

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 Chief Joey Darby _____
Department Fire _____ Signature

Date Submitted 8/8/2022

Budget Category From Capital Purchases To Rescue Equipment

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

Signature & Date

Reason for transfer:

We have determined that we are best suited with a light portable boat and portable motor for flood rescue calls.

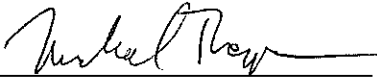
These items do not meet the threshold for Capital purchase. We will also need some additional equipment

(vests, ropes, lights, etc.) for our rescue boats.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$6,000</u>	<u>100-2020-5100</u>	<u>100-2020-6151</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$ 6,000.00 Total Amount to Transfer Between Categories.

Approval by City Administrator

 8/8/22
Signature Date

Finance Department Use Only:

Budget Adjustment Posted: _____

Resolution # _____ Signature _____ Date _____

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