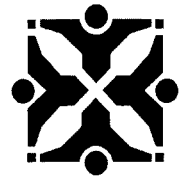


City of Columbia

701 East Broadway, Columbia, Missouri 65201



Agenda Item Number: REP 91-14

Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: September 15th, 2014

Re: Intra-Departmental Transfer of Funds Request

Documents Included With This Agenda Item

Council memo

Supporting documentation includes: Transfer Reports

Executive Summary

Attached is a report of the intra-departmental Transfer of Funds request for the period ending September 5th, 2014. 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

Short-Term Impact: None.

Long-Term Impact: None.

Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Not Applicable

Strategic Plan Impact: Not Applicable


Comprehensive Plan Impact:

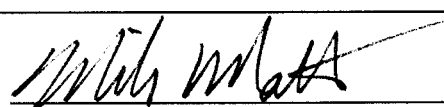
Suggested Council Action

Acceptance of the report.

Legislative History

N/A


Department Approved


City Manager Approved

TRANSFER OF FUNDS REQUESTS FOR FY14 - PERIOD ENDING 9/5/2014

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
<u>HUMAN RESOURCES</u>				
1	659-1355-601.20-30	659-1355-601.18-10	\$ 5,123.00	A transfer of funds is requested to build a wall and install a door to help with noise reduction and provide privacy while training sessions are conducted in City U Training Center.
2	110-1210-503.49-90	110-1210-503.18-10	\$ 1,700.00	A transfer of funds is requested to purchase office furniture for HR Coordinator Position.
3	110-1210-503.49-90	110-1210-503.35-33	\$ 890.00	A transfer of funds is requested to purchase and install telephone for HR Coordinator Position.
4	110-1210-503.49-90	110-1210-503.18-20	\$ 1,800.00	A transfer of funds is requested to purchase a computer, monitor, software, and ipad for HR Coordinator position.
5	110-1210-503.49-90	110-1210-503.11-00	\$ 500.00	A transfer of funds is requested to cover construction work to convert break room into an office.
<u>FINANCE</u>				
6	110-8500-509.01-51 City General - Premium Vacation	110-1030-502.01-51 Finance - Premium Vacation	\$ 424.00	(Items 6 - 29) A transfer of funds is requested to allocate funds set aside to pay vacation and floating holidays for employees who were terminated in FY2014 and for smaller departments who had to pay leave to active employees. Funds are coming from a pool set aside in the City General Department for this purpose.
7	110-8500-509.01-51 City General - Premium Vacation	110-1610-515.01-51 Muni. Court - Premium Vacation	\$ 3,061.00	

TRANSFER OF FUNDS REQUESTS FOR FY14 - PERIOD ENDING 9/5/2014

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
8	110-8500-509.01-51 City General - Premium Vacation	110-2320-513.01-51 Fire - Premium Vacation	\$ 41,190.00	
9	110-8500-509.01-51 City General - Premium Vacation	110-2330-513.01-51 Fire - Premium Vacation	\$ 28,147.00	
10	110-8500-509.01-51 City General - Premium Vacation	110-2110-511.01-51 Police - Premium Vacation	\$ 3,394.00	
11	110-8500-509.01-51 City General - Premium Vacation	110-2120-511.01-51 Police - Premium Vacation	\$ 32,635.00	
12	110-8500-509.01-51 City General - Premium Vacation	110-2131-511.01-51 Police - Premium Vacation	\$ 8,692.00	
13	110-8500-509.01-51 City General - Premium Vacation	110-2151-511.01-51 Police - Premium Vacation	\$ 14,568.00	
14	110-8500-509.01-51 City General - Premium Vacation	110-2163-511.01-51 Police - Premium Vacation	\$ 4,300.00	

TRANSFER OF FUNDS REQUESTS FOR FY14 - PERIOD ENDING 9/5/2014

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
15	110-8500-509.01-51 City General - Premium Vacation	110-3010-531.01-51 Health - Premium Vacation	\$ 662.00	
16	110-8500-509.01-51 City General - Premium Vacation	110-3020-531.01-51 Health - Premium Vacation	\$ 6,106.00	
17	110-8500-509.01-51 City General - Premium Vacation	110-3030-531.01-51 Health - Premium Vacation	\$ 1,867.00	
18	110-8500-509.01-51 City General - Premium Vacation	110-3311-531.01-51 Health - Premium Vacation	\$ 724.00	
19	110-8500-509.01-51 City General - Premium Vacation	110-3410-531.01-51 Health - Premium Vacation	\$ 246.00	
20	110-8500-509.01-51 City General - Premium Vacation	110-4035-532.01-51 Community Development - Premium Vacation	\$ 1,452.00	
21	110-8500-509.01-51 City General - Premium Vacation	110-4040-532.01-51 Community Development - Premium Vacation	\$ 2,403.00	

TRANSFER OF FUNDS REQUESTS FOR FY14 - PERIOD ENDING 9/5/2014

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
22	110-8500-509.01-51 City General - Premium Vacation	110-5222-541.01-51 P&R - Premium Vacation	\$ 1,233.00	
23	110-8500-509.01-51 City General - Premium Vacation	110-5230-541.01-51 P&R - Premium Vacation	\$ 620.00	
24	110-8500-509.01-51 City General - Premium Vacation	110-5440-541.01-51 P&R - Premium Vacation	\$ 8,872.00	
25	110-8500-509.01-51 City General - Premium Vacation	110-6010-505.01-51 Public Works - Premium Vacation	\$ 1,978.00	
26	110-8500-509.01-51 City General - Premium Vacation	110-6021-521.01-51 Public Works - Premium Vacation	\$ 3,956.00	
27	110-8500-509.01-51 City General - Premium Vacation	110-6022-521.01-51 Public Works - Premium Vacation	\$ 203.00	
28	110-8500-509.01-51 City General - Premium Vacation	110-6023-521.01-51 Public Works - Premium Vacation	\$ 4,710.00	
29	110-8500-509.01-51 City General - Premium Vacation	110-6024-523.01-51 Public Works - Premium Vacation	\$ 7,269.00	

TRANSFER OF FUNDS REQUESTS FOR FY14 - PERIOD ENDING 9/5/2014

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
<u>PUBLIC WORKS</u>				
30	558-6620-604.11-00 Field Ops, Construction Materials	558-6620-604.49-90 Field Ops, Misc. Contractual	\$ 45,000.00	A transfer of funds is requested to allow sufficient funds in the miscellaneous contractual account to line the deteriorated storm drain pipe under Worley this fiscal year (FY2014).
31	556-6410-601.11-00 Parking, Construction Materials	556-6410-601.30-86 Parking, Maintenance Project	\$ 500.00	A transfer of funds is requested to cover unanticipated expenses (repairs, etc.) for the remainder of FY14.
32	554-6210-650.43-10 Admin, Publishing & Advertising	554-6220-651.35-32 Airfield Areas, Electric	\$ 3,500.00	(Items 32-35) A transfer of funds is requested to cover unanticipated expenses (vehicle repairs, etc.) for the remainder of FY14.
33	554-6210-650.43-10 Admin, Publishing & Advertising	554-6240-653.48-10 Public Safety, Vehicle Maint.	\$ 10,000.00	
34	554-6210-650.43-10 Admin, Publishing & Advertising	554-6250-654.14-10 Snow, Fleet Parts	\$ 1,000.00	
35	554-6210-650.43-10 Admin, Publishing & Advertising	554-6250-654.48-10 Snow, Vehicle Maint.	\$ 250.00	
36	110-6015-505.48-20 Engineering, Equipment	110-6015-505.01-01 Engineering, Permanent Pos.	\$ 1,000.00	(Items 36 - 38) A transfer of funds is requested to cover the cost in personnel due to temporary labor and not enough time charged to projects.

TRANSFER OF FUNDS REQUESTS FOR FY14 - PERIOD ENDING 9/5/2014

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
37	110-6015-505.40-23 Engineering, Consulting Fees	110-6015-505.01-01 Engineering, Permanent Pos.	\$ 3,550.00	
38	110-6015-505.45-92 Engineering, Equipment Rentals	110-6015-505.01-01 Engineering, Permanent Pos.	\$ 450.00	
39	110-6015-505.20-10 Engineering, Travel	110-6015-505.14-70 Engineering, Instruments & App.	\$ 3,000.00	(Items 39 - 41) A transfer of funds is requested to purchase traffic items, such as dash cameras for signal corridor studies, electronics for project communication, and radar guns for traffic calming. Some funds have been saved from the Travel & Training category to do so.
40	110-6015-505.20-30 Engineering, Education & Train.	110-6015-505.14-70 Engineering, Instruments & App.	\$ 7,000.00	
41	110-6015-505.20-40 Engineering, Registration & Tuition	110-6015-505.14.70 Engineering, Instruments & App.	\$ 1,000.00	
42	110-6024-523.20-40 Traffic, Registration & Tuition	110-6025-521.01-01 Snow, Permanent Positions	\$ 2,700.00	(Items 42 - 45) A transfer of funds is requested to cover anticipated expenses for the remainder of FY14.
43	110-6022-521.01-01 Maint., Permanent Positions	110-6023-521.01-01 Cleaning, Permanent Positions	\$ 85,000.00	

TRANSFER OF FUNDS REQUESTS FOR FY14 - PERIOD ENDING 9/5/2014

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
44	110-6024-523.49-90 Traffic, Misc. Contractual	110-6024-523.11-00 Traffic Construction Materials	\$ 77,000.00	
45	110-6022-521.11-00 Maint., Construction Materials	110-6021-521.30-86 Admin., Maint. Project	\$ 25.00	
46	556-6410-601.14-70 Parking, Instruments & App.	556-6410-601.49-90 Parking, Misc. Contractual	\$ 17,000.00	A transfer of funds is requested to do some repair work to parking lots. The parking lot repairs include crack sealing and replacing an approach to the Armory parking lot. Fewer credit card capable meters are being purchased to pay for these repairs.
47	110-6022-521.11-00 Maint., Construction Materials	110-6021-521.20-40 Admin., Registration & Tuition	\$ 269.00	(Items 47 - 54) A transfer of funds is requested to cover anticipated expenses for the remainder of FY14.
48	110-6022-521.11-00 Maint., Construction Materials	110-6021-521.30-86 Maint., Maintenance Project	\$ 500.00	
49	110-6022-521.11-00 Maint., Construction Materials	110-6025-521.45-92 Snow, Equipment Rentals	\$ 8,000.00	
50	110-6022-521.11-00 Maint., Construction Materials	110-6025-521.01-01 Snow, Permanent Positions	\$ 158,000.00	
51	110-6022-521.35-38 Maint., Wireless Communication	110-6025-521.01-01 Snow, Permanent Positions	\$ 16,000.00	

TRANSFER OF FUNDS REQUESTS FOR FY14 - PERIOD ENDING 9/5/2014

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
52	110-6022-521.17-10 Maint., Clothing	110-6025.521.01-01 Snow, Permanent Positions	\$ 2,905.00	
53	110-6022-521.20-30 Maint., Education & Training Mat.	110-6025.521.01-01 Snow, Permanent Positions	\$ 5,000.00	
54	110-6021-521.14-10 Admin., Parts-Fleet Maint.	110-6025.521.01-01 Snow, Permanent Positions	\$ 3,000.00	
55	557-6510-630.49-90 Admin, Misc. Contractual	557-6510-630.30-86 Admin, Maintenance Project	\$ 5.00	(Items 55 - 62) A transfer of funds is requested to cover anticipated expenses for the remainder of FY14.
56	557-6510-630.49-90 Admin, Misc. Contractual	557-6523-631.30-86 Roll-Off, Maintenance Project	\$ 750.00	
57	557-6510-630.49-90 Admin, Misc. Contractual	557-6540-632.30-86 Landfill, Maintenance Project	\$ 4,045.00	
58	557-6520-631.01-01 Commercial, Perm. Positions	557-6540-632.14-10 Landfill, Fleet Parts	\$ 83,000.00	
59	557-6540-632.01-01 Landfill, Perm. Positions	557-6540-632.14-10 Landfill, Fleet Parts	\$ 50,000.00	

TRANSFER OF FUNDS REQUESTS FOR FY14 - PERIOD ENDING 9/5/2014

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
60	557-6520-631.01-41 Commercial, Overtime	557-6541-632.14-10 Composting, Fleet Parts	\$ 10,000.00	
61	557-6530-631.01-01 Residential, Perm. Positions	557-6541-632.14-10 Composting, Fleet Parts	\$ 22,000.00	
62	557-6530-631.01-41 Residential, Overtime	557-6541-632.14-10 Composting, Fleet Parts	\$ 10,000.00	
63	553-6130-661.12-20 University, Printing	553-6110-660.01-05 Fixed Route, Temporary Person	\$ 100.00	(Items 63 - 67) A transfer of funds is requested to cover unanticipated expenses (Personnel, Fleet, etc.) for the remainder of FY14)
64	553-6130-661.13-40 University, Fuel	553-6110-660.01-05 Fixed Route, Temporary Person	\$ 35,000.00	
65	553-6130-661.13-89 University, Meals	553-6110-660.01-05 Fixed Route, Temporary Person	\$ 100.00	
66	553-6130-661.48-10 University, Vehicle Maint.	553-6110-660.01-05 Fixed Route, Temporary Person	\$ 30,000.00	
67	553-6130-661.14-10 University, Parts - Fleet Maint.	553-6120-662.48-10 Paratransit, Vehicle Maint.	\$ 20,000.00	

TRANSFER OF FUNDS REQUESTS FOR FY14 - PERIOD ENDING 9/5/2014

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
<u>PUBLIC COMMUNICATIONS</u>				
68	675-0941-601.14-50 Public Communications Operating	675-0940-880.66-43 Public Communications Capital	\$ 4,000.00	(Items 68 and 69) A transfer of funds is requested to supplement (CIP) City Channel Broadcast Suite HD Upgrade with operating savings.
69	675-0940-601.14-50 Public Communications Operating	675-0940-880.66-43 Public Communications Capital	\$ 3,000.00	
<u>PUBLIC HEALTH & HUMAN SERVICES</u>				
70	110-4440-542.13-95	110-4440-542.49-90	\$ 5,940.00	A transfer of funds is requested to cover the cost of database for grant activities.
71	110-4440-542.13-95	110-4440-542.49-90	\$ 2,000.00	A transfer of funds is requested to cover the costs for training for new database for grant activities.
<u>FIRE</u>				
72	110-2320-513.49-90 Supplies and Materials	110-2320-513.30-86 Intragovernmental Charges	\$ 6,000.00	A transfer of funds is requested for a maintenance project by building maintenance.

TRANSFER OF FUNDS REQUEST FOR FY14 - PERIOD ENDING 9/5/2014
TRANSFERS BETWEEN CAPITAL PROJECTS

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
<u>PARKS & RECREATION</u>				
1	552-5588-881.49-90 LAN Clubhouse Renovations C46076	552-5588-881.49-90 LOW New Shelter C46077	\$ 215.89	A transfer of funds is requested to move the project balance for the completed LAN Clubhouse Renovations to the LOW Shelter/Course Improvements.
2	440-8800-548.49-90 Comprehensive Park Master Plan C00481	440-8800-548.49-90 Albert-Oakland Pickelball C00554	\$ 4,820.73	A transfer of funds is requested to move the project balance for the completed Comprehensive Park Master Plan to the Albert-Oakland Pickleball Project to cover additional expenses incurred with this project.
3	440-8800-548.49-90 Annual Park C00056	440-8800-548.49-90 Cosmo Roller Rink Resurfacing C00542	\$ 10,000.00	A transfer of funds is requested to move an additional \$10,000 to the approved Cosmo Roller Hockey Resurfacing Project from the Annual Park maintenance Project account.
4	440-8800-548.49-90 South Regional Park Planning C00350	440-8800-548.49-90 South Regional Park-Gans/Philips Phase I C00518	\$ 17,761.26	A transfer of funds is requested to move the project balance for the completed Planning of the South Regional Park to Phase I of this project.
5	440-8800-548.49-90 Douglas Park Security C00505	440-8800-548.49-90 Douglas Skatepark/Fitness C00556	\$ 743.70	A transfer of funds is requested to move the project balance for the completed Douglas Park Security to the Douglas Skatepark/Fitness Project.
<u>PUBLIC WORKS</u>				
6	440-8800-528.49-90 Broadway Sidewalk-8th-9th C00455	440-8800-528.40-23 Downtown Sidewalks C00171	\$ 16,899.22	A transfer of funds is requested due to the completion of the Broadway Sidewalk Project from 8th Street to 9th Street. The balance of funds will be returned to the original funding source so the project can be closed.

TRANSFER OF FUNDS REQUEST FOR FY14 - PERIOD ENDING 9/5/2014
TRANSFERS BETWEEN CAPITAL PROJECTS

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
7	555-6388-881.01-01 Private Common Collector C43112	555-6388-881.49-90 PCCE #24 St. James/St. Joseph C43253	\$ 20,000.00	(Items 7 and 8) A transfer of funds is requested to cover the initial field survey and staff time, letting us take advantage of the availability of City survey crews for the PCCE #24 St. James/St. Joseph Project and the PCCE #27 Grace Ellen Project.
8	555-6388-881.01-01 Private Common Collector C43112	555-6388-881.49-90 PCCE #27 Grace Ellen C43254	\$ 20,000.00	
9	440-8800-528.49-90 Non-motorized Transportation C00271	440-8800-528.49-90 GNM Shepard to Rollins C00572	\$ 56,000.00	(Items 9 and 10) A transfer of funds is requested to cover the cost of the engineering contracts for the Shepard to Rollins Trail Project and the Clark Lane West Project. Both projects are part of the non-motorized transportation pilot program.
10	440-8800-528.49-90 Non-motorized Transportation C00271	440-8800-528.49-90 GNM Clark Lane West C00570	\$ 230,000.00	
11	555-6330-643.49-90 Line Maint., Misc. Contractual	555-6388-881.49-90 FY14 Sewer Main Rehab C43260	\$ 525,000.00	(Items 11 - 13) A transfer of funds is requested to cover the estimated cost of the FY14 Sewer Main Rehab.
12	555-6321-643.49-90 Field Operations, Misc.	555-6388-881.49-90 FY14 Sewer Main Rehab C43260	\$ 125,000.00	

TRANSFER OF FUNDS REQUEST FOR FY14 - PERIOD ENDING 9/5/2014
TRANSFERS BETWEEN CAPITAL PROJECTS

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
13	555-6323-641.49-90 WWTP Operations, Misc.	555-6388-881.49-90 FY14 Sewer Main Rehab C43260	\$ 100,000.00	
<u>WATER & LIGHT</u>				
14	550-7220-881.49-90 Water Bond Contingency WT0009	550-7220-881.49-90 CIP Ent Rev Contingency WT0003	\$ 226,896.00	Per the accountant for Water & Light, the budget transfer done on 8/15 to WT0009 came from WT0136 and WT0137. WT0137 cash had both bond and enterprise cash, therefor \$226,896 needs to be moved from WT0009 to WT0003. Both project numbers are Contingency accounts and funds will be moved to other projects as needed.
15	551-7220-881.68-70 Broadway Undergrounding EL0120	551-7220-881.68-70 Mill Creek Sub Trans Connect EL0148	\$ 850,000.00	The project to connect a transmission line to the Mill Creek Substation will not be fully funded until FY2016, however, initial engineering, surveying, and design must start now. The proposed contract for services exceeds available funds in EL0148. Sufficient funds are available in EL0120, the project to Underground Broadway, which will not start until a decision is made on the street design. This transfer request is to move from EL0120, which will be reimbursed once EL0148 is fully funded.
16	550-7220-881.49-90 Bond Contingency WT0009	550-7120-881.49-90 Well and Pump Station Controls WT0264	\$ 120,000.00	A transfer of funds is requested due to upgrades in the controls on the wells and pump stations being necessary to properly operate the system.