

Request to Transfer Departmental Budget Dollars to another category

Effective October 1, 2015 (Resolution # 15-2292), the City Administrator must pre-approve all transfers of departmental budget dollars if the transfer is between different categories. Categories consist of Personnel, Capital Equipment and Operational expenses. After the City Administrator gives approval, the request must go to council for their approval.

Instructions:

Complete items below and submit to the City Administrator. Once the request is approved, a Resolution item must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head	<u>LaDonna Hinesley</u>	
Department	<u>Marketing</u>	
Date Submitted	<u>22-Jun-17</u>	
Budget Category	From <u>Capital Project</u>	To <u>Capital Project</u>

If Personnel Accounts, Approval from Human Resources Director is required.

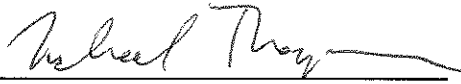
Signature & Date

Reason for transfer:

Gateway Sign fund will not cover the final three gateway signs.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$9,000.00</u>	<u>12-665-7297 Wayfinding Signs</u>	<u>12-665-7364 Gateway Signs</u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u>9,000.00</u>	<u>Total Amount to Transfer Between Categories.</u>

Approval by City Administrator

 6/22/17
Signature Date

Finance Department Use Only:

Budget Adjustment Posted:

<u>Resolution #</u>	<u>Signature</u>	<u>Date</u>
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***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****