

Request to Transfer Departmental Budget Dollars to another category

Effective October 1, 2015 (Resolution # 15-2292), the City Administrator must pre-approve all transfers of departmental budget dollars if the transfer is between different categories. Categories consist of Personnel, Capital Equipment and Operational expenses. After the City Administrator gives approval, the request must go to council for their approval.

Instructions:

Complete items below and submit to the City Administrator. Once the request is approved, a Resolution item must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head Chad Christian

Department Engineering

Date Submitted 03/11/2016

Budget Category	From <u>Capital Projects</u>	To <u>Non-Capital</u>
-----------------	---------------------------------	--------------------------

If Personnel Accounts, Approval from Human Resources Director is required.

Signature & Date

Reason for transfer:

GCE Drainage Repairs overall cost came in under contract amount. The City can use this to fund street lighting requests.

Street light request for Dundee Cir. (decorative U/G)

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$741.75</u>	<u>12-600-9375 A14 GCE</u>	<u>01-624-8010</u>
<u>\$294.74</u>	<u>Increase 12-5831 & 01-624-8010 - Zero Budget Impact</u>	
<u>\$</u>		
<u>\$</u>		
<u>\$</u>		
<u>\$ 1,036.49</u>	<u>Total Amount to Transfer Between Categories.</u>	

Approval by City Administrator

(See pages 4-5)

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

******* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *******

BALDWIN COUNTY ELECTRIC MEMBERSHIP CORPORATION

CONTRIBUTION IN AID OF CONSTRUCTION

NAME: City Of Foley(Dundee Cir underground)

DATE: 2/29/2016

I hereby request the electric lines necessary to provide service to the following address or location:

Work Order # _____

I also hereby acknowledge that I am required to pay in advance \$1,036.49
for this electrical service and have attached such payment. I further
acknowledge that this contribution in aid of construction carries no interest/ownership
in the service and/or the plant/property of Baldwin County EMC.

CONTRIBUTION IN AID of CONSTRUCTION:	<u>\$1,036.49</u>
MEMBERSHIP FEE and/or ACCOUNT FEE:	<u>N/A</u>
DEPOSIT FOR SERVICE:	<u>N/A</u>
IMPACT FEE:	<u>N/A</u>
OTHER FEE: _____	<u>N/A</u>
OTHER FEE: _____	<u>N/A</u>
TOTAL:	<u>\$1,036.49</u>

Additional Comments: Monthly cost for light will be 7.70 for the Hps 150.

Property Owner's Name: _____

Property Owner's Signature: _____

Address: _____

BALDWIN COUNTY E.M.C. REPRESENTATIVE



BALDWIN COUNTY E.M.C. REPRESENTATIVE

(Required if C.I.A.C. is over \$750)

BALDWIN COUNTY ELECTRIC MEMBERSHIP CORPORATION

CONTRIBUTION IN AID OF CONSTRUCTION

NAME: City Of Foley(Dundee Cir overhead)

DATE: 2/29/2016

I hereby request the electric lines necessary to provide service to the following address or location:

Work Order # _____

I also hereby acknowledge that I am required to pay in advance

\$741.75

for this electrical service and have attached such payment. I further

acknowledge that this contribution in aid of construction carries no interest/ownership

in the service and/or the plant/property of Baldwin County EMC.

CONTRIBUTION IN AID of CONSTRUCTION:

\$741.75

MEMBERSHIP FEE and/or ACCOUNT FEE:

N/A

DEPOSIT FOR SERVICE:

N/A

IMPACT FEE:

N/A

OTHER FEE: _____

N/A

OTHER FEE: _____

N/A

TOTAL:

\$741.75

Additional Comments: Monthly cost for light will be 7.70 for the Hps 150.

Property Owner's Name: _____

Property Owner's Signature: _____

Address: _____

BALDWIN COUNTY E.M.C. REPRESENTATIVE

BALDWIN COUNTY E.M.C. REPRESENTATIVE

(Required if C.I.A.C. is over \$750)



Angela Cooper <acooper@cityoffoley.org>

Budget Transfer Forms for Approval - Carnoustie Gardens HOA Carnoustie Dr. & Dundee Cir. Street Light Requests

7 messages

Angela Cooper <acooper@cityoffoley.org>
To: Michael Thompson <mthompson@cityoffoley.org>
Cc: Chad Christian <cchristian@cityoffoley.org>

Fri, Mar 11, 2016 at 4:22 PM

Attached are budget transfer forms for Carnoustie Gardens HOA decorative street lighting requests. These are for your review and approval.

Thanks,

Angela Cooper

Office Manager, Engineering Dept. | City of Foley | P.O. Box 1750 | 200 North Alston St. | Foley, Alabama 36536 | Tel [251.970.1104](tel:251.970.1104) | Fax [251.970.2398](tel:251.970.2398)

2 attachments



Budget Transfer Request Form Dundee Cir. Street Light Request.xlsx
12K



Budget Transfer Request Form Carnoustie Dr. Street Light Request.xlsx
12K

Angela Cooper <acooper@cityoffoley.org>
To: Chad Christian <cchristian@cityoffoley.org>

Thu, Mar 17, 2016 at 2:06 PM

Did Mike happen to send his approvals to you? I have yet to receive a reply.

Thanks,

Angela Cooper

Office Manager, Engineering Dept. | City of Foley | P.O. Box 1750 | 200 North Alston St. | Foley, Alabama 36536 | Tel [251.970.1104](tel:251.970.1104) | Fax [251.970.2398](tel:251.970.2398)

[Quoted text hidden]

2 attachments



Budget Transfer Request Form Dundee Cir. Street Light Request.xlsx
12K



Budget Transfer Request Form Carnoustie Dr. Street Light Request.xlsx
12K

Chad Christian <cchristian@cityoffoley.org>
To: Angela Cooper <acooper@cityoffoley.org>
Cc: Michael Thompson <mthompson@cityoffoley.org>

Thu, Mar 17, 2016 at 4:56 PM

Are these OK Mike?

[Quoted text hidden]

—

Chad P. Christian, P.E.

City Engineer
City of Foley Engineering Dept.
P.O. Box 1750 \ 200 N. Alston St.
Foley, AL 36536
P: 251-970-1104
F: 251-970-2398

Michael Thompson <mthompson@cityoffoley.org>
To: Angela Cooper <acooper@cityoffoley.org>
Cc: Chad Christian <cchristian@cityoffoley.org>

Thu, Mar 17, 2016 at 5:24 PM

They are but based on our discussion this morning, if there is any additional "savings" left fromt he original capital project that came in under lets leave it alone.

Mike
