


Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

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

Department Head	Darrell Russell	
Department	Public Works	Signature
Budget Category	Operations	
Date Submitted	7-Sep	

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

Signature & Date

Reason for Increase:

Fuel costs have plagued Commercial Sanitation. We were not expecting the increase at the time of the FY 22 budget cycle.

Small tools were hit hard because of increased steel costs of dumpsters and locking devices.

Commercial Waste removal is revenue driven. We have adjusted this account annually for years.

Landfill charges were budgeted by old information from Waste Pro plus we had more businesses move into town.

Amounts of Funds Needed	Account Number & Name
\$20,000.00	601-4012-6045 Gas and Oil
\$8,000.00	601-4012-6053 Small Tools
\$62,000.00	601-4012-6164 Commercial Waste Removal
\$5,000.00	601-4012-6166 Landfill Charges

Approval by City Administrator

Signature

Date

Approval by Council President

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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

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. 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 Darrell Russell *Darrell Russell*
Department Public Works Signature

Date Submitted 9/7/2022

Budget Category From Personnel To Operations

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

Suzanne Williams 9/12/22
Signature & Date

Reason for transfer:

Vehicle Maintenance costs have risen with inflation and the supply chain. Major repairs have also been a burden FY 22.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$45,000.00</u>	<u>601-4011-5000 Salaries</u>	<u>601-4011-6032 Vehicle Maintenance</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>\$ 45,000.00</u>	<u>Total Amount to Transfer Between Categories.</u>	

Approval by City Administrator

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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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. 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

Jeff Lee

Department

Recreation

Signature

[Signature] 9/12/22

Date Submitted

9/12/2022

Budget Category

From

Personnel

To

Operational

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

Signature & Date

[Signature] 9/12/22

Reason for transfer:

Due to having to spend over \$9,000 on unexpected repairs to the windows at the sportsplex concession stand a transfer of budgeted funds is needed to cover a deficit in the account.

Amounts to Transfer

From (Account Number & Name)

To (Account Number & Name)

\$

20,000

100-5030-5002 PT Salaries Rec

100-5034-6011 Field Maintenance-SC

\$

20,000

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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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	<u>Leslie Gahagan</u>	_____
Department	<u>Environmental</u>	Signature
Department Head Receiving	<u>Leslie Gahagan</u>	_____
Department	<u>Nature Parks</u>	Signature
Date Submitted	<u>9/12/2022</u>	
Budget Category	From <u>Personnel</u>	To <u>Personnel</u>

Reason for transfer:

FY2022 Budget cleanup resolution

Leslie Gahagan 9/12/22

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$ 6,000.00</u>	<u>100-2040-5002 Part-Time Salaries Env</u>	<u>100-5090-5000 Salaries-Nature Parks</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<u>\$ 6,000.00</u>	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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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 Thurston Bullock
Department Police Signature _____

Department Head Receiving Gary Schrader
Department IT Signature _____

Date Submitted 9/12/2022

Budget Category From Personnel To Personnel

Reason for transfer:

FY2022 budget cleanup resolution



Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ <u>2,000.00</u>	<u>100-2010-5000 Salaries-Police</u>	<u>100-1040-5000 Salaries-IT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
\$ <u>2,000.00</u>	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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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	<u>Thurston Bullock</u>	
Department	<u>Police</u>	Signature
Department Head Receiving	<u>Miriam Boone</u>	
Department	<u>CDD</u>	Signature
Date Submitted	<u>9/12/2022</u>	
Budget Category	From <u>Personnel</u>	To <u>Personnel</u>
Reason for transfer:	<u></u>	
<u>FY2022 budget cleanup resolution</u>		
<u> </u>		
<u> </u>		
<u> </u>		

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$ 2,000.00</u>	<u>100-2010-5000 Salaries-Police</u>	<u>100-2030-5000 Salaries-CDD</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u>\$ 2,000.00</u>	<u>Total Amount to Transfer Between Categories.</u>	

Approval by City Administrator

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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Effective October 1, 2015 (Resolution # 15-2292), the Finance Director can approve departmental budget transfers between accounts within a category. Categories consist of Personnel and Operational expenses.

Complete items below and submit to the Finance Director/City Treasurer. Once the request is approved, the form will be used to enter the budget adjustment. After the budget adjustment is posted the department will be notified via email with a copy of this form.

Swag Kue 9/12/22
Signature & Date

FY2022 budget cleanup for non-departmental self-insured accounts

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 61,977.08	100-9200-5999 Reserve for Salary Incr	100-9011-5018 Self Insured-Gen Govt
\$ 61,977.08	Total Amount to Transfer Between Accounts.	

Approval by Finance Director/City Treasurer

Budget Adjustment Posted

Date _____

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Instructions:

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

Department Head John Graham
Department Horticulture
Budget Category Operating


Signature

Date Submitted 9/12/2022

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

 9/12/22
Signature & Date

Reason for Increase:

Increase in Parish Lakes Buffer Maintenance due to an installation that was supposed to be completed in Oct. 2022.

Amounts of Funds Needed	Account Number & Name
<u>\$ 7,125.00</u>	<u>100-5053-6010 Parish Lakes Buffer</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

Approval by City Administrator

Signature

Date

Approval by Council President

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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