

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 Maintenance Department Signature
Date Submitted 10/25/2019
Budget Category From 100-1050-5100 To 100-1050-6053
If Personnel Accounts, Approval from Human Resources Director is required. Signature & Date

Reason for transfer:

After investigating further, the freon machine for which we budgeted \$20,000. has turned out to be an unreliable machine. We have found two that will be more reliable and cost significantly less to the point that they would be categorized as small tools, rather than a large capital purchase.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ <u>9,000.00</u>	<u>Maintenance Shop Capital Purchase</u>	<u>Maintenance Shop Small Tools</u>
	<u>100-1050-5100</u>	<u>100-1050-6053</u>
<u>\$ 9,000.00</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

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