

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	Darrell Russell	
Department	Street	Signature
Department Head Receiving	Chad Christian/Wayne Dyess	
Department	Engineering	Signature
Date Submitted	5/24/2022	
Budget Category	From Personnel	To Personnel

Reason for transfer:

The Executive Director of Infrastructure & Development along with the City Engineer have identified a college student seeking a paid Engineering internship, and have identified certain projects to assign the intern. However the Engineering Dept does not have any surplus in its personnel accounts to cover the cost of the internship. The Public Works Director is offering to transfer the funds from the Street Department personnel accounts.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 7,200.00	100-3010-5002 PT Salaries-Street	100-3020-5002 PT Salaries-Engineering
\$ 550.00	100-3010-5002 PT Salaries-Street	100-3020-5004 Payroll Tax-Engineering
\$ 7,750.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator


Signature

5/24/22
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #	Signature	Date
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***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****