

Source:

Lori B. Fleming  
Finance Director

**TO:** City Council  
**FROM:** City Manager and Staff   
**DATE:** February 26, 2008  
**RE:** Intra-Departmental Transfer of Funds Requests



EXECUTIVE SUMMARY:

Attached is a report of the intra-departmental Transfer of Funds requests for the period ending February 22, 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.

Fiscal Impact

YES

NO

Other Info.

**TRANSFER OF FUNDS REQUESTS FOR PERIOD ENDING FEBRUARY 22, 2008  
TRANSFERS BETWEEN CAPITAL PROJECTS**

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
<b><u>WATER AND LIGHT DEPARTMENT</u></b>				
1	550-7120-881.49-90 WT0100	550-7220-881.49-90 WT0123	\$ 4,467.00	Transfer from CIP-Water-West Ash Pump Station (WT0100), Drill Wells #15 & #16 (WT0108), Trans Line from McBaine (WT0120) and Aquifer Storage Project #2 (WT0126) to CIP-Water-Close Loops (WT0123) to transfer funds from projects that are closed to the Close Loops project.
	550-7120-881.49-90 WT0108	550-7220-881.49-90 WT0123	556.00	
	550-7220-881.68-60 WT0120	550-7220-881.68-60 WT0123	2,019.00	
	550-7120-881.49-90 WT0126	550-7220-881.49-90 WT0123	2,604.00	
			<u>\$ 9,646.00</u>	
2	550-7220-881.68-60 WT0078	550-7220-881.68-60 WT0123	\$ 42,286.00	Transfer from CIP-Water-12" Main Oakland Gravel Road (WT0078) to CIP-Water-Close Loops (WT0123) to move funds to ongoing project WT0123.
<b><u>PARKS AND RECREATION DEPARTMENT</u></b>				
3	440-8800-548.49-90 C00263	440-8800-548.49-90 C00349	\$ 15,000.00	Transfer from Park Services-Cosmo/Fairview Tennis (C00263) and Harris Shelter (C00277) to Oakland Pool Slide (C00349) to cover costs of this project.
	440-8800-548.49-90 C00277	440-8800-548.49-90 C00349	15,000.00	
			<u>\$ 30,000.00</u>	
4	440-8800-548.49-90 C00346	440-8800-548.49-90 C00344	\$ 65,000.00	Transfer from Park Services-Bethel Restroom/Shelter (C00346) to CCRA Restrooms (C00344) to cover costs of this project.
<b><u>PUBLIC WORKS DEPARTMENT</u></b>				
5	440-8800-508.49-90 C00219	440-8800-508.49-90 C00232	\$ 12,798.00	Transfer from Gentry Building (C00219) and Howard Building (C00220) to Transitional Moving Expenses (C00232) to move balance from closed projects to ongoing project.
	440-8800-508.49-90 C00220	440-8800-508.49-90 C00232	25,467.00	
			<u>\$ 38,265.00</u>	

**TRANSFER OF FUNDS REQUESTS FOR PERIOD ENDING FEBRUARY 22, 2008**

DEPARTMENT/ ITEM #	TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT	DESCRIPTION
<b><u>COMMUNITY SERVICES</u></b>				
1	110-4420-542.12-20	110-4420-542.49-90	\$ 50.00	Transfer from Printing, Postage and Miscellaneous to Miscellaneous Contractual Services to cover costs for sound and light provided at the Diversity Breakfast.
	110-4420-542.12-30	110-4420-542.49-90	200.00	
	110-4420-542.13-95	110-4420-542.49-90	<u>1,000.00</u>	
			\$ 1,250.00	