



Request for City Council Committee Action from the Department of

Date March 17, 2006

To Ways & Means Committee
Referral to

Subject Request for reappropriation of 2005 remaining budget to 2006

Recommendation

1. Amend the 2006 appropriation resolutions to increase the budgets in the funds and agencies as set forth in the attached table.
2. Authorize the Finance Officer to execute any 2006 appropriation changes necessary to carry out the intent of this action.

Previous Directives

None

Prepared or Submitted by Heather Johnston, Director of Management and Budget, 673-2918

Approved by Patrick Born, City Finance Officer _____

Steven Bosacker, City Coordinator _____

Permanent Review Committee (PRC) Approval _____ Not Applicable

Note: To determine if applicable see <http://insite/finance/purchasing/permanent-review-committee-overview.asp>

Policy Review Group (PRG) Approval _____ Date of Approval _____ Not Applicable

Note: The Policy Review Group is a committee co-chaired by the City Clerk and the City Coordinator that must review all requests related to establishing or changing enterprise policies.

Presenters in Committee (name, title)

Financial Impact (Check those that apply)

No financial impact (If checked, go directly to Background/Supporting Information).

Action requires an appropriation increase to the _____ Capital Budget or _____ Operating Budget.

Action provides increased revenue for appropriation increase.

Action requires use of contingency or reserves.

Business Plan: _____ Action is within the plan. _____ Action requires a change to plan.

___ Other financial impact (Explain):

___ Request provided to department's finance contact when provided to the Committee Coordinator.

Community Impact (use any categories that apply)

Neighborhood Notification

City Goals

Comprehensive Plan

Zoning Code

Other

Background/Supporting Information Attached

Reappropriation Requests:

Requests to increase 2006 appropriation for goods and services encumbered in 2005 but not yet paid are reviewed using the following criteria:

- 1) a **valid encumbrance**
- 2) **one-time** (not recurring budget item)
- 3) The purpose should be **consistent with the department's business plan**
- 4) **2005 appropriation balance available for the encumbered item**
- 5) **financial position of the fund** (status of the fund relative to work out plans; whether the fund's spending in 2005 had expense in excess of revenue)

The attached table presents the Finance Department recommendations.