



TO: Thomas R. Kneeland
Members of Council
City Attorney

FROM: Dottie A. Franey
City Administrator

DATE: July 18, 2018

SUBJECT: Report to Council, July 23, 2018

Strategic Business Plan – Transfer of Funds & Then and Now: The City's departments have been creating Strategic Business Plans and related key performance measures. By early 2018 the only departments still needing to create their plans were the Department of Public Service & Engineering (DPS&E) and the Police Department. We wanted to complete the DPS&E's Strategic Business Plan in 2018 and the Police Department's in 2019. The DPS&E's was scheduled many months ago and is currently taking place. While funding was not included in the 2018 budget to cover this department's strategic business plan, the idea was that the money saved from the months that the City Administrator position was not filled would cover the cost.

Unfortunately, the step to transfer the funds to the proper account was missed and that transfer is now being requested. The following table shows the accounts and dollar amounts that need transferred to 101121.5249 Office of the Mayor – Contract Services in order to cover the cost of the sessions:

Account Number	Mayor's Account Name	Amount to Transfer to 101121.5249
101121.5105	FT Admin Salary	\$16,200
101121.5131	PERS	\$ 6,600
101121.5133	Health Insurance	\$ 8,900
101121.5135	Dental	\$ 1,000

As you can imagine, due to this oversight, funds were not encumbered prior to the facilitation of the Department of Public Service & Engineering's strategic business plan sessions by Managing Results in the amount of \$32,700 from account #101121.5249 Mayor's Office – Contract Services. The Director of Finance

has certified that funds were available then at the time of purchase and now at the time of payment, appropriated, collected or in the process of collection and free from any previous encumbrance. It is hereby requested that Council approve payment of the above then and now purchase under ORC 5705.41(D)(1).

Requested Legislation and Funding

- **Legislation Needed:** Motion Resolution for Transfer & Then and Now
- **Emergency/Waiver:**
- **Name & Address:** Managing Results, 21 Neville Way, Crested Butte, CO 81224
- **Already Appropriated (Amounts & Accounts):**
- **Supplemental/Transfer (Amounts & Accounts):**

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