

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	Dan Hellmich	
Department	Public Works	
Date Submitted	17-May-16	
Budget Category	From Street Operations	To Public Works Operations

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

Signature & Date

Reason for transfer:

A roll up door at the maintenance shop is in need of serious repair to make it operational again. Money was not budgeted in the Public Works operation accounts to compensate for this repair.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$3,000	01-607-6010	01-605-4010
\$	_____	_____
\$	_____	_____
\$	_____	_____
\$	_____	_____
\$	3,000.00	Total Amount to Transfer Between Categories.

Approval by City Administrator

Signature _____ Date _____

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

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



PRECISION DOOR SERVICE OF MOBILE-
GULFPORT
1606 INDUSTRIAL PARK CIR
MOBILE, AL 36693
(877) 337-0533

GREGORY, ANTHONY
120 E ORCHID AVE
FOLEY, AL 36535
(251) 943-8897

ESTIMATE
MAY 10, 2016
KINSMAN KNIGHT
ESTIMATE GOOD FOR 90 DAYS
CENTER DOOR (LO)

BEST

ITEM	QUANTITY	RATE
LABOR *1 HOUR MINIMUM*	6	\$89.95
2 TECHS X 3 HOURS		
MISCELLANEOUS	20	\$73.21
INDIVIDUAL SLATS		
MISCELLANEOUS	20	\$8.12
INDIVIDUAL WINDLOCKS		
MISCELLANEOUS	1	\$467.20
BOTTOM BAR		
MISCELLANEOUS	1	\$250.00
FREIGHT CHARGE		
1 YEAR WARRANTY	1	\$0.00
1 YEAR PARTS AND LABOR WARRANTY		

SUBTOTAL \$2,883.50 TAX \$0.00 TOTAL \$2,883.50

TECHNICIAN'S EVALUATION AND RECOMMENDATIONS