

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 Leslie Gahagan
Department Environmental & Nature Parks

Date Submitted 4/28/2021

Budget Category From Operational To Personnel

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

Suzanne Kella 4/30/21
Signature & Date

Reason for transfer:

A new Environmental Inspector is budgeted for 4th qtr in FY21. The current Inspector is going out on leave for a few weeks at the end of May, which is the same time we are completely booked with our summer camps. Request to hire the new Env Inspector earlier by PPB May 25th. This will be a promotion to full-time permanent for a temporary part-time person. This is budget neutral by transferring some operational funds to personnel.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 2,500.00	100-5090-6001 Utilities-Interpretive Center	100-20405000 Salaires Environmental
\$ 1,500.00	100-2040-6045 Gas/Oil Environmental	100-20405000 Salaires Environmental
\$ 420.00	100-2040-6101 MS4 Environmental	100-20405000 Salaires Environmental
\$ 330.00	100-2040-6101 MS4 Environmental	100-20405004 Payroll Tax Environ
\$ 200.00	100-2040-6030 Gen Equip Maint Env	100-20405007 Retirement Environ
\$ 4,950.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator

M. L. Ryan
Signature

4/30/21
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****

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Signature & Date

Reason for transfer:

Sheet 2 of 2

A new Environmental Inspector is budgeted for 4th qtr in FY21. The current Inspector is going out on leave for a few weeks at the end of May, which is the same time we are completely booked with our summer camps. Request to hire the new Env Inspector earlier by PPB May 25th. This will be a promotion to full-time permanent for a temporary part-time person. This is budget neutral by transferring some operational funds to personnel.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 165.00	100-2040-6030 Gas/Oil Environmental	100-2040-5008 Work Comp Environ
\$ 165.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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