




## Memorandum

**DATE:** October 4, 2019

**TO:** City Council

**FROM:** Sara Lane, Administrative Services Director 

**RE:** 2019 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 for the 2019-2020 Budget. No City Council action is needed as state law allows budget adjustments within the same fund to be done administratively by the City Manager.

## 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>Diversity Inclusion Program</i>	<i>3330346</i>	<i>5410000</i>	<i>\$2,500</i>
<i>TOTAL</i>			<i>\$2,500</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>Economic Development</i>	<i>2506046</i>	<i>5410000</i>	<i>\$2,500</i>
<i>TOTAL</i>			<i>\$2,500</i>

Reason: This transfer will transfer budget authority for \$2,500 from the Diversity Inclusion Program to Economic Development for Cultural Heritage Event.

Request Approved by City Manager: July 31, 2019

**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>Human Resources</i>	<i>1800026</i>	<i>5110000</i>	<i>\$15,600</i>
<i>Parks Landscaping</i>	<i>2409380</i>	<i>5110000</i>	<i>\$84,700</i>
<i>Building &amp; Inspections</i>	<i>2506139</i>	<i>5110000</i>	<i>\$18,600</i>
<i>Environmental Services</i>	<i>2708092</i>	<i>5110000</i>	<i>\$16,700</i>
<i>TOTAL</i>			<i>\$135,600</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>Citywide – Non-Departmental</i>	<i>1700024</i>	<i>5992000</i>	<i>\$135,600</i>
<i>TOTAL</i>			<i>\$135,600</i>

Reason: This request will transfer budget authority, comprised of \$135,600 in salary savings, from various orgkeys (as listed above) to be set-aside as contingency for future budget transfers in Citywide-Non-Departmental for contingency use.

Request Approved by City Manager: August 8, 2019

**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>City Manager's Office</i>	<i>1100001</i>	<i>5410000</i>	<i>\$7,225</i>
<i>TOTAL</i>			<i>\$7,225</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>Diversity Inclusion Program</i>	<i>3330346</i>	<i>5410000</i>	<i>\$7,225</i>
<i>TOTAL</i>			<i>\$7,225</i>

Reason: This transfer will budget authority for \$7,225 from the City Manager's Office to the Diversity Inclusion Program for implicit bias training for all City staff.

Request Approved by City Manager: August 8, 2019

**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>Financial Ops</i>	<i>1601015</i>	<i>5110000</i>	<i>\$42,000</i>
<i>Financial Ops</i>	<i>1601015</i>	<i>5212000</i>	<i>\$2,000</i>
<i>Financial Ops</i>	<i>1601015</i>	<i>5214000</i>	<i>\$6,000</i>
<i>Financial Ops</i>	<i>1601015</i>	<i>5215000</i>	<i>\$8,000</i>
<i>Citywide-Contingencies</i>	<i>1700024</i>	<i>5992000</i>	<i>\$12,000</i>
<i>TOTAL</i>			<i>\$70,000</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>IT Strategic Plan &amp; Avsry Svc</i>	<i>1602013</i>	<i>5410000</i>	<i>\$70,000</i>
<i>TOTAL</i>			<i>\$70,000</i>

Reason: This transfer will give 2019 budget authority for \$70,000 from the Citywide Non-Departmental and projected Finance Operations salary savings from the vacant Staff Accountant position to the IT Strategic Plan and Advisory Services for professional services for the finance and HR system replacement. These positions were originally budgeted for backfill and implementation of the finance and HR system replacement, which has been postponed.

Request Approved by City Manager: August 15, 2019

**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>City Manager's Office</i>	<i>1100001</i>	<i>5410000</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>Public Works Administration</i>	<i>2708052</i>	<i>5410000</i>	<i>\$60,000</i>
<i>TOTAL</i>			<i>\$60,000</i>

Reason: This transfer will give budget authority for \$60,000 (\$30,000 each from 2019 and 2020) for professional services for environmentally friendly snow and ice control operational practices as required for Salmon Safe compliance.

Request Approved by City Manager: August 21, 2019

**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>General Recreation</i>	<i>2410378</i>	<i>5111000</i>	<i>\$9,506</i>
<i>General Recreation</i>	<i>2410378</i>	<i>5213000</i>	<i>\$589</i>
<i>General Recreation</i>	<i>2410378</i>	<i>5221000</i>	<i>\$138</i>
<i>TOTAL</i>			<i>\$10,233</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>5112000</i>	<i>\$9,506</i>
<i>Parks Operations</i>	<i>2409038</i>	<i>5212000</i>	<i>\$589</i>
<i>Parks Operations</i>	<i>2409038</i>	<i>5221000</i>	<i>\$138</i>
<i>TOTAL</i>			<i>\$10,233</i>

Reason: This transfer will transfer budget authority for \$10,233 from PRCS's General Recreation to Park Operations to address expenditures incurred during the snow storm in February 2019.

Request Approved by City Manager: August 27, 2019

**TRANSFER NO. 7:**

**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>\$16,405</i>
<i>TOTAL</i>			<i>\$16,405</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 Manager's Office</i>	<i>1100001</i>	<i>Various</i>	<i>\$4,046</i>
<i>Light Rail Stations</i>	<i>1126353</i>	<i>Various</i>	<i>\$1,654</i>
<i>Finance Operations</i>	<i>1601015</i>	<i>Various</i>	<i>\$1,882</i>
<i>General Grants Development</i>	<i>2400010</i>	<i>Various</i>	<i>\$1,605</i>
<i>Parks Administration</i>	<i>2408037</i>	<i>Various</i>	<i>\$2,293</i>
<i>Parks Aquatics</i>	<i>2410039</i>	<i>Various</i>	<i>\$665</i>
<i>Parks Facilities/Rentals</i>	<i>2410040</i>	<i>Various</i>	<i>\$133</i>
<i>Parks General Programs</i>	<i>2410041</i>	<i>Various</i>	<i>\$665</i>
<i>Parks Teen &amp; Youth Devpmt Prog</i>	<i>2410057</i>	<i>Various</i>	<i>\$531</i>
<i>Cultural Services</i>	<i>2411042</i>	<i>Various</i>	<i>\$665</i>
<i>City Planning</i>	<i>2506137</i>	<i>Various</i>	<i>\$551</i>
<i>Right of Way Program</i>	<i>2713153</i>	<i>Various</i>	<i>\$1,715</i>
<i>TOTAL</i>			<i>\$16,405</i>

Reason: A contingency totaling \$66,000 was included in the 2019-20 Budget for the vacation buyout program. This transfer of \$16,405 represents the total activity that has occurred from January 1, 2019 through September 9, 2019. The remaining contingency balance for the Vacation Buyout Program is \$49,595.

Request Approved by City Manager: September 11, 2019

**TRANSFER NO. 8:**

**FROM:** FUND: 001 General Fund

<i>GENERAL LEDGER</i>			
<i>Program Title</i>	<i>Org Key</i>	<i>Object #</i>	<i>Amount</i>
<i>Light Rail Station</i>	<i>1126353</i>	<i>5410000</i>	<i>\$45,493</i>
<i>TOTAL</i>			<i>\$45,493</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>Right of Way Program</i>	<i>2713153</i>	<i>5110000</i>	<i>\$29,877</i>
<i>Right of Way Program</i>	<i>2713153</i>	<i>5112000</i>	<i>\$1,273</i>
<i>Right of Way Program</i>	<i>2713153</i>	<i>5212000</i>	<i>\$2,179</i>
<i>Right of Way Program</i>	<i>2713153</i>	<i>5214000</i>	<i>\$4,326</i>
<i>Right of Way Program</i>	<i>2713153</i>	<i>5215000</i>	<i>\$6,446</i>
<i>Right of Way Program</i>	<i>2713153</i>	<i>5220000</i>	<i>\$510</i>
<i>Right of Way Program</i>	<i>2713153</i>	<i>5230000</i>	<i>\$830</i>
<i>Right of Way Program</i>	<i>2713153</i>	<i>5250000</i>	<i>\$52</i>
<i>TOTAL</i>			<i>\$45,493</i>

Reason: This transfer will give budget authority for \$45,493 for the Light Rail Station Construction Inspector costs charged to Right of Way Program due to the delay of the Sound Transit Work.

Request Approved by City Manager: September 18, 2019

**TRANSFER NO. 9:**

**FROM:** FUND: 001 General Fund

<i>GENERAL LEDGER</i>			
<i>Program Title</i>	<i>Org Key</i>	<i>Object #</i>	<i>Amount</i>
<i>Street Operations</i>	<i>2709054</i>	<i>5111000</i>	<i>\$17,625</i>
<i>Street Operations</i>	<i>2709054</i>	<i>5213000</i>	<i>\$1,093</i>
<i>Street Operations</i>	<i>2709054</i>	<i>5221000</i>	<i>\$256</i>
<i>Street Operations</i>	<i>2709054</i>	<i>5231000</i>	<i>\$876</i>
<i>TOTAL</i>			<i>\$19,850</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>Street Landscaping</i>	<i>2709381</i>	<i>5111000</i>	<i>\$17,625</i>
<i>Street Landscaping</i>	<i>2709381</i>	<i>5213000</i>	<i>\$1,093</i>
<i>Street Landscaping</i>	<i>2709381</i>	<i>5221000</i>	<i>\$256</i>
<i>Street Landscaping</i>	<i>2709381</i>	<i>5231000</i>	<i>\$876</i>
<i>TOTAL</i>			<i>\$19,850</i>

Reason: This transfer will give budget authority of \$19,850 from Street Operations to Street Landscaping to address the late start on Aurora Avenue due to the length of the hiring process for the new crew. The transfer will allow Streets Landscaping to finish the first growing season strong by using available Extra Help Street funds from Street Operations due to the not being able to hire a second person for the Operations crew, which leaves funding available for this initiative.

Request Approved by City Manager: September 30, 2019