

MAY 18 2020

RESOLUTION 5, 2020

CITY CLERK

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TERRE HAUTE, INDIANA:

WHEREAS, There are insufficient funds in a certain account of the Engineering Department budget to meet current and anticipated expenditures within said Department, and;

WHEREAS, There are surplus funds in another account of the same budget, said Accounts being within the appropriation heretofore made for the use of said Department.

BE IT THEREFORE RESOLVED: That the following transfers be made in the Accounts heretofore appropriated for the use of said Department:

FROM: #0101-0006-01-412226	Systems Administrator	\$22,000.00
#0101-0006-01-412257	Sr System/Network Admin	\$27,000.00
TO: #0101-0010-01-412219	Staff Engineer	\$37,000.00
#0101-0010-01-413010	Employer Social Security	\$ 2,300.00
#0101-0010-01-413020	Employer Medicare	\$ 550.00
#0101-0010-01-413030	Employer Group Health Ins.	\$ 5,000.00
#0101-0010-01-413060	Employer PERF	\$ 4,150.00
<b>TOTAL</b>		<b>\$49,000.00</b>

Introduced by: O. Earl Elliott O. Earl Elliott, Councilman

Passed in open Council this 4 day of June, 2020.

George Azar George Azar, President

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

Presented by me to the Mayor this 8TH day of JUNE, 2020.

Michelle L. Edwards Michelle L. Edwards, City Clerk

Approved by me, the Mayor, this 8TH day of JUNE, 2020.

Duke A. Bennett Duke A. Bennett, Mayor

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

**REQUEST FOR TRANSFER OF BUDGETED FUNDS**

(For Approval by Mayor, Controller, and City Council)

This form is to be used when the requested transfer is between two major classifications.

DEPARTMENT or FUND: General Fund (0101)

DATE: 05/08/2020

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	<u>0006-01-412226</u>	<u>Systems Administrator</u>	\$ <u>22,000.00</u>
FROM:	<u>0006-01-412257</u>	<u>Sr System/Network Admin</u>	\$ <u>27,000.00</u>
TO:	<u>0010-01-412219</u>	<u>Staff Engineer</u>	\$ <u>37,000.00</u>
TO:	<u>0010-01-413010</u>	<u>Employer Social Security</u>	\$ <u>2,300.00</u>
TO:	<u>0010-01-413020</u>	<u>Employer Medicare</u>	\$ <u>550.00</u>
TO:	<u>0010-01-413030</u>	<u>Employer Group Health Ins</u>	\$ <u>5,000.00</u>
TO:	<u>0010-01-413060</u>	<u>Employer PERF</u>	\$ <u>4,150.00</u>
FROM:	_____	_____	\$ _____
TO:	_____	_____	\$ _____

**Total Amount to Be Transferred** \$ 49,000.00

Department Head Approval: [Signature] Date: 5/8/2020  
(Forward to Mayor) Signature

Mayoral Approval: [Signature] Date: 5-11-20  
(Forward to Controller) Signature

Controller Approval: [Signature] Date: 5/8/20  
(Forward to the Legal Department)

Received by Legal: \_\_\_\_\_ Resolution # \_\_\_\_\_  
Date

**DEPARTMENT HEAD:** Please attach a memorandum briefly detailing the need for this resolution. Such information should include the specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.

# Memo

**To:** City Council  
**From:** Chuck Ennis  
**cc:** Eddie Felling, Summer Accord, Mayor Duke Bennett  
**Date:** 05/08/2020  
**Re:** Engineer Level II

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The purpose of this transfer of General Fund monies is to reinstate an entry-level position in the Engineering department budget. This position had been in the Engineering budget as far back as 2008, however we have been unable to find a qualified candidate willing to take the position. During last year's 2020 budget development and approval process, the administration removed this unfilled position in order to accommodate other budget adjustments.

With the recent loss of both Larry Robbins and Scott Barbour to Vigo County government, it became necessary to fill the gaps and expertise that their departure has created. We found a great candidate, a local resident and a recent graduate from Rose-Hulman that meets the qualifications for this position.

In order to employ this individual, we must fund the position in the current budget. This request is not for any new General Fund money but is a transfer of funds from two unfilled positions elsewhere in the General Fund budget.

I am requesting the transfer of \$22,000 from IT Systems Administrator position and \$27,000 from an IT Sr. Systems/Network Administrator position to a Staff Engineer Level II line item. This will cover seven months of the Staff Engineer Level II salary of \$56,000 (which is \$32,667 plus cost of benefits). This has been agreed upon by the IT Director and these transfers will not hamper IT's ability to fill those existing positions for the remainder of the year or for next year.

The 2021 GF Budget will be submitted with all of these positions in their fully funded forms. Other adjustments to the Engineering budget will be made to account for any potential increased costs.