



Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: September 6, 2022

Re: Amendment to the FY22 Annual Budget - Intra-Departmental Transfer of Funds

Executive Summary

Attached is a report of the intra-departmental Transfer of Funds request for the period ending August 19, 2022. These intra-departmental transfers are made only within departments and do not include inter-departmental transfers between departments.

Discussion

Transfer of funds are requested for the City Manager's Office in the amount of \$3,500 for the food and drink budget to cover the increase in expenditures due to an increase in Pre-Council meals, food inflation, Department Director recruitment meals and employee engagement events. We also need \$6,500 to the travel training budget. The ICMA annual conference for 2021 & 2022 both occurred in FY22 resulting in the unforeseen expenditure. There is also transfer of funds is requested to cover AAAA Change contract. The contract is paid out of CMO, but is administered through PHHS Human Services. Personnel costs are from the DEI Coordinator position, which was funded in FY22, but will not be filled until FY23. A transfer of funds is requested for the Powerhouse Ministries contract that will be administered by the City Manager's Office. For budgetary purposes, CPD requested that the funds be transferred into a CMO account rather than directly encumbering them. Lastly, A transfer of funds is requested to cover the months of August and September for Polsinelli Law Firm. Only \$50,000 was budgeted for this expense, however the total cost is \$60,000.

A transfer of funds is requested to move excess funds in the Contact Center's equipment rental account to cover a City-wide employee engagement event.

Economic Development/Airport has requested a transfer of funds as the Airport Airfield division has nearly depleted their material & supplies budget category which included fuel oil and lubricants. Staff is requested a transfer of funds from the Airfield's Services & Miscellaneous category to cover fuel costs for vehicles, mowers and tractors for the remaining of FY22.

In Finance, a transfer of funds is requested to replace four desktop computers and a laptop with Dell Mobile Precision Workstation 3570 laptops and docking stations, as well as one Canon desktop scanner that cannot be serviced by the IT Department.

Parks and Rec is requesting a transfer to cover fuel expenses as well as equipment parts due to higher costs than budgeted. Parts are costing more due to inflation and older equipment is requiring more maintenance and repairs.



Fiscal Impact

Short-Term Impact: None.
Long-Term Impact: None.

Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

[Comprehensive Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
N/A	N/A

Suggested Council Action

Acceptance of the report.