

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	
Department	Street	Signature
Date Submitted	8/26/2019	
Budget Category	From Personel	To Operations

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

Sandra Date 8-26-19
Signature & Date

Reason for transfer:

15K in unreimbursed gard rail damage. Multiple break downs in mower maintenance

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$5,000.00	3010-5000	3011-6045
\$15,000.00	3010-5008	3012-6031
\$ 20,000.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator

M. L. Ym
Signature

8-26-19
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date