

REQUEST FOR CONTINGENCY TRANSFER

DATE: 2/10/2005

FROM:	CONTINGENCY ACCOUNT	AMOUNT
	001-9111-999-10-10 General Fund Contingency	\$25,000
TO:	ACCOUNT NUMBER	AMOUNT
	001-4491-605-33-16 Public Works Traffic Signals	\$25,000

JUSTIFICATION OF NEED FOR TRANSFER:

1. Why is this request of such an emergency nature that it must be made immediately?

The City is considering a bid to paint a number of street lights and traffic signals along University Drive and Holleman Drive. Additional budgetary resources are needed to complete this project in a timely manner.

2. Why was the item not budgeted in the normal budgetary process?

It was not known during the budget process that this project to paint the traffic poles would be considered in FY 05.

3. Justification as to why the transfer cannot be made within the division or department?

A portion of the funds for the project are being funded from this budget, however additional budget appropriation is needed.

Council Approval Required: Yes

Date Approved by Council: _____

Requested by : _____

Budget Review: _____

Approved: _____
Department Head

Approved: _____
Budget Officer

Approved: _____
City Manager