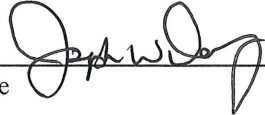


Request to Transfer Departmental Budget Dollars to another category

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 J. Darby Signature 
Department Fire

Date Submitted 6/29/2021

Budget Category From Capital Purchase To Vehicle Maintenance

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

Signature & Date

Reason for transfer:

Funds were budgeted as a single capital purchase for refurbish of lighting on our rescue truck and ladder truck. This
scope of work will only involve replacing some existing lighting with new LED lights, so this work will be considered
vehicle maintenance.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$ 30,000.00</u>	<u>200-2021-5100 Capital Purchase</u>	<u>200-2021-6032 Vehicle Maintenance</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<u>\$ 30,000.00</u>	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 *******