

Legislation Text

File #: 18-592, **Version:** 2

Presenter/Contact
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SUBJECT:

Approval of budget transfers in the FY 2017-18 General Fund, Golf Fund, and Solid Waste Fund.

BACKGROUND / RATIONALE:

The current financial policies establish budget control at the expenditure category - either by department or fund level. Therefore, when the total budget isn't expected to change, if the expenditure category requires an increase or a decrease, City Council approval is required. As we continue the process of closing out fiscal year 2017-18, budget transfers are routinely necessary to maintain compliance.

General Fund Transfers - The Human Resources Department experienced unanticipated legal services in addition to consulting services at the beginning of the fiscal year that were associated with the hiring of the Director of Human Resources Director. The Finance Department requires a transfer due the cost for advertising services related to the 2019 Preliminary Engineering Reports and other unbudgeted operational costs. The Public Works Department requires a transfer due to the continuation of third party permit and plan review for permit review. The Planning Department requires a transfer to their employee expenditures due to underbudgeting employee expenditures within the building division. Finally, the Police Department and Public Works Department requires transfers due to higher than anticipated cost for one-time capital expenditures. The following transfers are recommended for City Council consideration. These transfers do not increase the overall General Fund Budget; therefore they do not impact fund balance whatsoever.

From:

Human Resources - Employee Expenditures	29,000
Finance - Employee Expenditures	14,500
Planning - Operating Expenditures	82,500
Police - Employee Expenditures	755
Parks - Employee Expenditures	11,729
<u>Public Works - Employee Expenditures</u>	<u>180,000</u>
<i>Total</i>	<i>\$318,484</i>

To:

Human Resources - Operating Expenditures	29,000
Finance - Operating Expenditures	14,500
Planning - Employee Expenditures	82,500
Police - Capital Expenditures	755
Public Works - Operating Expenditures	191,000

<u>Public Works - Capital Expenditures</u>	<u>729</u>
<i>Total</i>	<i>\$318,484</i>

Golf Fund Transfer - A budget transfer is necessary in the Golf fund in operating expenditures to cover all merchandise expenditures through the end of the fiscal year. The additional purchases of merchandise have an offsetting impact to revenues. Savings in the employee allocation are available to support the transfer as the golf course has experienced multiple vacancies throughout the year.

From:

Golf Fund - Employee Expenditures	\$24,300
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To:

Golf Fund - Operating Expenditures	\$24,300
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Solid Waste Transfer - The Solid Waste Fund requires a transfer due to the reclassification of expenditures stemming from the Drive Safe Camera System. The FY 2017-18 Adopted budget included this expenditure in the operating category, but due to the price per unit exceeding \$5,000, it should be classified as a capital expenditure.

From:

Solid Waste Fund - Operating Expenditures	\$167,958
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To:

Solid Waste Fund - Capital Expenditures	\$167,958
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FISCAL IMPACT:

The transfers recommended above do not increase expenditures within the given fund. This action will not increase the budget, nor will it draw from fund balance.

COMMITTEE RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends approval of the budget transfers in the FY 2017-18 General Fund, Golf Fund, and Solid Waste Fund.