

Source: Finance

Agenda Item No: REP 144-13

To: <u>City Council</u> From: <u>City Manager and Staff</u>

Council Meeting Date: Sep 16, 2013

Re: Intra-Departmental Transfer of Funds Request

EXECUTIVE SUMMARY:

Attached is a report of the intra-departmental Transfer of Funds request for the period ending September 6, 2013. These intra-departmental transfers are made only within departments and do not include inter-departmental transfers between departments.

DISCUSSION:

According to Section 44 of the City Charter, intra-departmental transfers are made by the City Manager upon recommendation of a department head, and such transfers shall be reported to the City Council at the next meeting.

FISCAL IMPACT:

None.

VISION IMPACT:

http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php

None.

SUGGESTED COUNCIL ACTIONS:

Acceptance of the report.

| | · | FISCAL and \ | VISION NOTE | S: | | |
|--|---------------|---|-------------|--|-----|--|
| City Fiscal Impact Enter all that apply | | Program Imp | act | Mandates | | |
| City's current net FY cost | \$0.00 | New Program/ Agency? | No | Federal or State mandated? | No | |
| Amount of funds already appropriated | \$0.00 | Duplicates/Epands an existing program? | No | Vision Implementation impact | | |
| Amount of budget amendment needed | \$0.00 | Fiscal Impact on any local political subdivision? | No | Enter all that apply: Refer to Web site | | |
| Estimated 2 yea | ar net costs: | Resources Rec | uired | red Vision Impact? No | | |
| One Time | \$0.00 | Requires add'I FTE Personnel? | No | Primary Vision, Strategy and/or Goal Item # | n/a | |
| Operating/ Ongoing | \$0.00 | Requires add'l facilities? | No | Secondary Vision, Strategy and/or Goal Item # | n/a | |
| | | Requires add'l capital equipment? | No | Fiscal year implementation Task # | n/a | |

| DEPARTMENT/ | TRANSFER FROM | TRANSFER TO | | | |
|--------------|---|---|----|------------|--|
| ITEM# | ACCOUNT | ACCOUNT | , | MOUNT | DESCRIPTION |
| PUBLIC WORKS | | | | | |
| 1 | 110-6022-521.11-00 Street Maint, Construction Mat | 110-6022-521.66-41 Street Maint, Instruments & App | \$ | 6,200.00 | A transfer of funds is requested to pay for the purchase of a tandem axle, straight deck trailer. The primary function of this trailer will be to haul barricades, cones, signs, stands and other related materials needed for work zone set up. |
| 2 | 110-6025-521.11-00 Street Snow, Construction Mat | 110-6025-521.01-01 Street Snow, Personnel Services | \$ | 25,000.00 | (Items 2 and 3) A transfer of funds is requested to convert the overage and remaining FY13 expense in the Street Operation snow removal categories: Personnel Services and Utility Services and other Misc. |
| 3 | 110-6025-521.11-00 Street Snow, Construction Mat | 110-6025-521.49-90 Street Snow, Misc. Contractual | \$ | 2,950.00 | |
| 4 | 110-6022-521.11-00 | 110-6022-521.49-90 | \$ | 200,000.00 | A transfer of funds is requested for additional asphalt mill and overlay and concrete street repairs. |
| 5 | 558-6611-601.11-00 Storm Water Ed, Construction | 558-6611-601.20-10 Storm Water Ed, Travel | \$ | 500.00 | A transfer of funds is requested to pay for the Storm Water educator's travel expense while he attends the Growing Sustainable Communities Conference held in Dubuque, IA. |
| 6 | 554-6210-650.49-90 Airport Admin, Misc. ESUREN | 554-6240-653.48-10 Airport Public Safety, Vehicle Maint | \$ | 2,000.00 | A transfer of funds is requested to cover the overage and remaining FY13 expenses in the Airport Public Safety category, Utility, Services and Other Misc. |
| 7 | 554-6210-650.49-90 Airport Admin, Misc. ESUREN | 554-6250-654.11-00 Airport Snow Removal, Constr | \$ | 4,334.00 | A transfer of funds is requested to cover the overage and remaining FY13 expenses in the Airport Snow Removal category, Supplies & Materials. |
| 8 | 554-6210-650.49-90 Airport Admin, Misc Contracts ESUREN | 554-6250-654.48-10 Airport Snow Removal, Vehicle Maint | \$ | 780.00 | A transfer of funds is requested to cover the overage and remaining FY13 expenses in the Airport Snow Removal category, Utility, Services & Other Misc. |
| 9 | 554-6210-650.49-90 Airport Admin, Misc Contractual ESUREN | 554-6210-650.18-20 Airport Admin, Computer Equip ESUREN | \$ | 3,400.00 | A transfer of funds is requested to purchase X2O software and replace an outdated computer. This software helps to provide digital signage throughout the airport. |

| DEPARTMENT/ TRANSFER FROM TRANSFER TO | | | | | |
|---------------------------------------|--|---|--------|-----------|---|
| ITEM# | ACCOUNT | ACCOUNT | AMOUNT | | DESCRIPTION |
| PARKS AND RE | CREATION | | | | |
| 10 | 110-5010-541.01-01 Park Admin Permanent Salaries | 110-5430-541.65-25 Fleet Capital Trucks | \$ | 14,000.00 | (Items 10 through 15) A transfer of funds is requested to facilitate awarding the CNG garbage truck bid. The amount budgeted for replacement garbage trucks with the CN fuel option on the FY13 supplemental list is not enough to cover the lowest bid. (The |
| 11 | 110-5410-541.01-05 Park Admin Temp | 110-5430-541.65-25 | \$ | 3,500.00 | trucks were budgeted before the decision was made to purchase CNG fuel option.) There is enough funds available for transfer within the existing FY13 budget without having to appropriate more funds. |
| | Salaries | Fleet Capital Vehicles | | | |
| 12 | 110-5010-541.02-20 | 110-5430-541.65-25 | \$ | 4,000.00 | |
| | Park Admin Lagers | Fleet Capital Vehicles | | | |
| 13 | 110-5420-541.48-20 PMC Equipment | 110-5430-541.65-25 | \$ | 3,000.00 | |
| | Maintenance | Fleet Capital Vehicles | | | |
| 14 | 110-5430-541.13-40 | 110-5430-541.65-25 | \$ | 15,000.00 | |
| | Fleet Fuel & Oil | Fleet Capital Vehicles | | | |
| 15 | 110-5430-541.14-10 | 110-5430-541.65-25 | \$ | 30,000.00 | |
| | Fleet Maintenance Parts | Fleet Capital Vehicles | | | |
| OLICE | | | | | |
| 16 | 110-2120-511.01-05 GYOUTH | 110-2120-510.13-95 GYOUTH | \$ | 2,140.00 | (Items 16 through 21) A transfer of funds is requested to correct the allocation of GYOUTH grant funds to align with expected expenditures for the grant. |
| 17 | 110-2120-511.01-05 GYOUTH | 110-2120-510.17-01 GYOUTH | \$ | 3,746.00 | |
| 18 | 110-2120-511.01-41 GYOUTH | 110-2120-510.17-01 GYOUTH | \$ | 2,172.00 | |
| 19 | 110-2120-511.01-41 GYOUTH | 110-2120-510.14-70 GYOUTH | \$ | 7,088.00 | |

| TRANSFER OF FUNDS REQUESTS FOR FY13 - PERIOD ENDING 9/6/2013 | | | | | | | |
|--|-------------------------------|------------------------------|----|----------|---|--|--|
| DEPARTMENT/ | TRANSFER FROM | TRANSFER TO | | AMOUNT | DESCRIPTION | | |
| ITEM # | ACCOUNT 110-2120-510.20-30 | 110-2120-510.14-70 | | 4,607.00 | DESCRIP HON | | |
| | GYOUTH | GYOUTH | • | · | | | |
| 21 | 110-2120-510.20-40 GYOUTH | 110-2120-510.20-10 GYOUTH | \$ | 1,000.00 | | | |
| WATER AND LIC | <u>SHT</u> | | | | | | |
| 22 | 550-7220-880.66-41 | 550-7220-880.66-40 | \$ | 9,704.41 | A transfer of funds is requested to cover the factory price increase on machinery. The Kubota KX 057 was replaced with the KX 057 Tier 4 Unit that meets new emission regulations. | | |
| 23 | 504-7410-607.59-87 | 504-7410-607.12-10 | \$ | 5,000.00 | A transfer of funds is requested to move funds to the Transload Office Supplies account as this is the first year for Transload as a new fund and the Supplies & | | |
| | Contingency | Office Supplies | | | Materials did not meet requirement. | | |
| INFORMATION | <u>rechnologies</u> | | | | | | |
| 24 | 674-1820-601.14-20 | 674-1810-601.17-01 | \$ | 3,100.00 | A transfer of funds is requested to purchase clothing with the City and department logos. | | |
| | Equipment Parts | Uniforms | | | | | |
| 25 | 674-1850-880.66-42 | 674-1850-601.18-20 | \$ | 567.00 | Computer equipment was purchased for \$566.78. Since this purchase does not meet capitalization criteria, the budget and related expense need to be moved to the Materials & Supplies category. | | |
| CULTURAL AFFAIRS | | | | | | | |
| 26 | 110-4610-544.41-00 | 110-4610-544.20-10 | \$ | 200.00 | A transfer of funds is requested for needed travel expenses that will not be used for dues. | | |
| | Dues | Travel | | | | | |
| HUMAN RESOURCES | | | | | | | |
| 27 | 659-1350-601.13-95 | 659-1350-601.20-40 | \$ | 220.00 | A transfer of funds is requested for the Employee Wellness Health Educators to receive CPR certification training. | | |
| | Misc. | Registration | | | | | |

| TRANSFER OF FUNDS REQUESTS FOR FY13 - PERIOD ENDING 9/6/2013 | | | | | | | | | |
|--|--------------------------|------------------------|-------------|---|--|--|--|--|--|
| DEPARTMENT/ | TRANSFER FROM ACCOUNT | TRANSFER TO ACCOUNT | AMOUNT | DESCRIPTION | | | | | |
| PUBLIC COMMUNICATIONS | | | | | | | | | |
| 28 | 675-0940-601.49-60 | 675-0940-880.66-43 | \$ 2,420.15 | A transfer of funds is requested to purchase warranties for the two Council Chamber 90- inch televisions. The cost of the warranties caused the total to exceed funds in the 880 account. A request to use funds from non-contractual was made and confirmed before the purchase was made. | | | | | |