

REQUEST FOR CONTINGENCY TRANSFER

DATE: August 8, 2005

FROM:	CONTINGENCY ACCOUNT	AMOUNT
	General Fund Contingency	\$100,000
TO:	ACCOUNT NUMBER	AMOUNT
	General Government City Manager's Office Salaries and Benefits	\$100,000

JUSTIFICATION OF NEED FOR TRANSFER:

1. Why is this request of such an emergency nature that it must be made immediately?

The City and the former City Manager have reached a settlement agreement regarding the severance package. This contingency transfer will provide a portion of the appropriation needed for this expenditure.

2. Why was the item not budgeted in the normal budgetary process?

It was not known during the budget that this expenditure would be made.

3. Justification as to why the transfer cannot be made within the division or department?

Funds are not available in the City Manager's Office budget to cover this expenditure.

Council Approval Required: Yes Date Approved by Council: _____

Requested by : Jeff Kersten

Budget Review: _____

Approved: _____
Department Head

Approved: _____
Budget Officer

Approved: _____
City Manager