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: Gary Schrader — Gary Schrader (Signature)

Department: IT/GIS

Date Submitted: 01/27/2021

	From	To
Budget Category	Operational	Capital

If Personnel Accounts, Approval from Human Resources Director is required. ____________ Signature & Date

Reason for transfer:

A portion of the cost to upgrade Incode 9 to the Tyler Technologies Incode Community Development module is considered capital but the entire cost was budgeted in operational so $13,280 needs to be transferred.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
$ 13,280.00	100-1040-6020 Professional Fees	100-1040-5100 Capital Purchase

$ 13,280.00 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 *******

Capital Purchase Worksheet

Directions:
Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.

Submitted by: Miriam Boutwell

Date Submitted: 1-Feb-21

Is this purchase listed as a capital purchase in the approved budget? Yes - IT Budget

What amount is approved in the budget for this purchase? $20,380

Description of the item and why the item is needed at this time.
This is for an upgrade to our permitting software

Can your job be performed without the purchase of this item? Please explain below.
Our current software is outdated, the upgrades are essential to greater efficiencies

Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.
The IT Department had money budgeted in Capital Purchases for this purpose. The quote is a little higher than anticipated so IT is also submitting a Budget Increase and Transfer Request.

Is this to replace a current capital asset? Upgrade
If so please list below the item being replaced and why it can not be used any longer.

How do you plan to dispose of the item that is being replaced?

Approval by City Administrator

Via Email 1-Feb-21
Signature and Date

Approval by Council President

Via Email 5-Feb-21

Signature and Date

********THIS COMPLETED FORM MUST BE ATTACHED TO THE AGENDA ITEM IN LEGISTAR*********

Capital Project Worksheet

Directions:
Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.
If this project is approved, you must complete the Pre-Project Worksheet and Budget forms.

Submitted by: ____________________

Date Submitted: ____________________

Is this purchase listed on the capital projects plan in the approved budget? ____________________

What amount is approved in the plan for this project? ____________________

In what year is this project shown to begin in the plan? ____________________

Description of the project and why the project needs to be completed at this time.

Can your job be performed without the completion of this project? Please explain below.

Will not completing this project cause a public safety issue? Please explain below.

Do you expect to come in, at, or under budget on this project? Please explain below.

Is there a grant associated with this project? ____________________
If so please list below the grant amount and the match required by the City.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date

If you need an account number/project number in order to complete your Agenda Item, forward this signed form to Miranda Bell (mbell@cityoffoley.org) and to Sue Steigerwald (ssteigerwald@cityoffoley.org)

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