



*City of Annapolis*

**DEPARTMENT OF TRANSPORTATION**

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J. Rick GORDON, DIRECTOR

**MEMORANDUM**

DATE: April 21, 2015

TO: Mr. Bruce Miller, Director  
Office of Finance

FROM: J. Rick Gordon, Director  
Department of Transportation

RE: Budget Revision Request

Please accept the attached budget revision request which will permit the ADOT to transfer funds from the Parking Operations account to the Parking Supplies account. This transfer request will support the purchase Parking Enforcement Officer uniforms, sign blanks, sign posts and other supplies needed as we move into the summer season and prepare for more special events. The uniforms are needed for two additional officers that are being hired and are critical to our enforcement operations.

If you have questions about his request, please do not hesitate to contact me.

cc: Thomas Andrews, City Manager