



Memorandum

DATE: November 10, 2014

TO: City Council

FROM: Robert Hartwig, Administrative Services Director *RH*

RE: 2014 Third Quarter Budget Adjustments

Throughout the year departments may develop the need for additional expenditure authority to cover unanticipated costs that cannot be absorbed within their budget, while other departments may unexpectedly experience savings due to staff vacancies or other cost reductions. The Administrative Services Department (ASD) reviews and analyzes all department budgets to determine when adjustments are necessary and whether the adjustments can be made within existing appropriation limits. When an adjustment is needed, Administrative Services staff looks first to savings within the department and then considers budget transfers between departments. The ASD Director, in conjunction with the department directors and the City Manager, reviews and determines if any specific budget adjustments are needed. No City Council action is needed as state law allows budget adjustments within the same fund to be done administratively by the City Manager.

Attached you will find the City's 2014 third quarter budget adjustments report. Please let us know if you have any questions after reviewing the attached information.



**APPROVED REQUEST(S) TO
TRANSFER EXPENDITURE AUTHORITY**

TRANSFER NO. 1:

FROM: FUND: 401 Surface Water Utility

<i>GENERAL LEDGER</i>			
<i>Program Title</i>	<i>Org Key</i>	<i>Object #</i>	<i>Amount</i>
<i>Surface Water (Roads)</i>	<i>2709169</i>	<i>5480000</i>	<i>\$50,000</i>
<i>TOTAL</i>			<i>\$50,000</i>

TO: FUND: 401 Surface Water Utility

<i>GENERAL LEDGER</i>			
<i>Program Title</i>	<i>Org Key</i>	<i>Object #</i>	<i>Amount</i>
<i>Surface Water Management</i>	<i>2709000</i>	<i>5480000</i>	<i>\$50,000</i>
<i>TOTAL</i>			<i>\$50,000</i>

Reason: This will transfer funds from Surface Water (Roads) to Surface Water Management to cover the Storm Sewer System Cleaning (Vactoring). The money has been budgeted for this purpose under the wrong orgkey.

Request Approved by City Manager: July 18, 2014

TRANSFER NO. 2:

FROM: FUND: 001 General Fund

<i>GENERAL LEDGER</i>			
<i>Program Title</i>	<i>Org Key</i>	<i>Object #</i>	<i>Amount</i>
<i>Citywide – Non-Departmental</i>	<i>1700024</i>	<i>5115000</i>	<i>\$5,946.48</i>
<i>TOTAL</i>			<i>\$5,946.48</i>

TO: FUND: 001 General Fund

<i>GENERAL LEDGER</i>			
<i>Program Title</i>	<i>Org Key</i>	<i>Object #</i>	<i>Amount</i>
<i>Human Resources Services</i>	<i>1800026</i>	<i>Various</i>	<i>\$692.05</i>
<i>PRCS – Parks Aquatics</i>	<i>2410039</i>	<i>Various</i>	<i>\$1,384.08</i>
<i>PCD – Permit Services</i>	<i>2506051</i>	<i>Various</i>	<i>\$116.11</i>
<i>PCD – City Planning</i>	<i>2506137</i>	<i>Various</i>	<i>\$3,754.24</i>
<i>TOTAL</i>			<i>\$5,946.48</i>

Reason: This transferred budget authority from the Citywide – Non-Departmental contingency for the Vacation Buyout Program to participating departments and represents the total activity that occurred from January 1 through September 19, 2014. This transfer included HR – Human Resource Services, PRCS – Parks Aquatics, PCD – Permit Services, and PCD – City Planning.

Request Approved by City Manager: September 24, 2014