

Effective October 1, 2015 (Resolution # 15-2292), the Finance Director can approve departmental budget transfers between accounts within a category. Categories consist of Personnel and Operational expenses.

Complete items below and submit to the Finance Director/City Treasurer. Once the request is approved, the form will be used to enter the budget adjustment. After the budget adjustment is posted the department will be notified via email with a copy of this form.

James H. Russell

Public Works & Sanitation

Personnel

7/6/2021

Suzanne Keller 6/17/21
Signature & Date

temporary position, this transfer request will aide in funding a new permanent full-time Administrative Assistant I

Total Amount to Transfer Between Accounts.

Date _____

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.

Instructions:

Complete items below 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.

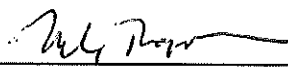
Department Head Darrell Russell 
Department Public Works & Sanitation
Date Submitted 7/6/2021
Budget Category From Capital To Personnel
If Personnel Accounts, Approval from Human Resources Director is required. Suzanne Kella 6/17/21
Signature & Date

Reason for transfer:

Sanitation Dept. is unable to complete its capital purchase for the FY21 as a result of supply issues resulting from
COVID, and due to the fact that the Public Works Dept. is in need of a full-time office position, as proposed to a
full-time temporary office position, the Public Works & Sanitation Depts requests to transfer funds between departments
to fund a new permanent full-time Administrative Assistant I in Public Works effective July 20, 2021

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 770.00	100-4010-5100 Capital Purchases	100-1060-5000 Salaries-Public Works
\$ 445.00	100-4010-5100 Capital Purchases	100-1060-5004 Payroll Tax-PW
\$ 260.00	100-4010-5100 Capital Purchases	100-1060-5007 Retirement-PW
\$ 20.00	100-4010-5100 Capital Purchases	100-1060-5008 Workers Comp-PW
\$		
\$ 1,495.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator


Signature

6/18/21
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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