

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
GOVERNMENT OPERATIONS CLUSTER
OFFICE OF FINANCE AND RESOURCE MANAGEMENT



MEMORANDUM

To: Lolita Alston
Director, Office of Legislative Support


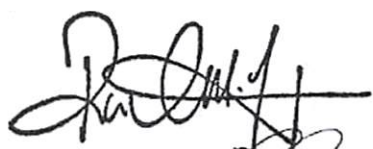
From: Paul Blake, Agency Fiscal Officer
Government Operations Cluster

Rashad Young, City Administrator
Office of the City Administrator

Thru: Mohamed Mohamed, Associate Chief Financial Officer
Government Operations Cluster

Date: August 2, 2017

Subject: Request for Reprogramming of \$480,000 of Local Funds within the Office of the City Administrator (AE0)



The Office of the City Administrator is requesting a reprogramming of \$480,000 in local funds from personal services (PS) to nonpersonal services (NPS) to cover increased travel, supplies and equipment spending. The reprogramming will also put funding in the appropriate PS budget line as well.

Why are the funds needed?

The funds are needed to offset unanticipated travel, supply, contractual services, and equipment-related expenses.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

No, this reprogramming does not restore a budget cut authorized by the Mayor nor Council.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

The agency would not be able to purchase needed technological equipment and supplies for its employees. In addition, all travel would be suspended eliminating any presence at outside training, conferences, or seminars, which would inhibit employee development as well as restrict public policy outreach.

How will the funds be reprogrammed?

The funds will be reprogrammed from comp source groups 11 and 14 in (3005 – Office of Labor Relations) and CSG 12 (2009 – Office of Public Works) to comp source groups 11, 21, 40, and 70 under various programs.

Why are the funds available?

The funds are available due to vacancy lapse savings within the Office of the City Administrator. In addition, the Office of Labor Relations and Collective Bargaining has entered into several Memorandum of Understanding (MOU) agreements with outside agency for labor issue related services. OLRCB was able to fulfill these responsibilities with its current staffing, which allows OLRCB to use that funding for other operational needs.

What programs, services, or other purchases will be delayed as a result of the action, and impact on the program or agency?

We do not anticipate a negative impact as a result of the reprogramming.

Should you have any questions, please feel free to contact Paul Blake, Agency Fiscal Officer, at 202-727-9833.

Attachment

CC: Dennis Gill, Director of Financial Operations, GOC
Gordon McDonald, Deputy Chief Financial Officer, OBP

Attachment A – Local (0100)

Reprogramming Budget Request/SOAR Budget Entry Form

Government of the District of Columbia		Originating Agency Name and Code: Office of the City Administrator (A50)			Fund and Code: 0100M30 Local Fund: (0100)	
APPROVAL REQUIRED FOR THE FOLLOWING:		APPROVAL LEVEL:			Agency Director: Rashed Young	
<input type="checkbox"/>	Shift Between Agencies	<input checked="" type="checkbox"/>	Agency	Agency CFO: Paul Blake <i>Paul Blake</i>		
<input type="checkbox"/>	Shift Between Activities	<input type="checkbox"/>	OSB	Associate CFO: Mohamed Mohamed <i>Mohamed Mohamed</i>		
<input checked="" type="checkbox"/>	Shift Between Programs	<input type="checkbox"/>	DC Council	Budget Reprogramming Amount Requested: \$480,000.00		DATE: 08/01/17
<input type="checkbox"/>	Shift Within Programs				Prepared By: Paul Blake	

ORG CODE	PGM CODE	Program Name	PCA	Index	Object	Object Class	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
3000	3005	Office of Labor Relations	30050	3005L	0111	0111	\$1,394,728.88	\$1,394,728.88	\$200,000.00		\$1,194,728.88
3000	3005	Office of Labor Relations	30050	3005L	0147	0147	\$263,603.75	\$263,603.75	\$40,000.00		\$223,603.75
2000	2002	Public Works and Government Operations	20000	2008L	0123	0123	\$72,100.00	\$72,100.00	\$72,100.00		\$0.00
1000	1000	Agency Management	10000	1008L	0125	0125	\$278,034.82	\$278,034.82	\$167,900.00		\$110,134.82
2000	2002	Office of Agency Operations	20020	20020	0201	0201	\$13,794.00	\$13,794.00		\$20,000.00	\$3,794.00
2000	2004	Office of Public Private Partnerships	20040	20040	0201	0201	\$0.00	\$0.00		\$2,000.00	\$2,000.00
2000	2007	Office of Budget and Finance	20070	20070	0201	0201	\$5,000.00	\$5,000.00		\$40,000.00	\$45,000.00
3000	3005	Office of Labor Relations	30050	3005L	0201	0201	\$9,216.00	\$9,216.00		\$10,000.00	\$19,216.00
2000	2002	Office of Agency Operations	20020	20020	0401	0401	\$0.00	\$0.00		\$1,000.00	\$1,000.00
3000	3005	Office of Labor Relations	30050	3005L	0401	0401	\$0.00	\$0.00		\$250.00	\$250.00
2000	2002	Office of Agency Operations	20020	20020	0402	0402	\$0.00	\$0.00		\$40,000.00	\$40,000.00
3000	3005	Office of Labor Relations	30050	3005L	0408	0408	\$25,305.00	\$25,305.00		\$95,000.00	\$120,305.00
2000	2002	Office of Agency Operations	20020	20020	0408	0408	\$80,695.86	\$80,695.86		\$107,000.00	\$187,695.86
1000	1000	Agency Management	10000	1008L	0111	0111	\$747,376.66	\$747,376.66		\$150,000.00	\$897,376.66
2000	2002	Office of Agency Operations	20020	20020	0425	0425	\$0.00	\$0.00		\$2,000.00	\$2,000.00
2000	2002	Office of Agency Operations	20020	20020	0701	0701	\$5,000.00	\$5,000.00		\$12,750.00	\$17,750.00
TOTAL							\$2,894,844.97	\$2,894,844.97	\$480,000.00	\$480,000.00	\$2,894,844.97

Justification of Reprogramming Proposal: The agency needs to move funds from Personal Services to offset increased expenses for supplies, travel, and equipment. In addition, the reprogramming will put move PS funding to the appropriate budget lines.

For OBP Use Only:

Approvals				
TASK	NAME	DATE	TITLE	PHONE
Keyed in SOAR By:				
Released in SOAR By:				
Approved By:				
(If Applicable) Override Approved by:				

Document Information (For OBP Use Only)	
Doc Number:	
Batch Type:	
Batch Agency:	

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 08/01/17 01:45 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AEO AY: 17 ORG CODE: 3000 PGM CODE: 3005 FUNC CODE: _____

AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____

COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: 02 LABOR RELATION AND COLLECTIVE BARGAINING

PGM LEVEL: 02 LABOR RELATIONS/COLLECTIVE BARGAINING

FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D

INQ YEAR: 17 INQ MONTH: 11 ADJUSTED BUDG: 1,394,728.88

BUDGET AVAIL: 607,899.08 BUDG % AVAIL: 43.59

EXPEND/BUDG %: 56.41 ALLOT/BUDG %: 0.00

ALLOTMENT BAL: 786,829.80- UNEXPND ALLOT: 786,829.80-

BT TITLE AMOUNT BT TITLE AMOUNT

09 ORIG EXP BU 1,394,728.88

15 CASH EXPEND 839,859.30

17 ACCRUED EXP 53,029.50-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 08/01/17 01:47 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AE0 AY: 17 ORG CODE: 3000 PGM CODE: 3005 FUNC CODE: _____

AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____

COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: 02 LABOR RELATION AND COLLECTIVE BARGAINING

PGM LEVEL: 02 LABOR RELATIONS/COLLECTIVE BARGAINING

FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D

INQ YEAR: 17 INQ MONTH: 11 ADJUSTED BUDG: 263,603.75

BUDGET AVAIL: 119,614.17 BUDG % AVAIL: 45.38

EXPEND/BUDG %: 54.62 ALLOT/BUDG %: 0.00

ALLOTMENT BAL: 143,989.58- UNEXPND ALLOT: 143,989.58-

BT TITLE AMOUNT BT TITLE AMOUNT

09 ORIG EXP BU 263,603.75

15 CASH EXPEND 154,779.03

17 ACCRUED EXP 10,789.45-

INTERRUPTED FUNCTION RESTARTED

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 08/01/17 01:56 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: AE0 AY: 17 ORG CODE: 1000 PGM CODE: 1090 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 AGENCY MANAGEMENT PROGRAM
PGM LEVEL: 02 PERFORMANCE MANAGEMENT
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 11 ADJUSTED BUDG: 278,034.82
BUDGET AVAIL: 204,943.08 BUDG % AVAIL: 73.71
EXPEND/BUDG %: 26.29 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 73,091.74- UNEXPND ALLOT: 73,091.74-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 278,034.82
15 CASH EXPEND 74,310.25
17 ACCRUED EXP 1,218.51-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 08/01/17 01:58 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AE0 AY: 17 ORG CODE: 2000 PGM CODE: 2002 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0020 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 CITY ADMINISTRATOR
PGM LEVEL: 02 OFFICE OF AGENCY OPERATIONS
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 11 ADJUSTED BUDG: 13,784.00
BUDGET AVAIL: 9,425.78- BUDG % AVAIL: .00
EXPEND/BUDG %: 168.38 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 23,209.78- UNEXPND ALLOT: 23,209.78-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 13,784.00
15 CASH EXPEND 23,209.78

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 08/01/17 02:00 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AE0 AY: 17 ORG CODE: 2000 PGM CODE: 2004 FUNC CODE: _____

AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____

COMP SRC/GRP: 0020 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: 02 CITY ADMINISTRATOR

PGM LEVEL: 02 OFFICE OF PUBLIC PRIVATE PARTNERSHIPS

FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D

INQ YEAR: 17 INQ MONTH: 11 ADJUSTED BUDG: .00

BUDGET AVAIL: 179.59- BUDG % AVAIL: .00

EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00

ALLOTMENT BAL: 179.59- UNEXPND ALLOT: 179.59-

BT TITLE AMOUNT BT TITLE AMOUNT

15 CASH EXPEND 179.59

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 08/01/17 02:01 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AEO AY: 17 ORG CODE: 2000 PGM CODE: 2007 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0020 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 CITY ADMINISTRATOR
PGM LEVEL: 02 OFFICE OF BUDGET AND FINANCE
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 11 ADJUSTED BUDG: 5,000.00
BUDGET AVAIL: 15,385.10- BUDG % AVAIL: .00
EXPEND/BUDG %: 407.70 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 20,385.10- UNEXPND ALLOT: 20,385.10-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 5,000.00
15 CASH EXPEND 20,385.10

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 08/01/17 02:02 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AE0 AY: 17 ORG CODE: 3000 PGM CODE: 3005 FUNC CODE: _____

AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____

COMP SRC/GRP: 0020 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: 02 LABOR RELATION AND COLLECTIVE BARGAINING

PGM LEVEL: 02 LABOR RELATIONS/COLLECTIVE BARGAINING

FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D

INQ YEAR: 17 INQ MONTH: 11 ADJUSTED BUDG: 9,216.00

BUDGET AVAIL: 1,655.91 BUDG % AVAIL: 17.97

EXPEND/BUDG %: 80.95 ALLOT/BUDG %: 0.00

ALLOTMENT BAL: 7,560.09- UNEXPND ALLOT: 7,560.09-

BT TITLE AMOUNT BT TITLE AMOUNT

09 ORIG EXP BU 9,216.00

15 CASH EXPEND 7,460.09

16 INTRA-DIST 100.00

17 ACCRUED EXP .00

18 ENCUMB OUTS .00

19 PRE-ENCUM O .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 08/01/17 02:06 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AEO AY: 17 ORG CODE: 3000 PGM CODE: 3005 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 LABOR RELATION AND COLLECTIVE BARGAINING
PGM LEVEL: 02 LABOR RELATIONS/COLLECTIVE BARGAINING
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 11 ADJUSTED BUDG: 25,305.00
BUDGET AVAIL: 15.33 BUDG % AVAIL: .06
EXPEND/BUDG %: 42.57 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 25,289.67- UNEXPND ALLOT: 17,672.09-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 25,305.00
15 CASH EXPEND 10,772.09
16 INTRA-DIST 6,900.00
17 ACCRUED EXP .00
18 ENCUMB OUTS 7,617.58
19 PRE-ENCUM O .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 08/01/17 02:12 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AE0 AY: 17 ORG CODE: 2000 PGM CODE: 2002 FUNC CODE: _____

AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____

COMP SRC/GRP: 0070 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: 02 CITY ADMINISTRATOR

PGM LEVEL: 02 OFFICE OF AGENCY OPERATIONS

FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D

INQ YEAR: 17 INQ MONTH: 11 ADJUSTED BUDG: 5,000.00

BUDGET AVAIL: 8,521.11- BUDG % AVAIL: .00

EXPEND/BUDG %: 270.42 ALLOT/BUDG %: 0.00

ALLOTMENT BAL: 13,521.11- UNEXPND ALLOT: 13,521.11-

BT TITLE AMOUNT BT TITLE AMOUNT

09 ORIG EXP BU 5,000.00

15 CASH EXPEND 13,521.11

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 08/01/17 01:29 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AEO AY: 17 ORG CODE: 2000 PGM CODE: 2004 FUNC CODE: _____

AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____

COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: 02 CITY ADMINISTRATOR

PGM LEVEL: 02 OFFICE OF PUBLIC PRIVATE PARTNERSHIPS

FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D

INQ YEAR: 17 INQ MONTH: 11 ADJUSTED BUDG: 750,000.00

BUDGET AVAIL: 114,895.01 BUDG % AVAIL: 15.32

EXPEND/BUDG %: 16.03 ALLOT/BUDG %: 0.00

ALLOTMENT BAL: 540,104.99- UNEXPND ALLOT: 468,360.54-

BT TITLE AMOUNT BT TITLE AMOUNT

09 ORIG EXP BU 750,000.00

15 CASH EXPEND 120,228.07

16 INTRA-DIST 348,132.47

17 ACCRUED EXP .00

18 ENCUMB OUTS 71,744.45

19 PRE-ENCUM O 95,000.00

INTERRUPTED FUNCTION RESTARTED

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT