



MEMO

TO: Mayor and City Council of the City of Dacula
FROM: Stephen Mayer, Director of Finance
DATE: February 27, 2026
SUBJECT: Ordinance to transfer unencumbered appropriations

A budget transfer is requested to reallocate funds from the Contingency account under the Finance Department to the Public Works and General Administration Departments.

City Administrator and Public Works Director have identified the need for equipment and supplies to support road treatment operations during snow and icy conditions. This transfer will ensure continued public safety and effective winter weather response.

Additionally, General Administration is requesting funding to complete the digitization of all meeting minutes. This service was approved in the FY2025 budget; however, the work was not completed. The requested transfer will allow the project to move forward and fulfill the previously authorized initiative.

A transfer of appropriations is required per Sec. 20-6 of the Dacula Municipal Code of Ordinances. Section 20-6 allows the Mayor and Council to transfer unencumbered appropriations, by ordinance, from one department to another provided the appropriation does not exceed the original budget established by the City Council.

Refer to Exhibit A for more details on the budget transfer.

