

### 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 Leslie Gahagan \_\_\_\_\_  
Department \_\_\_\_\_ Signature

Date Submitted 2/21/2024 \_\_\_\_\_

Budget Category From Capital Purchase To Operating

If Personnel Accounts, Approval from Human Resources Director is required. \_\_\_\_\_  
Signature & Date

Reason for transfer:

The Kayak rental company Rent.Fun was budgeted at \$25,000 as a capital purchase for Nature Parks in 2024.

The contract is actually a lease for 5 years with the city generating 50% of the rental revenue.

The transfer will allow the city to have 4 kayaks for rent at Graham Creek with the maintenance, insurance and rental fees handled by Rent.Fun for 5 years at a cost of \$19,000.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$19,000</u>	<u>100-5090-5100 Capital Purchases</u>	<u>100-5090-6042 dues/Subscriptions</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$ 19,000.00 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 \*\*\*\*\***