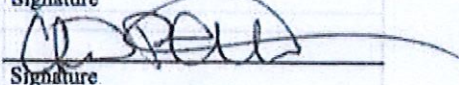


Request to Transfer Departmental Budget Dollars to another Department

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 Department	<u>Wayne Dyes</u> <u>Infrastructure and Development</u>	 Signature
Department Head Receiving Department	<u>Chad Christian</u> <u>Engineering</u>	 Signature
Date Submitted	<u>4/18/2023</u>	
Budget Category	From <u>Personnel</u>	To <u>Personnel</u>

Reason for transfer:

The Infrastructure and Development Dept budgeted for two interns for FY23 in its part-time salaries account. Engineering hired a temporary employee to assist with the work load a few months back and has almost exhausted its budget in its part-time salaries account. This transfer will continue to fund the current salary of the temporary employee for a few additional months.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ <u>7,500.00</u>	<u>100-3000-5002 Part-Time Salaries I&D</u>	<u>100-3020-5002 Part-Time Salaries-Eng</u>
\$ <u>575.00</u>	<u>100-3000-5004 Payroll Tax-I&D</u>	<u>100-3020-5004 Payroll Tax-Eng</u>
\$ <u>8,075.00</u>	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 *****