



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: November 23, 2021

RE: 4th 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). Parks Capital Fund 331, Donation \$8,895; this adjustment increases both revenue and expense in equal and offsetting amounts.
- 2). Tourist Promotion Area Fund 173, Increase in Sales Tax for Tourist Promotion Area \$180,000; this adjustment increases both revenue and expense in equal and offsetting amounts.

Technical Adjustment: Housekeeping

- 3). Housekeeping- On Sept 7th, Council approved Fund 180 ARPA (American Rescue Plan ACT) moving expenditures \$500,000 to Fund 180 from Convention Center Fund 170 for reporting purposes.
- 4). Housekeeping- On Sept 7th, Council approved Fund 180 ARPA (American Rescue Plan ACT) moving expenditures for Police and Fire vehicles to Fund 180 ARPA for reporting purposes.
- 5). Housekeeping- Due to an accounting change moving \$75,000 from Vehicle Replacement Reserves to a Transfer out and a revenue from Replacement Monies to a Transfer in. \$75,000.



6). Housekeeping- On Sept 7th Council Approved Fund 136 for Clean City. Move General Fund budget for Clean City expenditures from General Fund to Fund 136 Clean City.

7). Housekeeping- Due to an accounting change moving expenditures from vehicle replacement reserve line to Equipment replacement Costs from various departments.

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:

- 8). Increase General Fund 001 from reserves, for increase in Fire overtime. Increase \$120,000
- 9). Increase General Fund 001 from reserves, for increase in Main Street Tax Credit. Increase \$123,243.
- 10). Increase ARPA Fund 180 from reserves, to install safety partition at the YCTV-Y-Pac Facility. Increase \$4,800.
- 11). Increase Trolley Operating Fund 162 from reserves, for Trolley repairs. Increase \$2,000
- 12). Increase in ARPA Fund 180 from reserves, for Laserfiche upgrade. Increase \$14,153.29
- 13). Increase ARPA Fund 180 from reserves, for increase in Fire overtime due to COVID. Increase \$113,803.44.
- 14). Increase ARPA Fund 180 from reserves, for Bank of America Space Study. Increase \$20,000
- 15). Increase ARPA Fund 180 from reserves, for purchase of Bank of America Building. Increase \$2,000,000.
- 16). Increase ARPA Fund 180 from reserves, for increase costs of Fire vehicles. Increase \$16,500.
- 17). Increase ARPA Fund 180 from reserves, for Granicus Billing Software. Increase \$18,450.26.
- 18). Increase Refuse Fund 471 from reserves, for increase in equipment repairs. Increase \$255,445.
- 19). Increase Medical Fund 513 from reserves, due to increase in medical claims. Increase \$500,000.