

1200N COUNTY-CITY BUILDING
227 W. JEFFERSON BLVD.
SOUTH BEND, INDIANA 46601-1830



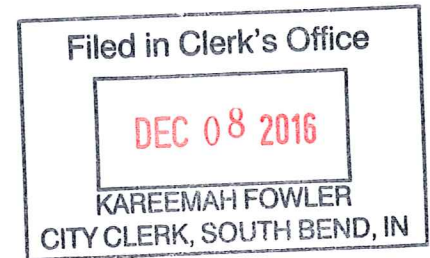
PHONE 574/ 235-7678
FAX 574/ 235-9928

CITY OF SOUTH BEND PETE BUTTIGIEG, MAYOR

DEPARTMENT OF ADMINISTRATION AND FINANCE

December 8, 2016

Mr. Tim Scott, President
City of South Bend Common Council
227 W. Jefferson Boulevard, 4th Floor
South Bend, Indiana 46601



RE: December 2016 Transfer Ordinance – Substitute Bill No. 75-16

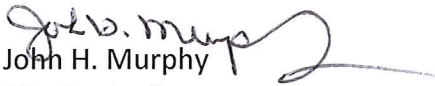
Dear President Scott,

Attached please find substitute Bill No. 75-16 authorizing certain budget transfers for various departments within the City of South Bend for fiscal year 2016. The changes in this substitute bill are to reclassify \$22,000 in the Park Non-Reverting Capital Fund from a capital account to an operating account and to transfer \$50,000 in Police Department salary and benefit savings to cover Fire Department overtime in the Public Safety Local Option Income Tax Fund. This fund is shared by the Police and Fire Departments and may only be used for public safety expenditures.

I will present this bill to the Common Council at the appropriate committee and council meetings. It is requested that this bill be filed for 1st reading on November 28, 2016 with 2nd reading, public hearing and 3rd reading scheduled for December 12, 2016.

Thank you for your attention to this request. If you should have any questions, please feel to contact me at 574-235-7678.

Regards,


John H. Murphy
City Controller

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Substitute

ORDINANCE NO. _____

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, FOR BUDGET TRANSFERS FOR VARIOUS DEPARTMENTS WITHIN THE CITY OF SOUTH BEND, INDIANA FOR THE YEAR 2016

STATEMENT OF PURPOSE AND INTENT

Unforeseen conditions have developed since the adoption of the existing budgets (Ordinances #10388-15 and 10389-15 passed on October 12, 2015) which necessitate the increase and reduction of appropriations within the various departments of the General Fund and other funds of the City of South Bend during 2016.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of South Bend, Indiana, as follows:

Section I. All accounts as set forth in the detailed attachment hereto which are incorporated herein shall be adjusted by increase or reduction of appropriation in the designated sums.

Section II. This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

Member of the Common Council

Attest:

City Clerk

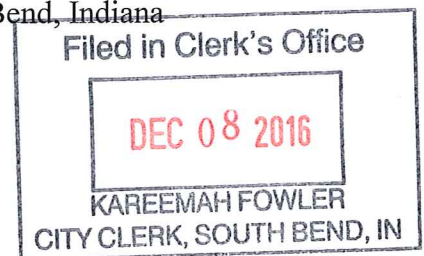
Presented by me to the Mayor of the City of South Bend, Indiana, on the _____ day of _____, 2016, at _____ o'clock __ . m.

Deputy City Clerk

Approved and signed by me on the _____ day of _____, 2016, at _____ o'clock __ . m.

Mayor, City of South Bend, Indiana

1st READING
PUBLIC HEARING
3rd READING
NOT APPROVED
REFERRED
PASSED



City of South Bend, Indiana
December 2016 Budget Transfers
 (budget transfers between expenditure categories or departments within the same fund)
 December 8, 2016

Substitute Bill No. 75-16

Fund Name	Department Name	Account Name	Fiscal Officer/ Contact Name	Account Number	Project Number	Budget Increase/ (Decrease)	Justification
General Fund	Administration & Finance	Other Professional Services	J. Hockenhuil / J. Murphy	101-0401-415.31-06	--	40,000	Umbaugh & Associates - Bond disclosure consulting services
General Fund	Administration & Finance	Regular Salaries	J. Hockenhuil / J. Murphy	101-0401-415.10-01	--	(40,000)	Account under budget due to vacancies during the year, HR Director, Diversity & Inclusion Officer, etc.
General Fund	Morris Performing Arts Center	Utilities - Electric	Marika Anderson	101-0404-453.35-01	--	17,000	Increased events (increased revenues and expenses)
General Fund	Morris Performing Arts Center	Utilities - Water	Marika Anderson	101-0404-453.35-04	--	2,500	Increased events (increased revenues and expenses)
General Fund	Morris Performing Arts Center	Repair & Maint Services / Building	Marika Anderson	101-0404-453.36-01	--	6,000	Increased events (increased revenues and expenses)
General Fund	Morris Performing Arts Center	Repair & Maint Svcs / Computer Equip	Marika Anderson	101-0404-453.36-04	--	900	Increased events (increased revenues and expenses)
General Fund	Morris Performing Arts Center	Regular Salaries	Marika Anderson	101-0404-453.10-01	--	(26,400)	Increased events (increased revenues and expenses)
General Fund	Palais Royale	Regular Salaries	Marika Anderson	101-0405-453.10-01	--	5,000	Part-time employee was approved to work full-time, thus increasing salaries and benefits expenses
General Fund	Palais Royale	Temporary Services	Marika Anderson	101-0405-453.10-05	--	1,500	Short-staffed, needed to hire extra help with set up and tear down for Palais Royale events
General Fund	Palais Royale	PERF	Marika Anderson	101-0405-453.11-04	--	2,800	Part-time employee was approved to work full-time, thus increasing salaries and benefits expenses
General Fund	Palais Royale	Group Insurance - Health	Marika Anderson	101-0405-453.11-08	--	1,000	Part-time employee was approved to work full-time, thus increasing salaries and benefits expenses
General Fund	Palais Royale	Group Insurance - Life	Marika Anderson	101-0405-453.11-09	--	150	Part-time employee was approved to work full-time, thus increasing salaries and benefits expenses
General Fund	Palais Royale	Supplies / Laundry, Cleaning, etc	Marika Anderson	101-0405-453.22-21	--	(1,000)	Account under budget, transfer savings to cover personnel costs
General Fund	Palais Royale	Supplies / Small Tools & Equipment	Marika Anderson	101-0405-453.23-20	--	(5,000)	Account under budget, transfer savings to cover personnel costs
General Fund	Palais Royale	Other Professional Services	Marika Anderson	101-0405-453.36-01	--	(4,450)	Account under budget, transfer savings to cover personnel costs
General Fund	Legal	Other Professional Services	Cristal Brisco	101-0501-415.31-06	--	36,500	Funds needed for office remodel
General Fund	Legal	Regular Salaries	Cristal Brisco	101-0501-415.10-01	--	(36,500)	Account under budget, actual salaries less than salary caps
General Fund	Engineering	Other Svcs / Refunds, Awards	Cecil Eastman	101-0602-431.39-01	--	8,300	Council approved fee moratorium retroactive to beginning of 2016. Reimburse contractor who paid fees in April 2016.
General Fund	Engineering	Group Insurance - Health	Cecil Eastman	101-0602-431.11-08	--	(8,300)	Health insurance account is under budget.
General Fund	Police	Other Operating Supplies	Ken Glowacki	101-0801-421.22-24	--	910,000	Replace in-car video cameras, approx 170 cams paid out of General Fund; a portion will be reimbursed by federal grants.
General Fund	Police	Regular Salaries	Ken Glowacki	101-0801-421.10-01	--	(450,000)	Transfer savings in officers' salaries and benefits to cover replacement of car video cameras.
General Fund	Police	Special Pays	Ken Glowacki	101-0801-421.10-06	--	(50,000)	Personnel expense accounts are under budget due to vacant police officer positions.
General Fund	Police	Permanent Part-Time	Ken Glowacki	101-0801-421.10-09	--	(20,000)	Personnel expense accounts are under budget due to vacant police officer positions.
General Fund	Police	FICA - Police	Ken Glowacki	101-0801-421.11-03	--	(20,000)	Personnel expense accounts are under budget due to vacant police officer positions.
General Fund	Police	PERF - Police	Ken Glowacki	101-0801-421.11-06	--	(170,000)	Personnel expense accounts are under budget due to vacant police officer positions.
General Fund	Police	Group Insurance - Health	Ken Glowacki	101-0801-421.11-08	--	(200,000)	Personnel expense accounts are under budget due to vacant police officer positions.
General Fund	Fire	Other Professional Services	T. Skwarcani D. Cocanower	101-0901-422.31-06	--	50,000	Physical exams cost was correctly reclassified to services account
General Fund	Fire	Central Services - Gasoline	T. Skwarcani D. Cocanower	101-0901-422.22-01	--	(50,000)	Account is under budget because Fire's fuel costs have been paid out of Fund 404.
Park Department	Administration	Regular Salaries	Ron O'Connor	201-1100-452.10-01	K60ADM	27,000	Additional labor expenses, severance payouts
Park Department	Administration	Contract Services/Charges	Ron O'Connor	201-1100-452.39-89	K60ADM	13,000	Additional expense for Edge Adventures
Park Department	Golf Courses	Plants Chem, Seed & Fert. Supplies	Ron O'Connor	201-1102-452.22-25	K60ADM	3,200	Transfer funds to cover anticipated operational expenses
Park Department	Golf Courses	Repair & Maint / Repair Parts	Ron O'Connor	201-1102-452.23-10	K60ADM	2,000	Transfer funds to cover anticipated operational expenses
Park Department	Golf Courses	Repair & Maint / Materials	Ron O'Connor	201-1102-452.23-99	K60ADM	800	Transfer funds to cover anticipated operational expenses
Park Department	Golf Courses	Admin Fee Allocation	Ron O'Connor	201-1102-452.31-70	K60ADM	3	Transfer funds to cover anticipated operational expenses
Park Department	Golf Courses	Other Communication/Transportation	Ron O'Connor	201-1102-452.32-05	K60ADM	987	Transfer funds to cover anticipated operational expenses
Park Department	Golf Courses	Bank Credit Card Charges	Ron O'Connor	201-1102-452.39-39	K60ADM	10,000	Transfer funds to cover anticipated operational expenses
Park Department	Golf Courses	Contract Services/Charges	Ron O'Connor	201-1102-452.39-89	K60ADM	20,000	Transfer funds to cover anticipated operational expenses
Park Department	Park Maintenance	Permanent Part-Time	Ron O'Connor	201-1101-452.10-09	K60ADM	50,000	Realign funds to offset costs in part time labor
Park Department	Golf Courses	Group Insurance - Health	Ron O'Connor	201-1102-452.11-08	K60ADM	(7,000)	Transfer funds to cover anticipated operational expenses
Park Department	Golf Courses	Inter-fund Transfers	Ron O'Connor	201-1102-452.50-02	K60ADM	(120,000)	Transfer funds to cover anticipated operational expenses
Park Department	Park Maintenance	Utilities - Water	Ron O'Connor	201-1101-452.35-04	K60ADM	50,000	Realign funds to other line items to cover increased water usage
Park Department	Park Maintenance	Central Services - Gasoline	Ron O'Connor	201-1101-452.22-01	K60ADM	(50,000)	Realign funds to other line items to cover increased water usage
Park Department	Park Maintenance	Utilities - Trash Removal	Ron O'Connor	201-1101-452.35-03	K60ADM	1,500	Transfer funds to other line items to cover costs
Park Department	Park Maintenance	Repair & Maint / Automotive Equip	Ron O'Connor	201-1101-452.36-03	K60ADM	23,000	Transfer funds to other line items to cover costs
Park Department	Park Maintenance	Repair & Maint Svcs / Exterminating	Ron O'Connor	201-1101-452.36-10	K60ADM	1,000	Transfer funds to other line items to cover costs
Park Department	Park Maintenance	Capital Lease / Interest	Ron O'Connor	201-1101-452.37-11	K60ADM	3,300	Transfer funds to other line items to cover costs
Park Department	Park Maintenance	Capital Lease / Principal	Ron O'Connor	201-1101-452.37-12	K60ADM	400	Transfer funds to other line items to cover costs
Park Department	Park Maintenance	Subscriptions	Ron O'Connor	201-1101-452.39-10	K60ADM	60	Transfer funds to other line items to cover costs
Park Department	Park Maintenance	Contract Services/Charges	Ron O'Connor	201-1101-452.39-89	K60ADM	16,811	Transfer funds to other line items to cover costs
Park Department	Park Maintenance	Equipment Purch / Motor Equip	Ron O'Connor	201-1101-452.43-02	K60ADM	(22,688)	Transfer funds to other line items to cover costs
Park Department	Park Maintenance	Inter-fund Transfers	Ron O'Connor	201-1101-452.50-02	K60ADM	(23,373)	Transfer funds to other line items to cover costs

Filed in Clerk's Office
 DEC 08 2016
 KAREEMAH FOWLER
 CITY CLERK, SOUTH BEND, IN

City of South Bend, Indiana
December 2016 Budget Transfers
(budget transfers between expenditure categories or departments within the same fund)
December 8, 2016

Substitute Bill No. 75-16

Fund Name	Department Name	Account Name	Fiscal Officer/Contact Name	Account Number	Project Number	Budget Increase/Decrease	Justification
Park Department	Potawatomi Zoo	Overtime	Ron O'Connor	201-1104-452.10-04	K60ADM	1,200	Transfer funds to cover overtime at the zoo
Park Department	Potawatomi Zoo	PERF	Ron O'Connor	201-1104-452.11-04	K60ADM	50	Transfer funds to cover PERF on additional labor expense
Park Department	Potawatomi Zoo	Group Insurance - Life	Ron O'Connor	201-1104-452.11-09	K60ADM	150	Transfer funds to cover life insurance expenses
Park Department	Potawatomi Zoo	Central Services - Gasoline	Ron O'Connor	201-1104-452.22-01	K60ADM	(1,000)	Transfer funds to other line items to cover costs
Park Department	Potawatomi Zoo	Other Professional Services	Ron O'Connor	201-1104-452.31-06	K60ADM	(300)	Transfer funds to other line items to cover costs
Park Department	Potawatomi Zoo	Other Svcs / Refunds, Awards	Ron O'Connor	201-1104-452.39-01	K60ADM	(100)	Transfer funds to other line items to cover costs
						0	
Park Department	Graffiti Removal	Supplies / Operation & Maintenance	Ron O'Connor	201-1108-452.22-24	K60ADM	500	Realign funds to cover costs in graffiti division
Park Department	Graffiti Removal	Communication / Telephone	Ron O'Connor	201-1108-452.32-04	K60ADM	100	Realign funds to cover costs in graffiti division
Park Department	Graffiti Removal	Group Insurance - Health	Ron O'Connor	201-1108-452.11-08	K60ADM	(600)	Realign funds to cover costs in graffiti division
						0	
Public Safety LOIT Fund	Fire Department	Overtime	T. Skwarcan/D. Cocanower	249-0805-422-10-04	--	50,000	Higher overtime incurred than budgeted
Public Safety LOIT Fund	Police Department	Overtime	Ken Glowacki	249-0805-421-10-04	--	(12,000)	Transfer savings in Police wages to cover Fire Department overtime
Public Safety LOIT Fund	Police Department	Critical Duty Days	Ken Glowacki	249-0805-421-10-12	--	(3,000)	Transfer savings in Police wages to cover Fire Department overtime
Public Safety LOIT Fund	Police Department	PERF Retirement	Ken Glowacki	249-0805-421-11-06	--	(10,000)	Transfer savings in Police PERF retirement to cover Fire Department overtime
Public Safety LOIT Fund	Police Department	Health Insurance	Ken Glowacki	249-0805-421-11-08	--	(15,000)	Transfer savings in Police health insurance to cover Fire Department overtime
Public Safety LOIT Fund	Police Department	Clothing Allowance	Ken Glowacki	249-0805-421-11-10	--	(10,000)	Transfer savings in Police clothing allowance to cover Fire Department overtime
						0	
Human Rights Grant Fund	Human Rights	Office Supplies / Furniture & Fixtures	Jen Hockenhuil	258-1040-415.21-09	--	5,200	Conference room table and chairs paid with a supplemental grant from HUD.
Human Rights Grant Fund	Human Rights	Other Professional Services	Jen Hockenhuil	258-1040-415.31-06	--	(5,200)	Transfer to cover conference room table and chairs paid with a supplemental grant from HUD.
						0	
EMS Capital	Fire	Other Professional Services	T. Skwarcan/D. Cocanower	287-0902-422.31-06	--	275,000	The original 2016 budget misclassified some services, putting them in the capital budget.
EMS Capital	Fire	Capital Improvements / Bldg	T. Skwarcan/D. Cocanower	287-0902-422.42-02	--	(275,000)	Transfer capital budget to cover services that were misclassified as capital.
						0	
COIT	Street	Other Professional Services	J. Hockenhuil / J. Murphy	404-0617-431.31-06	--	42,728	Metronet Zing - City of South Bend Wireless System
COIT	Street	Communication / Telephone	J. Hockenhuil / J. Murphy	404-0617-431.32-04	--	32,272	Telephone costs higher than budgeted
COIT	Fire	Central Services - Gasoline	J. Hockenhuil / J. Murphy	404-0901-422.22-01	--	(75,000)	Account under budget, gas is cheaper per gallon than budgeted
						0	
COIT	Administration & Finance	Capital Lease / Principal	J. Hockenhuil / J. Murphy	404-0401-415.37-11	--	70,000	Police vehicle capital lease payments higher than budgeted, actual amounts per amortization sched no. 97 & 144
COIT	Police	Central Services - Gasoline	J. Hockenhuil / J. Murphy	404-0801-421.22-01	--	(70,000)	Gas expenses under budget due to low gas prices.
						0	
COIT	Police	Repair & Maint Svcs / Computer Equip	Ken Glowacki	404-0801-421.36-04	--	100,000	Adtl expenditures for computer software maintenance
COIT	Police	Central Services - Gasoline	Ken Glowacki	404-0801-421.22-01	--	(100,000)	Gas expenses under budget due to low gas prices.
						0	
Park Non-Reverting Capital	Golf Courses	Supplies / Operating & Maint	Ron O'Connor	405-1102-452.22-24	K62ADM	20,000	Purchase items for golf course repair and maintenance.
Park Non-Reverting Capital	Golf Courses	Contract Services/Charges	Ron O'Connor	405-1102-452.39-89	K62ADM	20,000	Purchase services for golf course repair and maintenance.
Park Non-Reverting Capital	Golf Courses	Equipment Purch / Park Equip	Ron O'Connor	405-1102-452.43-07	K62ADM	(40,000)	Transfer to cover costs of golf course repair and maintenance.
						0	
Park Non-Reverting Capital	Potawatomi Zoo	Contract Services/Charges	Ron O'Connor	405-1104-452.39-89	K61ADM	4,000	AEP relocated 2 street light poles at Zoo/Potawatomi Park.
Park Non-Reverting Capital	Potawatomi Zoo	Equipment Purch / Park Equip	Ron O'Connor	405-1104-452.43-07	K61ADM	(4,000)	Transfer to cover cost of street light poles relocation.
						0	
Park Non-Reverting Capital	Park Maintenance	Contract Services/Charges	Ron O'Connor	405-1101-452.39-89	K61ADM	22,000	Transfer from a capital to an operating account - holiday decorations for three roundabouts
Park Non-Reverting Capital	Park Maintenance	Park Equipment	Ron O'Connor	405-1101-452.43-07	K61ADM	(22,000)	Transfer from a capital to an operating account - holiday decorations for three roundabouts
						0	
EDIT	Community Investment	Supplies / Salt - Ice Melt	Beth Leonard	408-1050-460.23-40	--	1,400	Funds needed to cover cost of salt for fountain at Jon Hunt Plaza.
EDIT	Parks	Equipment Purch / Park Equip	Beth Leonard	408-1106-452.43-07	--	70,000	Funds needed to cover cost of plow equipment for Parks Dept.
EDIT	Community Investment	Misc Charges & Services	Beth Leonard	408-1050-460.39-89	--	(71,400)	Funds available, transfer to cover other needs.
						0	
Consolidated Bldg Dept	Building Dept	Repair & Maint / Automotive Equip	Laura Althoff	600-1306-415.36-03	--	938	Small budget shortfall
Consolidated Bldg Dept	Building Dept	Central Services - Gasoline	Laura Althoff	600-1306-415.22-01	--	(938)	Account under budget, transfer to cover automotive equipment repair budget.
						0	
Consolidated Bldg Dept	Building Dept	Supplies / Small Office Equip	Laura Althoff	600-1306-415.21-05	--	5,200	Purchase of Microsoft Surface Pro's for inspectors.
Consolidated Bldg Dept	Building Dept	Misc Charges & Services	Laura Althoff	600-1306-415.39-89	--	(5,200)	Account under budget, transfer to cover purchase of Microsoft Surface Pro's for inspectors.
						0	

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Fund Name	Department Name	Account Name	Fiscal Officer/ Contact Name	Account Number	Project Number	Budget Increase/ (Decrease)	Justification
Parking Garages	Parking Enforcement	Equip Purch / Comp Equip & Network	Ron O'Connor	601-0463-645.43-08	--	37,500	Cost of upgrading MiParc software for garages
Parking Garages	Main Street Garage	Repair & Maint / Building	Ron O'Connor	601-0460-645.36-01	--	(12,500)	Transfer to cover cost of upgrading MiParc software for garages
Parking Garages	Leighton Plaza Garage	Repair & Maint / Building	Ron O'Connor	601-0462-645.36-02	--	(12,500)	Transfer to cover cost of upgrading MiParc software for garages
Parking Garages	Wayne Street Garage	Repair & Maint / Building	Ron O'Connor	601-0464-645.36-03	--	0	Transfer to cover cost of upgrading MiParc software for garages
Solid Waste	Solid Waste	Repair & Maint / Automotive Equip	Carol Kurzhall	610-0610-791.36-03	--	128,500	Poor landfill conditions contributed to additional vehicle maintenance.
Solid Waste	Solid Waste	Other Services / Landfill	Carol Kurzhall	610-0610-791.39-85	--	100,000	Unforeseen storm/flood damage, costs to clean-up.
Solid Waste	Solid Waste	Central Services - Gasoline	Carol Kurzhall	610-0610-791.22-01	--	(70,000)	Account under budget because more vehicles are using CNG fuel instead of diesel.
Solid Waste	Solid Waste	Hourly Wages	Carol Kurzhall	610-0610-791.10-02	--	(40,000)	Account under budget because department has not been at full staffing levels all year.
Solid Waste	Solid Waste	Temporary Services	Carol Kurzhall	610-0610-791.10-05	--	(6,500)	Account under budget because temp services were not needed this year.
Solid Waste	Solid Waste	PERF	Carol Kurzhall	610-0610-791.11-04	--	(10,000)	Account under budget because lower payroll costs result in lower PERP expense.
Solid Waste	Solid Waste	Group Insurance - Health	Carol Kurzhall	610-0610-791.11-08	--	(102,000)	Actual costs have been lower than budget estimates.
Solid Waste	Solid Waste	Bad Debt Exp - Trash	Carol Kurzhall	610-0610-791.63-70	--	23,000	Expense account over budget, difficult to predict, no correlation from year to year.
Solid Waste	Recycling	Bad Debt Exp - Recycling	Carol Kurzhall	610-0615-791.63-70	--	4,000	Expense account over budget, difficult to predict, no correlation from year to year.
Solid Waste	Recycling	SWMD Recycling Fee	Carol Kurzhall	610-0615-791.31-08	--	(27,000)	Actual costs have been lower than budget estimates.
Solid Waste	Solid Waste	Other Operating Supplies	Carol Kurzhall	610-0610-791.22-24	--	5,000	Funds needed to purchase front-load dumpsters for trash pick-up at City entities.
Solid Waste	Solid Waste	Other Services / Licenses	Carol Kurzhall	610-0610-791.39-45	--	(5,000)	Anticipated fees related to new trucks, however, trucks were not received in 2016.
Water Works	Water Works Operations	Plumbing Contractors	Roxanne Lawson	620-0630-711.61-02	--	75,000	Increase in water service line repair work.
Water Works	Water Works Operations	Central Services - Gasoline	Roxanne Lawson	620-0640-606.22-01	--	(20,000)	Low gas prices attributed to savings.
Water Works	Water Works Operations	Contractual Services - Other	Roxanne Lawson	620-0640-606.31-51	--	(20,000)	Less street cut repair expense.
Water Works	Water Works Admin	Regular Salaries	Roxanne Lawson	620-0640-658.10-01	--	(10,000)	Less expense is cause of unfilled positions through out the year.
Water Works	Water Works Admin	Hourly Wages	Roxanne Lawson	620-0640-658.10-02	--	(20,000)	Less expense is cause of unfilled positions through out the year.
Water Works	Water Works Operations	Stop Box Repairs	Roxanne Lawson	620-0640-606.36-50	--	(5,000)	Less service work performed by outside contractor.
Water Works	Water Works Admin	Other Professional Services	Roxanne Lawson	620-0640-658.31-06	--	18,000	Meter-to-Cash PSA was amended to include a business case evaluation.
Water Works	Water Works Admin	Other Services / Dues	Roxanne Lawson	620-0640-658.39-11	--	4,990	Annual membership dues for National Association of Clean Water Agencies (NACWA).
Water Works	Water Works Admin	State Board of Accounts	Roxanne Lawson	620-0640-658.50-01	--	6,000	Used part of 2016's budget to pay for the 2014 annual audit.
Water Works	Water - Customer Accts	311 Call Center Cost Allocation	Roxanne Lawson	620-0640-657.31-75	--	(28,950)	Account under budget because other city departments are sharing the expense.
Water Works	Water - Customer Accts	Bad Debt Expense	Roxanne Lawson	620-0640-657.63-70	--	7,500	Cover increase in uncollectible utility customer accounts.
Water Works	Water - Customer Accts	Collection Agency Fees	Roxanne Lawson	620-0640-657.31-39	--	(7,500)	Transfer unused balance to cover uncollectible customer accounts written off.
Water Works	Water - Customer Accts	Utilities - Electric	Roxanne Lawson	620-0640-601.35-01	--	52,200	Water usage is greater year-to-date, increasing the electric used to pump the water.
Water Works	Water Works Admin	Group Insurance - Health	Roxanne Lawson	620-0640-658.11-08	--	(30,000)	Less expense is cause of unfilled positions through out the year.
Water Works	Water Works Admin	Hourly Wages	Roxanne Lawson	620-0640-658.10-02	--	(22,200)	Less expense is cause of unfilled positions through out the year.
Water Works Capital	Water Works	Construction / Engineering	Roxanne Lawson	622-0640-661.31-02	16W001	70,000	Establish budget for engineering design services necessary for the North Station Well No 1 Replacement Project.
Water Works Capital	Water Works	Equipment Purch / Motor Equip	Roxanne Lawson	622-0640-415.43-02	--	(70,000)	Transfer unused balance to assist with the engineering cost portion of the North Station Well No 1 Replac. Proj.
Sewage Works Operating	Wastewater	Bad Debt Expense - Clay Utilities	Carol Kurzhall	641-0650-951.74-01	--	5,000	Bad debt write-offs fluctuate year to year, difficult to predict the budget needed
Sewage Works Operating	Wastewater	Contractual Services - Other	Carol Kurzhall	641-0630-793-63-35	--	(5,000)	Budget underspent
Employee Benefits	Workplace Clinic/Wellness	Other Operating Supplies	J. Hockenhill / J. Murphy	711-0425-671.22-24	--	62,000	Cost of medication at Wellness Clinic
Employee Benefits	Workplace Clinic/Wellness	Other Professional Services	J. Hockenhill / J. Murphy	711-0425-671.31-06	--	22,000	Administrative cost of Wellness Clinic
Employee Benefits	Insurance Claims/Premiums	Medical Claims	J. Hockenhill / J. Murphy	711-0401-671.34-17	--	(84,000)	Transfer unspent funds to cover Wellness Clinic costs, claims lower than budgeted

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December 2016 Budget Transfers
(budget transfers between expenditure categories or departments within the same fund)
December 8, 2016**

Substitute Bill No. 75-16

Fund Name	Department Name	Account Name	Fiscal Officer/ Contact Name	Account Number	Project Number	Budget Increase/ (Decrease)	Justification
Century Center	Century Center	Regular Salaries	Brandon Gerlach	670-0406-645.10-01	--	195,567	An inputting error was made when keying in the budget for this account causing it to be under budgeted by 100,000. This combined with the two additional staffing positions are the reasons this increase is needed.
Century Center	Century Center	Permanent Part-Time FICA	Brandon Gerlach	670-0406-645.10-09	--	(5,206)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Group Insurance - Health	Brandon Gerlach	670-0406-645.11-01	--	(281)	Actual costs have been lower than budget estimates.
Century Center	Century Center	401K Retirement Plan	Brandon Gerlach	670-0406-645.11-08	--	37,194	Hired two additional positions in 2016 causing an increase in costs.
Century Center	Century Center	Federal Unemployment Tax	Brandon Gerlach	670-0406-645.11-13	--	(11,764)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Supplies / Office	Brandon Gerlach	670-0406-645.11-14	--	(2,716)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Central Services - Gasoline	Brandon Gerlach	670-0406-645.21-04	--	(1,510)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Supplies / Uniforms	Brandon Gerlach	670-0406-645.22-05	--	(3,267)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Operating Supplies / Other Cleaning Supplies / Bldg Materials	Brandon Gerlach	670-0406-645.22-15	--	3,162	Due to the increased business Century Center has enjoyed this year.
Century Center	Century Center	Supplies / Salt - Ice Melt	Brandon Gerlach	670-0406-645.23-01	--	8,944	Due the upkeep of an aging building
Century Center	Century Center	Other Professional Services	Brandon Gerlach	670-0406-645.23-04	--	2,600	To prepare for winter in order to ensure our walkways remain hazard free
Century Center	Century Center	Prof Svcs / Consulting & Prof	Brandon Gerlach	670-0406-645.31-06	--	20,548	Due to the increased business Century Center has enjoyed this year.
Century Center	Century Center	Prof Svcs / Data Processing Fees	Brandon Gerlach	670-0406-645.31-18	--	3,267	Due to additional use to generate more business.
Century Center	Century Center	Postage	Brandon Gerlach	670-0406-645.31-19	--	(400)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Comm. / Transport. / Travel	Brandon Gerlach	670-0406-645.32-02	--	(218)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Comm. / Printing & Advertising	Brandon Gerlach	670-0406-645.32-03	--	3,089	Additional sales trips were taken in order to generate more business
Century Center	Century Center	Insurance / Workman's Comp	Brandon Gerlach	670-0406-645.33-03	--	(6,977)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Insurance / Liability Insurance	Brandon Gerlach	670-0406-645.34-02	--	15,590	With Additional business we have needed additional part-time staff
Century Center	Century Center	Utilities - Gas	Brandon Gerlach	670-0406-645.35-02	--	(3,432)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Utilities - Water	Brandon Gerlach	670-0406-645.35-03	--	(41,911)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Repairs & Maint Svcs / Bldgs	Brandon Gerlach	670-0406-645.35-04	--	6,792	Due to the increased business Century Center has enjoyed this year
Century Center	Century Center	Repairs & Maint Svcs / Office	Brandon Gerlach	670-0406-645.36-01	--	596	Due to the increased business Century Center has enjoyed this year
Century Center	Century Center	Repairs & Maint Svcs / CPU	Brandon Gerlach	670-0406-645.36-02	--	29,392	Due to the upkeep of an aging building
Century Center	Century Center	Other Svcs / Dues	Brandon Gerlach	670-0406-645.39-11	--	(6,933)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Other Svcs / Security	Brandon Gerlach	670-0406-645.39-12	--	3,774	Due to the additional costs of maintaining aging computer equipment
Century Center	Century Center	Other Svcs / Credit Card	Brandon Gerlach	670-0406-645.39-14	--	(2,821)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Other Svcs / Licenses & Permits	Brandon Gerlach	670-0406-645.39-18	--	11,955	Due to an increase in the event types that require additional security
Century Center	Century Center	Other Svcs / Education & Train	Brandon Gerlach	670-0406-645.39-70	--	(3,253)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Other Svcs / Employee Good	Brandon Gerlach	670-0406-645.39-70	--	(1,288)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Other Svcs / Misc. Charges	Brandon Gerlach	670-0406-645.39-89	--	(21,972)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Capital Improvements / Buildings	Brandon Gerlach	670-0406-645.42-02	--	(672)	Actual costs have been lower than budget estimates.
Century Center	Century Center	Other Financing Uses	Brandon Gerlach	670-0406-645.50-02	--	(14,722)	Actual costs have been lower than budget estimates.
Century Center	Food & Beverage	Regular Salaries	Brandon Gerlach	670-0420-645.10-01	--	(79,390)	Actual costs have been lower than budget estimates.
Century Center	Food & Beverage	Hourly Wages	Brandon Gerlach	670-0420-645.10-02	--	(73,927)	Actual costs have been lower than budget estimates.
Century Center	Food & Beverage	Temp Services	Brandon Gerlach	670-0420-645.10-05	--	(43,135)	Actual costs have been lower than budget estimates.
Century Center	Food & Beverage	FICA	Brandon Gerlach	670-0420-645.11-01	--	(5,609)	Actual costs have been lower than budget estimates.
Century Center	Food & Beverage	Group Insurance - Health	Brandon Gerlach	670-0420-645.11-08	--	34,016	Due to the creation of a banquet manager position who oversees the banquet staff
Century Center	Food & Beverage	401K Retirement Plan	Brandon Gerlach	670-0420-645.11-13	--	(30,016)	Due to the creation of a banquet manager position who oversees the banquet staff
Century Center	Food & Beverage	Federal Unemployment Tax	Brandon Gerlach	670-0420-645.11-11	--	(16,145)	Actual costs have been lower than budget estimates.
Century Center	Food & Beverage	Uniforms	Brandon Gerlach	670-0420-645.11-14	--	(3,839)	Actual costs have been lower than budget estimates.
Century Center	Food & Beverage	Operating Supplies / Paper & Disp.	Brandon Gerlach	670-0420-645.22-05	--	(6,241)	Actual costs have been lower than budget estimates.
Century Center	Food & Beverage	Repair & Maint. Building	Brandon Gerlach	670-0420-645.22-71	--	(8,515)	Actual costs have been lower than budget estimates.
Century Center	Food & Beverage	Rentals / Kitchen Supply Rentals	Brandon Gerlach	670-0420-645.36-01	--	5,000	Aging building requiring more upkeep
Century Center	Food & Beverage	Other Svcs / Credit Card Charges	Brandon Gerlach	670-0420-645.37-05	--	3,000	Increased business resulted in more revenue, but also more rental expenses
Century Center	Food & Beverage	Other Svcs / Licenses & Permits	Brandon Gerlach	670-0420-645.39-39	--	4,000	Due to the increased business Century Center has enjoyed this year.
Century Center	Food & Beverage	Other Svcs / Licenses & Permits	Brandon Gerlach	670-0420-645.39-48	--	2,000	Due to increase in individuals needing to obtain a bartender's license
		Grand Total				0	