



# Council Action Form

<b>MEETING DATE</b>	December 20, 2021			
<b>TITLE</b>	Request to approve a resolution authorizing the City Controller to transfer City funds			
<b>SUBMITTED BY</b>	Name & Title: Lisa Bradford, City Controller			
	Department:			
<b>MEETING TYPE</b>	<input type="checkbox"/> Work Session	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special	<input type="checkbox"/> Retreat
	<input type="checkbox"/> Executive			
<b>AGENDA CLASSIFICATION</b>	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Regular
<b>ORDINANCE/RESOLUTION</b> (New ordinances or resolutions are assigned a new number)	<input type="checkbox"/> 1 <sup>st</sup> Reading	<input type="checkbox"/> 2 <sup>nd</sup> Reading	<input type="checkbox"/> Public Hearing	<input type="checkbox"/> 3 <sup>rd</sup> Reading
	Ordinance #:		Resolution #: R122021	
<b>CONTRACTS</b> (Contracts include other similar documents such as agreements and memorandum of understandings. <u>Check all applicable boxes pertaining to contracts</u> )	<input type="checkbox"/> Contract <b>required</b> for this item		<input type="checkbox"/> Signed copy of contract attached	
	<input type="checkbox"/> Seeking award or other scenario & <b>will provide contract</b> at a later date		<input checked="" type="checkbox"/> <b>No contract</b> for this item	
	<input type="checkbox"/> Contract <b>over</b> \$50,000 Please mark the box in the other column that pertains to this contract.		<input type="checkbox"/> Services <input type="checkbox"/> Capital Outlay <input type="checkbox"/> Debt Services	
<b>HAMILTON COUNTY</b> (Some documents need recorded by the City Clerk)	<input type="checkbox"/> Document <b>must</b> be recorded with the County Recorder's Office		<input checked="" type="checkbox"/> Document <b>does not need</b> recorded with the County Recorder's Office	
	<input type="checkbox"/> Wait 31 days <b>prior to</b> filing with the County Recorders' Office			

<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> Assistant/Deputy Department Head	<input checked="" type="checkbox"/> Controller's Office
	<input checked="" type="checkbox"/> Department Head	<input checked="" type="checkbox"/> Finance Committee
	<input type="checkbox"/> Deputy Mayor	<input type="checkbox"/> Technical Advisory Committee
	<input type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Other: Corresponding Department Heads
	<input type="checkbox"/> Legal Counsel – <i>Name of Reviewer:</i>	
<b>BACKGROUND</b> (Includes description, background, and justification)	<p>A transfer of funds from one appropriation to another means removing monies from one category such as “supplies” and moving it to another such as “contractual services”.</p> <p>Due to various circumstances and reasons sometimes throughout the year budget appropriations in their respective funds need to be transferred to avoid drawing a negative balance. When this occurs, the respective department provides a written and signed transfer request to the Controller's Office.</p> <p>All transfers require Department Head approval before submission to the Controller's Office, whether or not they are between categories (ex. 200's to 300's) in the same department or transfers between departments. Transfers between departments also require City Council approval in addition to Department Head approval. As such, all transfers requiring City Council approval are prepared by the Controller's Office and submitted to the City Council for approval. Upon approval they are processed by the Controller's Office. Money cannot be transferred between funds.</p> <p>Attached is a resolution and its accompanying Exhibit A ("Transfers") requesting authorization for the City Controller to transfer all funds as outlined in the exhibit.</p> <p>Additionally, due to the end of the year quickly advancing, the Controller's Office anticipates there being some additional needed transfers in order to balance all City appropriations by year end. In order to maintain efficiency and effectiveness, the City Controller's Office is requesting permission to make these transfers in December. Any and all such transfers will then be brought back before the City Council next year, 2022 for ratification. The proposed resolution contains this language for this request, including a statement that the total number shall not exceed \$2,500,000.</p>	
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	N/A
	Expenditure \$:	N/A
	Source of Funds:	See Exhibit A
	Additional Appropriation #:	N/A
	<b>Narrative:</b>	This action does not require an expenditure or receive a revenue, rather it is transferring funds within various City funds. See Exhibit A for all transfers and transfer detail.
<b>OPTIONS</b> (Include <i>Deny Approval</i> Option)	1.	Approve this resolution and authroize the City Controller to make the transfers
	2.	Deny this resolution and request
	3.	Approve selected transfer requests
	4.	Provide alternate direction

<p><b>PROJECT TIMELINE</b></p>	<p>All approved transfers will be transferred respectively immediately following approval.</p>
<p><b>STAFF RECOMMENDATION</b> (Board reserves the right to accept or deny recommendations)</p>	<p>Staff recommends that the City Council approve this resolution authorizing the City Controller to transfer all funds as outlined in Exhibit A and fully oversee this process and request.</p>
<p><b>SUPPLEMENTAL INFORMATION</b> (List all attached documents)</p>	<ol style="list-style-type: none"> <li>1. Resolution</li> <li>2. Exhibit A</li> </ol>