

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	<u>Wayne Dyess</u>	_____
Department	<u>Engineering</u>	Signature
Department Head Receiving	<u>Wayne Dyess</u>	_____
Department	<u>Infrastructure & Development</u>	Signature
Date Submitted	_____	
Budget Category	From <u>Personnel</u>	To <u>Personnel</u>

Reason for transfer:

The FY23 budget approved a new position in the Engineering Department, but in doing the job analysis it is recommended to transfer the position to the Infrastructure & Development Department and report to its Executive Director. This action will transfer the budgeted personnel costs from Engineering to Infrastructure & Development.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 53,000.00	100-3020-5000 Salaries-Engineering	100-3000-5000 Salaries-Infra & Dev
\$ 4,060.00	100-3020-5004 PY Tax-Engineering	100-3000-5004 PY Tax-Infra & Dev
\$ 3,290.00	100-3020-5007 Retirement-Engineering	100-3000-5007 Retirement-Infra & Dev
\$ 250.00	100-3020-5008 WC Exp-Engineering	100-3000-5007 WC Exp-Infra & Dev
\$ 7,500.00	100-9015-5018 Self Insured Engineering	100-9025-5018 Self Insured Infra & Dev
\$ 68,100.00	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 *******