

TO: City Council for May 16, 2016
 FROM: Paul Bilotta, Community Development Director *PB*
 DATE: May 10, 2016
 THROUGH: Mark W. Shepard, P.E., City Manager *MWS*
 Nancy Brewer, Finance Director *NB*
 SUBJECT: Transfer Appropriations for Council Goal Expenditures



Action Requested:

Staff requests that City Council adopt a resolution transferring appropriations from the General Fund Community Development Department operating budget to the City Manager's Office operating budget for Council Goals expenditures.

Discussion:

In the memo dated March 16, 2016, for the March 21, 2016 City Council meeting, City Manager Shepard discussed the anticipation that the entire budget allocation for Council Goals in Fiscal Year 2015-16 would be fully expended, and that there was a potential for expenditures to exceed the \$190,000 budget if consultant work progressed more rapidly than anticipated. Staff has been monitoring progress and updating estimates of expenses for the remainder of the fiscal year.

Current & Estimated Expenses FY 2015-16

Council Goals FY 2015-16 Budget \$190,000

	<u>GUEP</u>	<u>CLIMATE</u>	<u>VISION</u>	<u>HOUSING</u>	<u>TOTALS</u>
Expenses as of 4/30/2016	5,000	56,341	60,301	3,263	124,904
Apr/May/June estimates		<u>79,873</u>	<u>25,223</u>	500	<u>105,596</u>
TOTAL EXPENSES FY 15-16	5,000	136,214	85,524	3,763	230,500

The majority of Community Development's savings is from delaying initiation of the Comprehensive Plan Update project; this has been re-budgeted in FY 16-17 so the FY 15-16 appropriations are available to transfer. The remaining savings available for transfer comes from Personnel Services because of vacancies.

Budget Impact:

The transfer of appropriations will decrease the General Fund Community Development Department budget by \$40,500 and increase the General Fund City Manager's Office operating budget by \$40,500 for a net zero impact to the General Fund.

It is anticipated that Council Goals will be completed within the combined budgets for FY 2015-16 and 2016-17 (\$190,000 + \$130,000). Progress on the goals has required greater expenditures in FY 2015-16 that are anticipated to be off-set by lower expenditures in FY 2016-17.

Attachment: Resolution

clm

RESOLUTION 2016-_____

A RESOLUTION TRANSFERRING APPROPRIATIONS FROM GENERAL FUND COMMUNITY DEVELOPMENT DEPARTMENT TO THE GENERAL FUND CITY MANAGER'S OFFICE BUDGET FOR COUNCIL GOALS EXPENDITURES

Minutes of the _____, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, ORS 294.463 (1) allows appropriations to be transferred within the same fund after the budget has been adopted; and

WHEREAS, insufficient General Fund appropriations exist within the City Manager's Office in the Council Goals Division operating budget from which to pay for expenses related to Council-directed activities for Council adopted goals; and

WHEREAS, the Fiscal Year 2015-16 adopted budget has sufficient unused appropriations in the General Fund Community Development Department budget; and

WHEREAS, the City Council finds that the transfer of these appropriations is consistent with Financial Policies and Local Budget Law, and is necessary to meet the needs of the organization.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that the appropriations in the Fiscal Year 2015-16 budget be transferred as shown below; and

BE IT FURTHER RESOLVED that the Finance Director be authorized to make the proper adjustments in the budget appropriations.

<u>GENERAL FUND</u>	<u>FROM</u>	<u>TO</u>
Community Development Department	\$40,500	
City Manager's Office		\$40,500

Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted, and the Mayor thereupon declared said resolution to be adopted.