERS	\$ (12,414.84)	\$ 12,414.84		Move Clean City to Special Revenue Fund 136
General Fund	1	1362310	Industrial Insurance	136	1362310	Industrial Insurance	\$ (3,730.08)	\$ 3,730.08		Move Clean City to Special Revenue Fund 136
General Fund	1	1362410	Life Insurance	136	1362410	Life Insurance	\$ (511.20)	\$ 511.20		Move Clean City to Special Revenue Fund 136
General Fund	1	1362510	Medical Insurance	136	1362510	Medical Insurance	\$ (31,471.92)	\$ 31,471.92		Move Clean City to Special Revenue Fund 136
General Fund	1	1362610	Dental Insurance	136	1362610	Dental Insurance	\$ (4,624.32)	\$ 4,624.32		Move Clean City to Special Revenue Fund 136
General Fund	1	1362700	Unemployment Compensation	136	1362700	Unemployment Compensation	\$ (418.68)	\$ 418.68		Move Clean City to Special Revenue Fund 136
General Fund	1	1362712	Paid Family/ Medical leave	136	1362712	Paid Family/ Medical leave	\$ (162.00)	\$ 162.00		Move Clean City to Special Revenue Fund 136
General Fund	1	1363110	Office And Operating Supplies	136	1363110	Office And Operating Supplies	\$ (40,000.00)	\$ 40,000.00		Move Clean City to Special Revenue Fund 136
General Fund	1	1363200	Operating Supplies-Fuel	136	1363200	Operating Supplies-Fuel	\$ (5,000.00)	\$ 5,000.00		Move Clean City to Special Revenue Fund 136
General Fund	1	1363500	Small Tools & Minor Equipment	136	1363500	Small Tools & Minor Equipment	\$ (38,356.00)	\$ 38,356.00		Move Clean City to Special Revenue Fund 136
General Fund	1	1364100	Professional Svcs	136	1364100	Professional Svcs	\$ (60,000.00)	\$ 60,000.00		Move Clean City to Special Revenue Fund 136
General Fund	1	1364213	Data Communications	136	1364213	Data Communications	\$ (2,000.00)	\$ 2,000.00		Move Clean City to Special Revenue Fund 136
General Fund	1	1364706	Yakima County Landfill	136	1364706	Yakima County Landfill	\$ (17,500.00)	\$ 17,500.00		Move Clean City to Special Revenue Fund 136
General Fund	1	8951606	Private Garbage Utility Tax	136	8951606	Private Garbage Utility Tax	\$ 366,600.00	\$ (366,600.00)		Move Clean City to Special Revenue Fund 136
Police Capital	333	3016430	Cars	180	6096430	Police Vehicle-Cars	\$ (4,655,760.00)	\$ 4,655,760.00	5	Move American Rescue Plan to Special Revenue 180
Fire Capital	332	3226400	Machinery And Equipment	180	6096400	Fire Machinery & Equipment	\$ (1,600,000.00)	\$ 1,600,000.00		Move American Rescue Plan to Special Revenue 180
General Fund	1	8953119	American Rescue Plan (ARP)	180	8953119	American Rescue Plan (ARP)	\$ 13,097,739.50	\$ (13,097,739.50)		Move American Rescue Plan Revenue to Special Revenue 180
American Rescue Plan	180	6090055	Transfer Out	333	8950050	Transfer In	\$ 4,655,760.00	\$ (4,655,760.00)		Transfer out of American Rescue Plan fund 180 for Police Vehicles.
American Rescue Plan	180	6090055	Transfer Out	332	8950050	Transfer In	\$ 1,600,000.00	\$ (1,600,000.00)		Transfer out of American Rescue Plan Fund 180 to Fire Capital for Fire vehicles.
American Rescue Plan	180	6090055	Transfer Out	170	8950050	Transfer In	\$ 500,000.00	\$ (500,000.00)		Transfer Out \$500,000 to Capital Theatre Operating for lost Tourism revenue, transferred from American Rescue Plan
							\$ 13,614,730.02	\$ (13,614,730.02)		Move American Rescue Plan Revenue to Special Revenue 180
Increase Budget Expenditures from Reserves										
Capital Theatre										
PFD	174	2730055	Transfer Out-PFD	171	8950050	Transfer In	\$ 35,000.00	\$ (35,000.00)	6	Transfer PFD to Capital Operating Fund
Capital Theatre Operations										
				171	2713500	Small Tools & Minor Equipment	\$ 10,000.00	\$ (10,000.00)		Small Tools

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From Fund			To Fund			From Dr (Cr)	To Dr (Cr)	#	Description
Fund	Account #	Name	Fund	Account	Name	\$	\$	Ref	
Capital Theatre Operations			171	2713500	Small Tools & Minor Equipment	\$ 25,000.00	\$ (25,000.00)		Small Tools
Reet 1	342 7146200	Buildings			Reserves	\$ 12,000.00	\$ (12,000.00)	7	City Hall HVAC Repairs
Airport Operation	421 2824100	Professional Service			Reserves	\$ 30,000.00	\$ (30,000.00)	8	AC unit repair for Airport Terminal Building
Community Relations	125 1256420	Operating Equipment			Reserves	\$ 45,500.00	\$ (45,500.00)	9	Purchase of Cablecast playback system for YCTV and Y-PAC
Airport Operation	421 2846400	Machinery & Equipment			Reserves	\$ 130,000.00	\$ (130,000.00)	10	Automatic Passenger Security Exit lane to help combat Covid-CARES ACT
Transportation Benefit District	344 7176500	Construction Projects			Reserves	\$ 1,527,331.00	\$ (1,527,331.00)	11	N 1st St Phase 2 Construction
						\$ 1,814,831.00	\$ (1,814,831.00)		
						<u>\$ 15,945,561.02</u>	<u>\$ (15,945,561.02)</u>		