




## Memorandum

**DATE:** July 20, 2015  
**TO:** City Council  
**FROM:** Sara Lane, Administrative Services Director   
**RE:** 2015 Second 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 second 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>\$10,000</i>
<i>TOTAL</i>			<i>\$10,000</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>\$10,000</i>
<i>TOTAL</i>			<i>\$10,000</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: April 8, 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 Contingencies</i>	<i>1700022</i>	<i>5992000</i>	<i>\$11,000</i>
<i>TOTAL</i>			<i>\$11,000</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>Government Relations</i>	<i>130007</i>	<i>5410000</i>	<i>\$11,000</i>
<i>TOTAL</i>			<i>\$11,000</i>

Reason: Transfer to Government Relations for lobbying services in Olympia due to the 2015 Special Session.

Request Approved by City Manager: May 22, 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>Police Community Outreach</i>	<i>2005032</i>	<i>5510000</i>	<i>\$1,965</i>
<i>TOTAL</i>			<i>\$1,965</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>Arts and Special Events</i>	<i>2411042</i>	<i>5510000</i>	<i>\$1,965</i>
<i>TOTAL</i>			<i>\$1,965</i>

**Reason:** Transfer to Parks, Recreation and Cultural Services Arts and Special Events budget to cover the cost of increased special event overtime.

Request Approved by City Manager: June 30, 2015