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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
ROBIN PIKAL, FINANCE DIRECTOR  
**SUBJECT:** AUTHORIZING THE FUND TRANSFER AND CLOSURE OF ACCOUNT CIP 2007  
(FUND 375)  
**DATE:** FEBRUARY 11<sup>TH</sup>, 2025

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The CIP 2007 (Fund 375) account was utilized for services and expenses related to the 2007 CIP. The account has been dormant since 2023 and since this fund is no longer needed, we are requesting that effective 12/31/2024, the remaining balance of \$157,660.60 be transferred to the Equipment Fund (Fund 498) and closed.

**Recommendation**

Staff recommends approval of the attached Resolution #25-02-18-02 Authorizing the Fund Transfer and Closure of CIP 2007 (Fund 375).