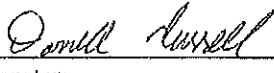


Request to Transfer Departmental Budget Dollars to another Department

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	Public Works	Signature
Department Head Receiving	Miriam Boone	Miriam Boutwell
Department	CDD	Signature
Date Submitted	2/3/2022	
Budget Category	From Capital Purchase	To Capital Purchase

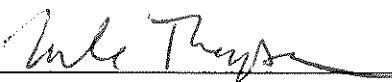
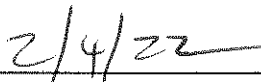
Reason for transfer:

The bid for the electric trucks came back at \$35,999.00 and CDD only has \$30,000 budgeted, but Public Works has \$43,000 budgeted. PW would like to transfer \$6,000 from their capital purchase account to the CDD capital purchase account.

Budget Neutral

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$6,000	100-1060-5100	100-2032-5100
\$ 6,000.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator

	
Signature	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 *****