



Lisa Meredith <lmeredith@foleypolice.org>

Budget Increase and Capital Purchase Request forms

7 messages

Lisa Meredith <lmeredith@foleypolice.org>

Fri, Aug 24, 2018 at 2:56 PM

To: Michael Thompson <mthompson@cityoffoley.org>, Wayne Trawick <wtrawick@cityoffoley.org>

Good afternoon-Please see attached forms for your review and signatures. Thank you.

--
Lisa Meredith
Administrative Assistant/Grant Coordinator
Foley Police Department
251-952-4010 Ext 241

2 attachments

Capital Purchase - atvs.xlsx
16K

ATVS Budget increase form.pdf
203K

Michael Thompson <mthompson@cityoffoley.org>

Fri, Aug 24, 2018 at 3:56 PM

To: Lisa Meredith <lmeredith@foleypolice.org>

Cc: Wayne Trawick <wtrawick@cityoffoley.org>

Hi Lisa you have my approval. Wayne, this is via the Firehouse subs grant that the PD was awarded.

Mike
[Quoted text hidden]

Lisa Meredith <lmeredith@foleypolice.org>

Fri, Aug 24, 2018 at 3:58 PM

To: Michael Thompson <mthompson@cityoffoley.org>

Received-Thank you.

[Quoted text hidden]

Lisa Meredith <lmeredith@foleypolice.org>

Mon, Aug 27, 2018 at 12:47 PM

To: wtrawick@trawickb.com

[Quoted text hidden]

2 attachments

Capital Purchase - atvs.xlsx
16K

ATVS Budget increase form.pdf
203K

Lisa Meredith <lmeredith@foleypolice.org>

Thu, Aug 30, 2018 at 12:32 PM

To: wtrawick@trawickb.com

Mr. Trawick would you please look over these documents that are waiting for approval. Thank you and have a great day.

----- Forwarded message -----

From: Lisa Meredith <lmeredith@foleypolice.org>

[Quoted text hidden]

[Quoted text hidden]

2 attachments

 **Capital Purchase - atvs.xlsx**
16K

 **ATVS Budget increase form.pdf**
203K

Wayne <wtrawick@trawickb.com>
To: Lisa Meredith <lmeredith@foleypolice.org>

Thu, Aug 30, 2018 at 4:55 PM

Lisa

I am ok with the proposal .

Wayne

From: Lisa Meredith <lmeredith@foleypolice.org>
Sent: Thursday, August 30, 2018 12:33 PM
To: Wayne <wtrawick@trawickb.com>

[Quoted text hidden]

[Quoted text hidden]

Lisa Meredith <lmeredith@foleypolice.org>
To: Wayne <wtrawick@trawickb.com>

Thu, Aug 30, 2018 at 4:55 PM

Thank you.

[Quoted text hidden]

Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds.

Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head Chief David Wilson
Department Police Department
Budget Category Capital Purchase/Firehouse Subs Public Safety Foundation

Date Submitted 08/24/2018

If Personnel Accounts, Approval from Human Resources Director is required.

Signature & Date

Reason for Increase:

This department received grant money towards the purchase of 2 ATV's.

The increase will result in a zero net impact to the budget.

Amounts of Funds Needed	Account Number & Name
<u>\$ 15,507.00</u>	100-2020-4300 Firehouse Subs Public Safety revenue
<u>\$ 15,507.00</u>	100-2010-5100 Capitol Purchase expense
<u>\$</u>	

Approval by City Administrator

Signature Date

Approval by Council President

Signature Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # Signature Date

******* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *******

Capital Purchase Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.

Submitted by: Lt. Kevin Carnley

Date Submitted: 8/24/2018

Is this purchase listed as a capital purchase in the approved budget?

No

What amount is approved in the budget for this purchase?

0

Description of the item and why the item is needed at this time.

2 ATV's-To assist in search and rescue operations (missing persons, major storm events, etc.) and to quickly respond to emergencies during large crowded events such as Balloon Festival.

Can your job be performed without the purchase of this item? Please explain below.

Yes, however this would allow us to cover more ground quickly and decrease response time.

Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.

We have obtained a quote and been approved for a grant through Firehouse Subs Public Safety Foundation in the amount of \$15,507.00. The check will be issued directly to the department for this purchase.

Is this to replace a current capital asset? No

If so please list below the item being replaced and why it can not be used any longer.

N/A

How do you plan to dispose of the item that is being replaced?

N/A

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date