



TO: Downtown Development Board Members

FROM: Anne Fogarty France, DDB Administrator

CC: Rod Irwin, CRA Executive Director
Geri Campos Lopez, Director Economic Development & Housing
Jay Ravins, Director Finance Department
Courtney Orr, Downtown Manager

DATE: December 22, 2011

RE: Second Quarter FY 2011-2012 Budget Amendment

Costs in the amount of \$7,030 were incurred for the Star Spectacular event and were posted to the General Ledger in October. These costs were assigned to the Non-Budgeted Events line item.

I request the board's approval to move \$7,030 to the newly created Star Spectacular line item in the November budget.