

AGENDA SUMMARY ITEM

Agenda Item #: C - 7

Agenda Item: Approval and authorization, in accordance with established policy, to make a budget amendment for Fund 303 in the fiscal year 2023/2024 Budget. Said amendment to transfer a total of \$6,000 from Street Sign Replacement and Repairs Project (PW24SS) to Street Restriping Project (PW24SR).

In accordance with the Public Works Director’s memo attached, this transfer will provide the necessary funding to restripe areas in the school zone and parking spaces at PBSO District 9 for the safe child swap area required by state law.

Exhibit “A” attached outlines the sources and uses of the funds.

Recommended Action:

Requesting Village Council approval to make the budget amendment to the fiscal year 2023/2024 Budget in accordance with established policy.

Initiator	Village Manager Approval	Agenda Date	Village Council Action
Sharon Almeida Finance Director		8/15/2024	

EXHIBIT "A"
BUDGET REVISION
CAPITAL IMPROVEMENTS

DEPARTMENT	ACCOUNT DESCRIPTION	CIP PROJ NO.	BUDGET CODE NO.	AMOUNT
SOURCE OF FUNDS				
Public Works	Street Sign Replacement and Repairs	PW24SS	541.52-53	\$ 6,000
TOTAL SOURCE OF FUNDS				<u>\$ 6,000</u>
USE OF FUNDS				
Public Works	Street Restriping	PW24SR	541.53-10	\$ 6,000
TOTAL USE OF FUNDS				<u>\$ 6,000</u>

MEMORANDUM

TO: Sharon Almeida, Finance Director

FROM: Paul Webster, Director of Public Works

DATE: August 7, 2024

RE: Budget Adjustment

I would like to respectfully request a budget adjustment to increase the funds in the existing CIP PW24SR, Street Restriping, 303-4100-541.53-10 by \$6,000.00 with funding from CIP PW24SS, Street Sign Replace & Repair, 303-4100-541.52-53. The funds are needed to issue a purchase order to restripe areas in school zones prior to the start of students returning to school. Additionally, we are restriping two (2) parking spaces at the PBSO District 9 for the safe child swap area required by state law. We request that this budget adjustment be placed on the next council agenda, August 15, 2024.

If any additional information is needed, please do not hesitate to contact me at your earliest convenience.

Thank you in advance for your time and consideration.

PW/cs