



Memorandum

Date: 8/17/2021  
Meeting of: City Council

File No. AM No. 21-124  
Type: Consent Item

TO: Members of the City Council  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Finance	Chip Corder	425-556-2189
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DEPARTMENT STAFF:

Finance	Marissa Flynn	Senior Financial Analyst
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TITLE:

Adoption of an Ordinance Amending Ordinance Nos. 3026, 3041, and 3042 by Making Adjustments to the City’s 2021-2022 Biennial Budget to Recognize a Portion of the American Rescue Plan Act Funding and to Implement a Program to Support the Tourism, Travel and Hospitality Industries Impacted by COVID

- a. Ordinance No. 3050: An Ordinance of the City Council of the City of Redmond, Washington, Amending Ordinance Nos. 3026, 3041, and 3042 by Making Adjustments to the City’s 2021-2022 Biennial Budget, in Exhibit 1

OVERVIEW STATEMENT:

The purpose of the budget adjustment is to formally recognize \$364K of the \$9.92M allocated to the City as part of the American Rescue Plan Act (ARPA) which was signed into law on March 11, 2021. ARPA funds have restricted uses and responding to the coronavirus emergency associated economic impacts and the funds must be obligated by December 2024 and used by December 2026. The funds included in the adjustment will be used to support tourism, travel and hospitality industries as allowed and includes a 1.00 FTE Program Administrator position.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

- Receive Information
- Provide Direction
- Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**  
Fiscal Policies
- **Required:**  
RCW 35A.33.120 Funds-Limitations on expenditures-Transfers and adjustments.

- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

The budget adjustment is necessary to align City financial records with decisions made by the Council.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**  
\$364,157

**Approved in current biennial budget:**       Yes       No       N/A

**Budget Offer Number:**  
N/A

**Budget Priority:**  
N/A

**Other budget impacts or additional costs:**       Yes       No       N/A

*If yes, explain:*  
N/A

**Funding source(s):**  
N/A

**Budget/Funding Constraints:**  
N/A

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

<b>Date</b>	<b>Meeting</b>	<b>Requested Action</b>
6/22/2021	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
7/27/2021	Study Session	Provide Direction

**Proposed Upcoming Contact(s)**

<b>Date</b>	<b>Meeting</b>	<b>Requested Action</b>
N/A	None proposed at this time	N/A

**Time Constraints:**

All budget adjustments for the 2021-2022 biennium must be approved no later than December 31, 2022 and ARPA funds must be obligated no later than December 2024 and spent no later than December 2026.

**ANTICIPATED RESULT IF NOT APPROVED:**

The ARPA funds would remain unrecognized and unallocated and would be lost if not obligated by December 2024 and spent by December 2026.

**ATTACHMENTS:**

- Attachment A: Ordinance: 2021-2022 Budget Adjustment #7 - ARPA Tourism
- Exhibit 1: Summary of 2021-2022 Budget Adjustments - ARPA Tourism
- Attachment B: Staffing Authorization Summary - ARPA Tourism
- Attachment C: Staffing Authorization Detail - ARPA Tourism