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# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
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R-2005-0039      Resolution      In Committee

Resolution relative to updating Policy on Required Approvals for Budget Changes for inclusion in the City of West Allis Policies & Procedures Manual.

Introduced: 2/1/2005

Controlling Body: Administration & Finance Committee

### COMMITTEE RECOMMENDATION

*Staff*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
FEB 01 2005			Barczak	✓			
			Czaplewski	✓			
			Dobrowski				
			Kopplin				
		✓	Lajsic	✓			
			Narlock				
			Reinke	✓			
			Sengstock				
			Vitale				
			Weigel	✓			
		TOTAL		5	0		

### SIGNATURE OF COMMITTEE MEMBER

*[Handwritten Signature]*

Chair

Vice-Chair

Member

### COMMON COUNCIL ACTION **ADOPT**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
FEB 01 2005		✓	Barczak	✓			
		✓	Czaplewski	✓			
			Dobrowski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Sengstock	✓			
			Vitale	✓			
			Weigel	✓			
		TOTAL		10	0		



*C. Paul Zuhler*

**STANDING COMMITTEES OF THE  
CITY OF WEST ALLIS COMMON COUNCIL  
2004**

**ADMINISTRATION & FINANCE**

Chair: Michael J. Czaplewski  
Vice-Chair: Martin J. Weigel  
Gary T. Barczak  
Thomas G. Lajsic  
Rosalie L. Reinke

**PUBLIC WORKS**

Chair: Richard F. Narlock  
Vice-Chair: Linda A. Dobrowski  
Kurt E. Kopplin  
Vincent Vitale  
James W. Sengstock

**SAFETY & DEVELOPMENT**

Chair: Thomas G. Lajsic  
Vice-Chair: Vincent Vitale  
Gary T. Barczak  
Martin J. Weigel  
Rosalie L. Reinke

**LICENSE & HEALTH**

Chair: Kurt E. Kopplin  
Vice-Chair: James W. Sengstock  
Linda A. Dobrowski  
Richard F. Narlock  
Michael J. Czaplewski

**ADVISORY**

Chair: Rosalie L. Reinke  
Vice-Chair: Gary T. Barczak  
Linda A. Dobrowski  
Vincent Vitale  
Martin J. Weigel



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Resolution

File Number: R-2005-0039

Final Action:

FEB 01 2005

Resolution relative to updating Policy on Required Approvals for Budget Changes for inclusion in the City of West Allis Policies & Procedures Manual.

WHEREAS, Policy No. 1108, Required Approvals for Budget Changes, was originally included in the City of West Allis Policies & Procedures Manual on September 1, 1998; and,

WHEREAS, it is necessary to revise and update said policy at this time, as approved by the Administration & Finance Committee.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 1108, Required Approvals for Budget Changes, be approved as presented in the attached restatement.

BE IT FURTHER RESOLVED that the City Administrative Officer is authorized and directed to include Policy No. 1108 in the City's Policies & Procedures Manual and distribute said policy to all departments, divisions, and offices.

ADM\ORDRES\ADMR270

ADOPTED February 1, 2005

Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED February 4 2005

Jeannette Bell, Mayor

Required Approvals for Budget Changes	Administration & Finance	1100
	1108                      1-2                      9/1/98	2/05

1.0 PURPOSE:

To describe the City policy with respect to the required approvals for various types of budget changes.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, divisions, offices, boards, commissions, etc.

3.0 POLICY:

It is the policy of the City to allow budget changes to occur throughout the year as necessary and justifiable.

4.0 REFERENCES:

Wisconsin Statutes  
City of West Allis Revised Municipal Code, Sections 1.04 and 2.62

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Director of the Department of Administration & Finance shall be responsible for monitoring and implementing the budget change request and approval process.

5.2 GENERAL POLICIES

5.2.1 Common Council. The Common Council of the City of West Allis is required to approve any budget changes involving the following:

1. Contingency Fund transfers.
2. Regular Salary and Other Salary Accounts, including staffing levels, positions, reclassifications/reallocations.
3. Land & Building Account.

5.2.2 Administration & Finance Committee. The Administration & Finance Committee is required to approve any budget changes involving the following:

1. Interdepartmental Fund or Account transfers.
2. Intradepartmental Account transfers over \$10,000.
3. Travel Accounts as they relate to the identification or location of state and national conferences.
4. Membership Accounts and Furniture/Equipment Accounts over \$10,000, including type, number, etc.
5. Contractual Services Accounts over \$10,000.

5.2.3 City Administrative Officer. The City Administrative Officer is authorized and required to approve any budget changes (with the exception of those noted above) involving the following:

1. Intradepartmental Account transfers of \$2,500 to \$10,000.
2. Membership, Furniture/Equipment, and Contractual Services up to \$10,000.

5.2.4 Finance Manager/Comptroller. The Finance Manager/Comptroller is authorized and required to approve any budget changes (with the exception of those noted above) involving the following:

1. Intradepartmental Account transfers of up to \$2,500.

5.2.5 Administration & Finance Committee Budget Change Approvals.

1. Any budget change requests are to be submitted to the City Administrative Officer for processing. Upon receipt of such requests, the City Administrative Officer shall notify the members of the Administration & Finance Committee of any requests as outlined in Section 5.2.2. above. Upon completion of five (5) working days, if the City Administrative Officer has not received any objections, such approval may be granted. Any unusual circumstances shall be reported to the Administration & Finance Committee with the City Administrative Officer's notification. The City Administrative Officer shall notify the requesting Department and the Finance Division, in writing, of approval of such request.
2. The City Administrative Officer shall also notify the Administration & Finance Committee of all budget changes that may be approved within the \$5,000 to \$10,000 range.



**POLICIES AND PROCEDURES MANUAL**

<b>SUBJECT</b>  Required Approvals for Budget Changes	<b>DEPARTMENT</b>		<b>DEPARTMENT IDENTIFICATION</b>	
	Administration & Finance		1100	
	<b>SECTION</b>	<b>PAGES</b>	<b>EFFECTIVE DATE</b>	<b>REVISION DATE</b>
	1108	1-2	9/1/98	

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5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Director of the Department of Administration & Finance shall be responsible for monitoring and implementing the budget change request and approval process.

5.2 GENERAL POLICIES

5.2.1 Common Council. The Common Council of the City of West Allis is required to approve any budget changes involving the following:

1. Contingency Fund transfers.
2. Accounts 111.00 (Regular Salary) and 112.00 (Other Salary), including staffing levels, positions, reclassifications/reallocations.
3. Account 811.00 (Land & Building).

5.2.2 Administration & Finance Committee. The Administration & Finance Committee is required to approve any budget changes involving the following:

1. Interdepartmental Fund or Account transfers.
2. Intradepartmental Account transfers over \$2,500.
3. Account 331.00 (Travel) as it relates to the identification or location of state and national conferences.
4. Account 317.00 (Memberships) and Accounts 590's (Furniture & Equipment) over \$2,500, including type, number, etc.
5. Account 436.00 (Consulting Services) over \$2,500.

5.2.3 City Administrative Officer. The City Administrative Officer is authorized and required to approve any budget changes (with the exception of those noted above) involving the following:

1. Intradepartmental Account transfers up to \$2,500.