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: Darrell Russell, Street Dept (3011) — Signature: ______

Department Head Receiving Department: Darrell Russell, Street Dept (3012 & 3013) — Signature: ______

Date Submitted: 7/7/2021

	From	To
Budget Category	100-3011-5100	100-3012-5100 AND 100-3013-5100

Reason for transfer:

We are requesting that RES# 21-1093 be rescinded. Due to COVID, there is a shortage of employees & a lack of vehicle production, so we are unable to purchase & obtain the approved trucks for Street Depts. 3011, 3012, & 3013. Instead we are requesting to use the budgeted amount of $26,000 from each of the Street Depts. 3012 & 3013 to purchase equipment. However, the equipment purchases exceed the amounts budgeted for the trucks, so we are requesting to transfer the remainder of the cost for the equipment from Street Dept. 3011 into Street Depts. 3012 & 3013. Quotes are attached.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
$ 20,280.00	Street Dept (3011) Capital Purchase	Street Dept (3012) Capital Purchase
	100-3011-5100	100-3012-5100
$ 1,920.00	Street Dept (3011) Capital Purchase	Street Dept (3013) Capital Purchase
	100-3011-5100	100-3013-5100
$ 22,200.00	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 *******