

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.

Instructions:

Complete items below 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 Darrell Russell
Department Sanitation

Date Submitted 7/5/2018

Budget Category From Operations To Salaries

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

Sandra Tate 7-5-18
Signature & Date

Reason for transfer:

Labor Shortage due to Workman's Compensation and Increased workload

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 7,876.00	100-4010-6166 Landfill Charges	100-4010-5002 Part-Time Salaries - Sani
\$ 5,000.00	100-4010-6166 Landfill Charges	100-4010-5003 Contract Labor - Sani
\$ 450.00	100-4010-6166 Landfill Charges	100-4010-5004 Payroll Tax Expense - Sani
\$ 427.00	100-4010-6166 Landfill Charges	100-4010-5008 Work Comp Expense Sani
\$		
\$ 13,753.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator

Mike Meyer
Signature

7/9/18
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****