

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

August 4, 2008

**CALL TO PODIUM:**

Harold Belton

**RESPONSIBLE STAFF:**

Harold Belton, Director  
Finance and Administration

**AGENDA ITEM:**

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

<b>TITLE:</b>
Resolution of the Mayor and City Council Authorizing the City Manager to Transfer Funds Within the General Fund Operating Budget

<b>SUPPORTING BACKGROUND:</b>
In accordance with Resolution number R-28-98, all budget transfers in excess of twenty-five (25) percent must be approved by City Council action. This transfer is needed in
This transfer will not affect the bottom line of the FY 2008 budget, as the Contingency Account in Non-Departmental 1911 will be reduced accordingly.
1111 Legal Services for Salaries and Advertisements
1131 Office of the City Manager for Salaries, Leave Payout and Retirement Benefits

<b>DESIRED OUTCOME:</b>
Vote on Resolution

# Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING  
TO EXPENDITURES FROM THE CITY BUDGET  
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Harold W. Belton Date of City Council Meeting: August 4, 2008

## AUTHORIZING

Purchase \_\_\_ Award Contract \_\_\_ Transfer Funds X Negotiate/  
Execute a Contract \_\_\_

## BID INFORMATION:

Advertisement Date \_\_\_\_\_

Newspaper(s) \_\_\_\_\_

Bids Opened/Tabulated (date) \_\_\_\_\_

## DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

Resolution of the Mayor and City Council Authorizing the City Manager to Transfer Funds Within the General Fund Operating Budget

## CONTRACTED/PURCHASE FROM:

Company Name: \_\_\_\_\_

Street Address \_\_\_\_\_

P. O. Box Number \_\_\_\_\_

City/State/Zip \_\_\_\_\_

CONTRACT/PURCHASE AMOUNT: \$ \_\_\_\_\_

Check One: In the Amount of \_\_\_\_\_ Not to Exceed \_\_\_\_\_

FUNDS TO BE EXPENDED FROM: Operating Budget X Capital Improvements Budget \_\_\_\_\_

Account Number: \_\_\_\_\_

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available \_\_\_\_\_ Not available \_\_\_\_\_

\_\_\_\_\_  
Finance Dept. Date

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND CITY COUNCIL  
AUTHORIZING THE CITY MANAGER TO TRANSFER FUNDS  
WITHIN THE GENERAL OPERATING FUND BUDGET

WHEREAS, during the course of the fiscal year it becomes necessary for the City Manager to transfer certain funds to provide for the proper operation of the City government; and

WHEREAS, before such transfers can be made, they must be approved by the Mayor and City Council:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to transfer funds within the 2008-2009 General Fund Operating Budget as follows:

<u>TO</u>		<u>FROM</u>
1111 Legal Services	\$120,000	1911 Non-Departmental (Contingency)
1131 Office of the City Manager	\$160,000	1911 Non-Departmental (Contingency)

AND BE IT FURTHER RESOLVED that the City Manager be and he hereby is authorized to make transfers in this and ensuing budget years after May 31 of each year so long as no activity area budget is increased more than 25 percent.

ADOPTED by the City Council this 4th day of August, 2008.

\_\_\_\_\_  
SIDNEY A. KATZ, MAYOR and  
President of the Council

THIS IS TO CERTIFY that the foregoing Resolution was adopted by the City Council In public meeting assembled on the 4th day of August, 2008.

\_\_\_\_\_  
James D. Arnoult, Acting City Manager