




Memorandum

DATE: November 6, 2015
TO: City Council
FROM: Sara Lane, Administrative Services Director 
RE: 2015 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 2015 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: 001 General Fund

<i>GENERAL LEDGER</i>			
<i>Program Title</i>	<i>Org Key</i>	<i>Object #</i>	<i>Amount</i>
<i>Citywide Contingencies</i>	<i>1700022</i>	<i>5992000</i>	<i>\$15,000</i>
<i>TOTAL</i>			<i>\$15,000</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>Public Works Engineering</i>	<i>2713241</i>	<i>5410000</i>	<i>\$15,000</i>
<i>TOTAL</i>			<i>\$15,000</i>

Reason: Transfer to Public Works Engineering to cover part of the Blueline contract for On-Call Development review to backfill the vacant DRE II position. The rest will be covered with salary savings from the vacant position.

Request Approved by City Manager: July 17, 2015

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>PW Traffic Services</i>	<i>2726168</i>	<i>5110000</i>	<i>\$26,894</i>
<i>TOTAL</i>			<i>\$26,894</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>Park Administration</i>	<i>2408037</i>	<i>5110000</i>	<i>\$26,894</i>
<i>TOTAL</i>			<i>\$26,894</i>

Reason: Transfer from the PW Traffic Services budget to the Parks, Recreation and Cultural Services Administration budget to cover the cost of the vacation and sick leave payouts and excess compensation billing from the Department of Retirement Systems for the retired PRCS Director.

Request Approved by City Manager: August 24, 2015

TRANSFER NO. 3:

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-Contingencies</i>	<i>1700022</i>	<i>5992000</i>	<i>\$21,243</i>
<i>TOTAL</i>			<i>\$21,243</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>Parks Facilities/Rentals</i>	<i>2410040</i>	<i>5320000</i>	<i>\$8,149</i>
<i>Parks General Programs</i>	<i>2410041</i>	<i>5350000</i>	<i>\$13,094</i>
<i>TOTAL</i>			<i>\$21,243</i>

Reason: Transfer to the Parks, Recreation and Cultural Services Facilities/Rentals budget for the purchase of replacement chairs for Spartan Recreation Center and replacement tables and chairs for Richmond Highlands Recreation Center. The request will also transfer budget authority from the Citywide-Contingencies budget to the General Programs budget to cover the cost of purchasing two treadmills to replace existing treadmills.

Request Approved by City Manager: September 17, 2015

TRANSFER NO. 4:

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-Contingencies</i>	<i>1700022</i>	<i>5992000</i>	<i>\$26,957</i>
<i>TOTAL</i>			<i>\$26,957</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>Facilities</i>	<i>1612300</i>	<i>5410001</i>	<i>\$17,684</i>
<i>Police Administration</i>	<i>2005031</i>	<i>5410001</i>	<i>\$5,659</i>
<i>Parks General Programs</i>	<i>2410041</i>	<i>5410001</i>	<i>\$879</i>
<i>Parks Teen & Youth Devpmt Prog</i>	<i>2410057</i>	<i>5410001</i>	<i>\$2,735</i>
<i>TOTAL</i>			<i>\$26,957</i>

Reason: Transfer to various programs (see above) for janitorial services due to the new janitorial contracts. There was \$34,525 set aside in 2015 Budget Citywide-Contingencies for the results of the new janitorial services contracts.

Request Approved by City Manager: September 10, 2015

TRANSFER NO. 5:

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-Contingencies</i>	<i>1700022</i>	<i>5992000</i>	<i>\$60,000</i>
<i>TOTAL</i>			<i>\$60,000</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>City Attorney</i>	<i>1500000</i>	<i>5410000</i>	<i>\$60,000</i>
<i>TOTAL</i>			<i>\$60,000</i>

Reason: Transfer for legal support related to negotiation and drafting of Development Agreement with Sound Transit in relation to the incoming light rail stations

Request Approved by City Manager: September 16, 2015

TRANSFER NO. 6:

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-Contingencies</i>	<i>1700022</i>	<i>5992000</i>	<i>\$6,899</i>
<i>TOTAL</i>			<i>\$6,899</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>Parks Operations</i>	<i>2409038</i>	<i>532000</i>	<i>\$6,899</i>
<i>TOTAL</i>			<i>\$6,899</i>

Reason: Transfer to Parks Operations for three parks (Innis Arden Reserve, Rotary, and Darnell) and two community gardens (Sunset and Twin Ponds) that currently have no signs.

Request Approved by City Manager: September 30, 2015