

## REQUEST FOR BUDGET ADJUSTMENTS

	Description	From Acct Number	Amount	To Acct Number	Amount	Comments / Justification
<b>REVENUE ADJUSTMENT</b>						
1	GFDR Budget Supplemental Revenue from Fund Balance	100-0000-00000	-	100-0000-00000	300,000	Approved by City Council on 5/21/18 (Reso 2018-067) from fund balance to replace unrealized revenue from sale of DMC Parking Lot
2		<b>Subtotal</b>	-		<b>300,000</b>	
<b>TOTAL REVENUE</b>			-		<b>300,000</b>	

<b>ADMINISTRATIVE SERVICES</b>						
1	Move unused funding from Multi-departmental utility budget to Finance for annual Maze audit contract	100-1430-44400	(80,620)	100-1420-43600	80,620	Savings in utility expense to fund the Maze audit contract. Contract approved by City Council on 6/5/18 (Reso 2018-073)
		<b>Subtotal</b>	<b>(80,620)</b>		<b>80,620</b>	
<b>CITY MANAGER'S OFFICE / PERSONNEL</b>						
1	Leave Engineering Aide (EA) position vacant; add 1.0 Assistant Engineer and fund using EA salary savings & transfer from professional services budget	200-3310-43600	(35,600)	200-3310-41000	35,600	Approved by City Council on 3/5/18 (Reso 2018-034). Budget transfer stays within Engineering
2	Reclassify Environmental Program Analyst to new Sr. Management Analyst. Fund using salary savings & professional services budget	200-3310-43600	(20,000)	200-3310-41000	20,000	Approved by City Council on 3/5/18 (Reso 2018-034). Budget transfer stays within Engineering
3	Delete 1.0 Assistant to City Manager/Economic Development (A2CM) and add 1.0 Management Analyst (City Manager's Office)	100-1320-41000	(96,000)	100-1310-41000	96,000	A2CM funding to be split three ways. Approved by City Council on 3/5/18 (Reso 2018-034). Budget transfer stays within City Manager's Office
4	Upgrade Assistant Planner position to Planning Manager. Fund using salary savings from deleted A2CM position	100-1320-41000	(50,000)	212-1755-41000	50,000	A2CM funding to be split three ways. Approved by City Council on 3/5/18 (Reso 2018-034).

Description		From Acct Number	Amount	To Acct Number	Amount	Comments / Justification
5	Upgrade Development Services Director position to Community & Economic Development Director. Fund using salary savings from A2CM position	100-1320-41000	(6,400)	212-1755-41000	6,400	A2CM funding to be split three ways. Approved by City Council on 3/5/18 (Reso 2018-034).
6	Convert intern program from County contract to in-house program	100-5110-44050	(10,000)	100-5110-41000	10,000	Pay high school interns directly rather than through private agency. Approved by City Council on 3/5/18 (Reso 2018-034).
		<b>Subtotal</b>	<b>(218,000)</b>		<b>218,000</b>	
<b>COMMUNITY SERVICES</b>						
1	End Freshest Cargo Mobile program and move budget to fund full-time Rec Coordinator	100-1110-44050-FAR-MER	(25,000)	100-5210-41000	25,000	Add \$25k to existing \$85k in salary savings from vacant position to fund new budgeted position
2	Shift Childhood Obesity Prevention Task Force (COPTF) program from Youth, Schools & Community Partnerships to Recreation	100-5110-43510	(800)	100-5210-43500	800	To fund meeting supplies and expenses
3	Shift Childhood Obesity Prevention Task Force (COPTF) program from Youth, Schools & Community Partnerships to Recreation	100-5110-43500	(1,500)	100-5210-43500	1,500	To fund meeting supplies and expenses
4	Additional funding for COPTF programming	100-0000-00000	(300,000)	100-5210-43600	300,000	GFDR Amendment #3 was approved 5/21/18 (Reso 2018-067). Includes \$100,000 from LED digital sign revenue (Reso 2018-047, dated 4/2/18) and \$200,000 from Measure Q (Reso 2018-059, dated 4/16/18).
		<b>Subtotal</b>	<b>(327,300)</b>		<b>327,300</b>	
<b>PUBLIC WORKS</b>						
1	Increase janitorial support at Library from 3 times per week to 5 times	100-1310-44444	(25,420)	100-3410-43600	25,420	Fund from CM Contingency account. Patrons visiting Library increased from 100 per day to 800 per day
2	Fund 12-month temporary employee in Environmental Services using funding from professional services account	255-3510-43600	(37,500)	255-3510-41000	37,500	Position to assist with increased workloads associated with successful grant applications

Description		From Acct Number	Amount	To Acct Number	Amount	Comments / Justification
3	Upgrade Maintenance Aide position (0.5 FTE) to Maintenance Worker 1 (1.0 FTE). Fund using a variety of sources from Public Works Department	100-3410-43500	(10,000)	200-3710-41000	10,000	Difficulty recruiting for and retaining the Maintenance Aide position. Better to staff with a full-time Maintenance Worker 1. Addressed in Class & Comp Plan of 6/18/18
4	"	100-3410-43600	(5,000)	200-3710-41000	5,000	"
5	"	237-3610-43500	(10,000)	237-3610-41000	10,000	"
6	"	237-3610-43600	(10,000)	237-3610-41000	10,000	"
7	"	200-3710-43500	(10,000)	200-3710-41000	10,000	"
8	"	200-3710-43600	(11,000)	200-3710-41000	11,000	"
		<b>Subtotal</b>	<b>(118,920)</b>		<b>118,920</b>	
<b>TOTAL OPERATING</b>			<b>(744,840)</b>		<b>744,840</b>	

CIP PROJECTS						
1	El Portal Urban Greening Project	200-3710-43600	(44,900)	320-3200-43600-POR-GRN	44,900	Total cost of project estimated at \$719,897. Grant funding is secured at \$562,597, leaving a funding gap of \$157,300
2	"	200-3710-43500	(40,000)	320-3200-43600-POR-GRN	40,000	
3	"	237-3610-42000	(1,000)	320-3200-43600-POR-GRN	1,000	
4	"	237-3610-43500	(10,000)	320-3200-43600-POR-GRN	10,000	
5	"	237-3610-43600	(59,400)	320-3200-43600-POR-GRN	59,400	
6	"	237-3610-44320	(2,000)	320-3200-43600-POR-GRN	2,000	"
7		<b>Subtotal</b>	<b>(157,300)</b>		<b>157,300</b>	
8	Sr. Center Entry Remodel Project	237-3610-46100	(108,397)	320-3200-43600-CLS-CRM	108,397	Funded in FY17/18 by Reso 2018-078 (6/4/18). Secure funding by transferring to CIP.
9		<b>Subtotal</b>	<b>(108,397)</b>		<b>108,397</b>	
<b>TOTAL CIP</b>			<b>(265,697)</b>		<b>265,697</b>	