

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 To
Street Operations 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 Publics Works operation accounts to compensate for this repair.

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

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

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

TECHNICIAN'S EVALUATION AND RECOMMENDATIONS