



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: December 19, 2023

Subject: Transfer from Public Utilities Operations Fund to Severance Fund

Staff recommends a one-time transfer of \$75,000 from Public Utilities Operations Fund and \$25,000 from the General Fund to the Severance Fund.

This will ensure the Severance Fund has adequate dollars to cover former Public Works Director Terry Randall's vacation, benefits and sick leave payout that will occur in 2024.

The Public Utilities Operations Fund and General Fund will still comply with the City's fund balance policy.

If you have any questions, please do not hesitate to contact me at 763-784-6491.