

Source:

Lori B. Fleming
Finance Director



TO: City Council
FROM: City Manager and Staff 
DATE: April 28, 2008
RE: Intra-Departmental Transfer of Funds Requests

Fiscal Impact

YES

NO

Other Info.

EXECUTIVE SUMMARY:

Attached is a report of the intra-departmental Transfer of Funds requests for the period ending April 25, 2008. These intra-departmental transfers are made only within departments and do not include any inter-departmental transfers between departments.

DISCUSSION:

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

This report also includes capital project transfers. While these transfers technically are not required to be reported to the City Council in this manner, staff believes this to be the best method to communicate this activity to the City Council.

SUGGESTED COUNCIL ACTION:

Acceptance of the report.

**TRANSFER OF FUNDS REQUESTS FOR PERIOD ENDING APRIL 25, 2008
TRANSFERS BETWEEN CAPITAL PROJECTS**

| DEPARTMENT/ ITEM # | TRANSFER FROM ACCOUNT | TRANSFER TO ACCOUNT | AMOUNT | DESCRIPTION |
|---|------------------------------|------------------------------|----------------------|---|
| <u>PUBLIC WORKS DEPARTMENT</u> | | | | |
| 1 | 555-6388-881.49-90 C43183 | 555-6388-881.49-90 C43185 | \$ 3,000.00 | Transfer from Sewer-Annual Sewer Improvements (C43183) to Sewer-Bear Creek Bank Stabilization (C43185) for additional surveying and design work. |
| 2 | 440-8800-508.49-90 C00232 | 440-8800-508.49-90 C00099 | \$ 36,363.00 | Transfer from CIP-Transitional Moving Expenses (C00232) to CIP-Municipal Building Expansion (C00099) to close out project and move funds to Municipal Building Expansion. |
| <u>WATER AND LIGHT DEPARTMENT</u> | | | | |
| 3 | 551-7110-881.61-01 EL0123 | 551-7130-881.68-70 EL0109 | \$ 53,000.00 | Transfer from CIP-Boiler 6 Tube Replacement (EL0123) to CIP-Distributed Generation NW (EL0109) and Distributed Generation SE (EL0110) to purchase and install communication and metering equipment that are compliant with MISO standards. |
| | 551-7110-881.61-01 EL0123 | 551-7130-881.68-70 EL0110 | 42,000.00 | |
| | | | <u>\$ 95,000.00</u> | |
| 4 | 550-7220-881.68-60 WT0133 | 550-7220-881.68-60 WT0123 | \$ 40,000.00 | Transfer from CIP-Greenline Extensions (WT0133) to CIP-Close Loops (WT0123) to cover project expenses. |
| | 550-7220-881.68-60 WT0129 | 550-7220-881.68-60 WT0172 | 211,133.00 | Transfer from CIP-Upgrade Downtown Mains (WT0129) to CIP-Providence Main Upgrade (WT0172) to close project WT0129 and move funds to project WT0172. |
| | | | <u>\$ 251,133.00</u> | |
| <u>PARKS AND RECREATION DEPARTMENT</u> | | | | |
| 5 | 440-8800-548.49-90 C00132 | 440-8800-548.49-90 C00296 | \$ 1,715.00 | Transfer from Park Services-Valleyview Neighborhood Park (C00132), Crane Property (C00304) and Remote Control Track (C00226) to Valleyview Trail (C00296), South Regional Park Planning (C00350) and Annual Park Maintenance (C00056) to close projects C00132, C00304 and C00226 and transfer fund balances to ongoing projects. |
| | 440-8800-548.49-90 C00304 | 440-8800-548.49-90 C00350 | 2,665.00 | |
| | 440-8800-548.49-90 C00226 | 440-8800-548.49-90 C00056 | 11.00 | |
| | | | <u>\$ 4,391.00</u> | |

TRANSFER OF FUNDS REQUESTS FOR PERIOD ENDING APRIL 25, 2008

| DEPARTMENT/ ITEM # | TRANSFER FROM ACCOUNT | TRANSFER TO ACCOUNT | AMOUNT | DESCRIPTION |
|---|------------------------------|------------------------------|--------------|--|
| <u>PUBLIC WORKS DEPARTMENT</u> | | | | |
| 1 | 110-6016-505.49-90 GNMEDU | 110-6016-505.40-23 GNMOSB | \$ 97,500.00 | Transfer from Non-Motorized-Promo/Education-Misc. Contractual Services to Non-Motorized-On Street Bikeways-Consulting to cover the cost of the design of bikeways on shoulders on Stadium, Providence, Nifong and Forum. |
| <u>CONVENTION AND VISITORS BUREAU</u> | | | | |
| 2 | 229-4810-509.49-90 | 229-4810-509.01-01 | \$ 40,000.00 | Transfer from Administration-Miscellaneous Contractual Services to Administration-Permanent Positions to fund two (2) new positions for four (4) months. |
| <u>WATER AND LIGHT DEPARTMENT</u> | | | | |
| 3 | 550-7120-610.48-01 | 550-7220-880.61-10 | \$ 11,000.00 | Transfer from Water-Production-Maintenance Agreements to Water-Transmission and Distribution-Capital Improvements to Buildings to cover cost of a new roof for the Butler building. |
| 4 | 503-7310-605.49-90 | 503-7310-880.65-25 | \$ 7,500.00 | Transfer from Railroad-Miscellaneous Contractual Services to Railroad-Capital-Trucks to purchase a truck. |
| <u>PARKS AND RECREATION DEPARTMENT</u> | | | | |
| 5 | 110-8500-590.56-86 | 110-5110-541.01-05 | \$ 24,585.00 | Transfer from Council Contingency to CARE-Temporary Positions to fund additional trainee positions and a job coach. |
| <u>INFORMATION SERVICES DEPARTMENT</u> | | | | |
| 6 | 674-1850-880.66-42 | 674-1850-601.18-20 | \$ 9,338.00 | Transfer from Micro-Capital-Computer Equipment to Micro-Computer Equipment to purchase two (2) servers at \$4,699 each. Since this expenditure does not meet capitalization criteria, the expense and related budget must be moved to the supplies category. |