

FILED

DEC 11 2024

RESOLUTION 39, 2024

CITY CLERK

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TERRE HAUTE, INDIANA:

WHEREAS, There are insufficient funds in a certain account(s) of the City Clerk (0101-0002) budget to meet current and anticipated expenditures within said Department, and;

WHEREAS, There are surplus funds in another account of the same budget, said Accounts being within the appropriation heretofore made for the use of said Department.

BE IT THEREFORE RESOLVED: That the following transfers be made in the Accounts heretofore appropriated for the use of said Department:

FROM: #0101-0010- 03-437030	Vehicle Maint. & Repair	\$3,100.00
TO: #0101-0002-03-434030	Publication of Legal Notices	\$3,100.00
<b>TOTAL</b>		<b>\$3,100.00</b>

Introduced by: Cheryl Loudermilk Cheryl Loudermilk, Councilman

Passed in open Council this 12 day of December, 2024.

Tammy Boland Tammy Boland, President

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

Presented by me to the Mayor this 12 day of December, 2024 at 8:10 o'clock.

Michelle L. Edwards Michelle L. Edwards, City Clerk

Approved by me, the Mayor, this 12 day of December, 2024.

Brandon C. Sakbun Brandon C. Sakbun, Mayor

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

**REQUEST FOR TRANSFER OF BUDGETED FUNDS**

(For Approval by Mayor, Controller, and City Council)

**COPY**

This form is to be used when the requested transfer is between two major classifications.

DEPARTMENT or FUND: Engineering General

DATE: 11/20/2024 12/4/24

	<u>Account #</u>	<u>Account Name:</u>	<u>Amount:</u>
FROM:	<u>0101-0010-03-437030</u>	<u>Vehicle Maintenance &amp; Repair</u>	<u>\$ 3,100.00</u>
TO:	<u>0101-0002-03-434030</u>	<u>Publication of Legal Notices</u>	<u>\$ 3,100.00</u>

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

Total Amount to be Transferred: \$ 3,100.00

Department Head Approval:  
(Forward to Mayor)

Marcus Cirino Date: 11/20/2024  
Signature

Mayoral Approval:  
(Forward to Controller)

JA Date: 11/20/2024  
Signature

Controller Approval:  
(Forward copy of approval to Department Head)

Julia Rome Date: 12/4/24  
Signature

Received Legal 12-4-24

Resolution # 39  
**DELIVERED**  
11/21/24

**DEPARTMENT HEAD:** Please attach a memorandum briefly detailing the need for this resolution. Such information should include specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.

DEPARTMENT  
OF  
ENGINEERING



# Memo

**To:** Mayor Sakbun

**From:** Sally Roetker – Project Coordinator, Engineering

**CC:** Jessica Thome - City Controller  
Marcus Maurer - City Engineer  
Libby Lewis - Legal Department  
Michelle Edwards- City Clerk

**Date:** November 20, 2024

**Re:** Request for Transfer of Budgeted Funds between  
classification/ Engineering General & City Clerk

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The Department of Engineering is requesting a transfer of budgeted funds from the Engineering General- Vehicle Maintenance line to the City Clerk -Publication of Legal Notices line for ~~\$4,000.00~~ for the advertisements related to City Code Ordinance Changes. *\$3,100.00*

Please see the attached Request for Transfer.

If you have any questions please contact me.

Thank you.

Roetker,Sally

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**From:** Edwards,Michelle  
**Sent:** Monday, December 2, 2024 6:06 PM  
**To:** Roetker,Sally  
**Cc:** Thome,Jessica  
**Subject:** Publication of legal notices

I do not remember where we left off but I calculated the shortage for 2024. It will total \$3,100.00

The notice for General Ordinance 13 was higher than anticipated. Let me know if this will be an issue.

Thanks!

Michelle L. Edwards  
City Clerk  
City of Terre Haute  
17 Harding Avenue  
Room 102 City Hall  
Terre Haute, IN 47807  
812-244-2103 (Office)  
812-244-2105 (Fax)  
Michelle.Edwards@TerreHaute.IN.Gov