



## Legislation Text

---

**File #:** Resolution 70-2019, **Version:** 1

---

Agenda Date: 12/17/2019

Subject:

Resolution 70-2019: Approving the transfer of budget funds between departments

Prepared by: Tiffany Hooten, Finance Director
---

### **PURPOSE:**

Does city council support a budget transfer between departments in the 2019 budget?

### **PRESENTATIONS:**

**Staff Presenter(s):** Tiffany Hooten, Finance Director

**Additional Presenter(s):** N/A

### **SUMMARY:**

Throughout the year, departments may request budget transfers within their department based on needs. When a budget transfer is requested from one department to another, approval by council is required by City Charter.

The city manager's office had a need for a Manager of Innovation & Performance Excellence to provide staff support to continue the Envision Littleton process as well as other needed resources for the city. The community development and public works departments had vacancies from staff changes that allowed the transfer of a .50 Full Time Employee (FTE) from each of these departments to the city manager's department. This request is to formally transfer a .50 FTE and the budget from each the community development and public works departments to the city manager's department. This reclass was reflected in the 2020 budget. The total amount to be transferred in 2019 is \$92,940.

Per Section 78 of the city charter at the request of the city manager, the city council may transfer by resolution passed by five affirmative votes, any unencumbered appropriation from one department, office or agency to another.

### **PRIOR ACTIONS OR DISCUSSIONS:**

N/A

### **ANALYSIS:**

#### Staff Analysis

Budget transfers between departments are uncommon. This transfer is required to align the change in staffing and transfer of FTEs and budget related to this change.

#### Council Goal, Objective, and/or Guiding Principle

This budget amendment supports the 2019 council goal and objective, Envision Littleton, by providing resources to meet the objectives of this goal.

Fiscal Impacts

There is no financial impact because this is a transfer of funds already included in the 2019 budget.

Alternatives

1. Approve resolution to align the budget with expenditures.
2. Not approve resolution and the 2019 budget will remain as is.

**STAFF RECOMMENDATION:**

Staff recommends approval of the resolution.

**PROPOSED MOTION:**

I move to approve the resolution approving the transfer of funds between departments.