



# REQUEST FOR BUDGET ADJUSTMENT

REQUESTER NAME & TITLE: Wayne Wiley, Economic Development Manager FISCAL YEAR: FY2019-20  
 PREPARER NAME & TITLE: Wayne Wiley, Economic Development Manager COUNCIL DATE (if applicable): June 17, 2020  
 DEPARTMENT/DIVISION: Economic Development Department ORDINANCE: \_\_\_\_\_

### EXPENDITURES/EXPENSES/TRANSFERS OUT

ACCOUNT STRING				BUDGET (\$)	DESCRIPTION
Fund	Account	Center	Project	Adjustment	
1030	6587	84001	500163	\$275,000	Establish budget for city costs to prepare 116 S grant for new tenant (i.e. building modifications and TI allowance).
TOTAL				275,000	

### REVENUES/TRANSFERS IN

ACCOUNT STRING				BUDGET (\$)	DESCRIPTION
Fund	Account	Center	Project	Adjustment	
TOTAL				-	

NET ADJUSTMENT	275,000
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### FUND BALANCE

ACCOUNT STRING				BUDGET (\$)	DESCRIPTION
Fund	Account	Center	Project	Adjustment	
1030				(275,000)	Reduce fund balance for Post Office TI project.
TOTAL				(275,000)	

### Justification for Budget Adjustment:

The City is entering into a lease agreement with the USPS to lease 3,800 sf of space in the City owned building located at 116 S Grant. The current BA request is to allocate \$275,000 from the Strategic Improvement Fund to cover the City's obligated costs related to specific building modifications requested by the USPS (anticipated to total approximately \$75,000) and to provide a Tenant Improvement allowance (totaling \$200,000).

REQUIRED APPROVALS:			
<i>Laura Mattali</i>	5/26/20		
REQUESTING DEPARTMENT HEAD / DESIGNEE	DATE	BUDGET MANAGER / DESIGNEE	DATE
_____ CHIEF FINANCIAL OFFICER / DESIGNEE	_____ DATE	_____ CITY MANAGER / DESIGNEE	_____ DATE
BUDGET DEPARTMENT USE ONLY:			
POSTED BY	DATE		

Revised: June 24, 2019