



Memorandum

DATE: April 8, 2015
TO: City Council
FROM: Patti Rader, Interim Administrative Services Director *PR*
RE: 2015 First 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 first 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 – Non Departmental</i>	<i>1700022</i>	<i>5992000</i>	<i>\$7,081.00</i>
<i>TOTAL</i>			<i>\$7,081.00</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>Animal Control</i>	<i>1705283</i>	<i>5510000</i>	<i>\$7,081.00</i>
<i>TOTAL</i>			<i>\$7,081.00</i>

Reason: This request transferred funds from the Citywide – Non Departmental contingency for \$7,081 to the Animal Control program for intergovernmental professional services with King County.

Request Approved by City Manager: February 9, 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>Citywide – Non Departmental</i>	<i>1700022</i>	<i>5992000</i>	<i>\$11,000.00</i>
<i>TOTAL</i>			<i>\$11,000.00</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 Administration</i>	<i>2708052</i>	<i>5410000</i>	<i>\$11,000.00</i>
<i>TOTAL</i>			<i>\$11,000.00</i>

Reason: This request transferred funds from the Citywide – Non Departmental contingency for \$11,000 to cover professional services to provide technical review and comment on the Olympic View Water and Wastewater Sewer District Comprehensive Sewer Plan Amendment.

Request Approved by City Manager: March 18, 2015