

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 Rachel Keith
 Department Airport

Date Submitted 3/10/2016

Budget Category From Property & Equipment Maint. & Repair To Capital Project

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

 Signature & Date

Reason for transfer:

Project overrun of \$37,394.00. An issue was found during the milling of the asphalt on the taxiway that required further milling and additional asphalt to correct .

| Amounts to Transfer | From (Account Number & Name) | To (Account Number & Name) |
|---------------------|---|--|
| <u>\$16,300</u> | <u>613-6050 / Runway, Ramp & NDB Maint.</u> | <u>12-665-7359 R25 VLKSA/Airport Drainag</u> |
| <u>\$17,000</u> | <u>613-4010 / Bluilding & Grounds Maint.</u> | <u>12-665-7359 R25 VLKSA/Airport Drainag</u> |
| <u>\$4,200</u> | <u>613-3030/Contract Services - NDB</u> | <u>12-665-7359 R25 VLKSA/Airport Drainag</u> |
| <u>\$</u> | _____ | _____ |
| <u>\$</u> | _____ | _____ |
| <u>\$ 37,500.00</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 *******

Rachel Keith

From: Wayne [wtrawick@trawickb.com] on behalf of trawickb@gulftel.com
Sent: Monday, March 14, 2016 3:55 PM
To: Rachel Keith
Subject: RE: Request to Transfer Budget Dollars

Rachael

I have no problem with the transfer but we will need to have the council to memorialize the move.

Wayne Trawick
1300 N. McKenzie St.
Foley, AL. 36535

251-943-5000
251-978-7277

From: Rachel Keith [mailto:rkeith@cityoffoley.org]
Sent: Monday, March 14, 2016 11:52 AM
To: Wayne Trawick <trawickb@gulftel.com>
Cc: 'Miranda Bell' <mbell@cityoffoley.org>
Subject: FW: Request to Transfer Budget Dollars

Wayne,

As I mentioned to Mike in the email below, there was an overrun on the Airport Drainage Project. I would like to transfer money from other Airport budget categories into my capital project account to cover the difference. I am not asking for a budget increase, just approval to move within my budget.

Attached is the request for your review.

Rachel Keith

*Purchasing Agent/Airport Manager
City of Foley
Phone: 251-970-2418
Fax: 251-970-2144
E-mail: rkeith@cityoffoley.org*

From: Michael Thompson [mailto:mthompson@cityoffoley.org]
Sent: Thursday, March 10, 2016 3:36 PM
To: Rachel Keith
Subject: Re: Request to Transfer Budget Dollars

Hi Rachel,

I approve of this budget movement.

Mike

On Thu, Mar 10, 2016 at 3:23 PM, Rachel Keith <rkeith@cityoffoley.org> wrote:

Mike,

There was an overrun on the Airport Drainage Project. I would like to transfer money from other Airport budget categories into my capital project account to cover the difference. Attached is the request for your review.

Rachel Keith

Purchasing Agent/Airport Manager

City of Foley

Phone: 251-970-2418

Fax: 251-970-2144

E-mail: rkeith@cityoffoley.org