

Request to Transfer Departmental Budget Dollars to another Department

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 departments. 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 Transferring Department	<u>Darrell Russell</u> <u>Street</u>	<u><i>Darrell Russell</i></u> Signature
Department Head Receiving Department	<u>Leslie Cahagan</u> <u>Nature Parks</u>	<u><i>Leslie Cahagan</i></u> Signature
Date Submitted	<u>1/18/2024</u>	
Budget Category	<u>From</u> <u>Personnel</u>	<u>To</u> <u>Personnel</u>

Reason for transfer:

In order to start a new budgeted position earlier than budgeted for in Nature Parks, Public Works Director has agreed to transfer some surplus funds in Street's personnel accounts to Nature Parks' personnel accounts.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 13,550.00	<u>100-3010-5000 Salaries-Street</u>	<u>100-5090-5000 Salaries-Nature Parks</u>
\$ 1,040.00	<u>100-3010-5004 Payroll Tax-Street</u>	<u>100-5090-5004 PY Tax-Nature Parks</u>
\$ 1,160.00	<u>100-3010-5007 Retirement-Street</u>	<u>100-5090-5007 Retirement-Nature Pk</u>
\$ 500.00	<u>100-3010-5008 Work Comp-Street</u>	<u>100-5090-5008 Work Comp-Nature Pk</u>
<u>\$ 16,250.00</u>	<u>Total Amount to Transfer Between Categories.</u>	

Approval by City Administrator *[Signature]* 1/19/24
Signature Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

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