

**MEMORANDUM
FINANCE DEPARTMENT**

TO: Randall Tweet, City Manager
SUBJECT: Adjustment to the CY 2021 Budget

Number: 007-21
Date: 02/01/2021

An adjustment to the CY 2021 budget in the amount of \$9,116.72 is requested by the Public Works Department reference the carrying over of unused funds from CY 2020.

- American Industrial Door Company originally submitted a quote to replace four metal frames and doors in the Fleet Services garage area. The project was to be completed the end of December 2020. Due to an unanticipated change in the project completion date by the vendor, an adjustment to the CY2021 budget in the amount of \$9,116.72 by carrying over the unused funds from CY2020 is requested by the Public Works Department/Fleet Services division.

Recommendation

The Public Works Department recommends City Council approve the budget adjustment by increasing the Public Works/Fleet Services budget for CY 2021 by \$9,116.72.

Vendor: American Industrial Door Company, Davenport, IA
Payment Amount: \$9,116.72

Fund:	601	Fleet Services
Department:	617	Fleet Services
Cost Center:	041	Administration
Object Code:	53801	Buildings & Grounds S/C
Project:	0000000	

Submitted by: Linda Barnes, Interim Finance Director
Approved: Randall Tweet, City Manager