



**Request for City Council Committee Action
From the Department of City Coordinator**

Date: May 18, 2004

To: Council Member Lisa Goodman, Community Development Committee
Council Member Barbara Johnson, Ways & Means/Budget Committee

Prepared by: Patrick Born, Finance Officer, Phone 612-673-3375

Approved by: John Moir, City Coordinator _____

**Presenter in
Committee:** Jack Kryst, Director, Development Finance

Subject: Transfer of Two Positions and Supporting Budgets from CPED to
Finance

RECOMMENDATION: Receive and file.

Previous Directives: Footnote d(15) of the 2004 Operating Budget Resolution gives the Finance Officer authority to transfer appropriations and authorized positions within approved budgets, and requires the City Coordinator to report to the Community Development and Ways & Means/Budget Committees as changes occur to the appropriation or position authority levels in affected departments. On March 19, 2004, the City Council authorized execution of the 2004 Administrative Support Reimbursement Agreement among CPED, Finance and the NRP. Implementation of the Agreement requires the transfer of two positions and related personnel budgets from CPED to Finance.

Financial Impact (Check those that apply)

- No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

The Director of Community Planning & Economic Development (CPED) and the Finance Officer have requested the transfer of two positions from CPED to Finance. The two positions, Senior NRP/Citizen Participation Specialist and Housing Development Support Specialist, provide contract administration and related support services to the Neighborhood Revitalization Project (NRP).

The need to transfer positions between CPED and other City departments was anticipated by the Focus Minneapolis resolution (2002R-303(1)).

Footnote d(15) of the 2004 Operating Budget Resolution gives the Finance Officer authority "to make transfers of appropriation and authorized positions within the approved budgets for MCDA, Planning, and any other department or agency. Based on the direction set forth in 2002R-303(l) (the Focus Minneapolis resolution), any increases in appropriation or authorized positions for CPED approved under this footnote must include offsetting appropriation and position decreases in the affected departments so that there is no net change in overall citywide appropriation or authorized position totals. The City Coordinator will report back to the Community Development and Ways & Means/Budget Committees as changes occur to the appropriation or position authority levels in the affected departments."

Implementation of the 2004 Administrative Support Reimbursement Agreement among CPED, Finance and the NRP requires the transfer of the two positions and related personnel budgets. This action does not create any net change in the overall citywide appropriation or authorized position totals.

Under the authority given to the Finance Officer by Footnote d(15) of the 2004 Operating Budget Resolution, the transfer became effective May 2, 2004.

As required by Footnote d(15), this report notifies the Community Development and Ways & Means/Budget Committees that two positions and the related appropriations have been transferred from CPED to Finance.