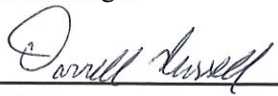


Request to Transfer Departmental Budget Dollars to another Department

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 departments. Categories consist of Personnel, Capital Equipment and Operational expenses. After the City Administrator gives approval, the request must go to council for their approval. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below (including directors signature) 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 Transferring	Darrell Russell	
Department	Street Dept - Construction (3011)	Signature
Department Head Receiving	Darrell Russell	
Department	Street Dept - Traffic Control (3014)	Signature
Date Submitted	2/1/2021	
Budget Category	From 100-3011-5100	To 100-3014-5100

Reason for transfer:

For FY2021, Street Dept - Construction (3011) budgeted \$50,000 for the purchase of a Vacuum/Jetter Small Truck. When we purchased it, the cost was \$15,000 under the budgeted amount. Also for FY2021, Street Dept - Traffic Control (3014) budgeted \$14,000 for Light Plants. However, it has become necessary to purchase 2 message boards instead. The quoted cost for 2 was \$28,822.06. We would like to transfer the \$15,000 that was saved on the Jetter into the Traffic Control Acct & combine it with the \$14,000 already budgeted. Then purchase the 2 message boards to benefit all.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 15,000.00	Street Dept - Construction (3011)	Street Dept - Traffic Control (3014)
	100-3011-5100	100-3014-6100
\$ 15,000.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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