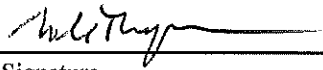


Request to Increase Departmental Budget Dollars

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. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

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	Mike Thompson	
Department	Gen Gov	Signature
Budget Category	Capital	
Date Submitted	5/27/21	

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

Signature & Date

Reason for Increase:

EnCompass contract is \$260,000 with Phase 1 being \$60,000 (75% grant funded \$45,000 & 25% City funded \$15,000)

& if the grant is awarded, Phase 2 being \$200,000 with (75% grant funded \$150,000 and 25% being City funded \$50,000).

Once grant is awarded, \$195,000 in revenue will offset these expenses. COF will only be responsible for \$65,000.

Amounts of Funds Needed	Account Number & Name
\$260,000	400-9200-5100 (HMGP Safe Room)

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 Project Worksheet

Directions:

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

Submitted by: Mike Thompson

Date Submitted: 5/27/2021

Is this project listed on the capital projects plan in the approved budget? No

What amount is approved in the plan for this project? n/a

In what year is this project shown to begin in the plan? n/a

Description of the project and why the project needs to be completed at this time.
Currently, no facility to house 1st responders during a storm.

Can your job be performed without the completion of this project? Please explain below.
Yes, but this would provide safe location for 1st responders to go during a hurricane.

Will not completing this project cause a public safety issue? Please explain below.
Yes, currently first responders do not have a safe location to go during storm.
It will also be used for a training facility.

Do you expect to come in, at, or under budget on this project? Please explain below.
At budget

Is there a grant associated with this project? Yes
If so please list below the grant amount and the match required by the City.
HMGP Grant will cover 75% of all eligible expenses. In this case grant will pay for \$195,000
and the City will be responsible for \$65,000

Approval by City Administrator

Mike Thompson 5/30/21
Signature and Date

Approval by Council President

Signature and Date

If you need an account number/project number in order to complete your Agenda Item, forward this signed form to Miranda Bell (mbell@cityoffoley.org) and to Sue Steigerwald (ssteigerwald@cityoffoley.org)

*****THIS COMPLETED FORM MUST BE ATTACHED TO THE AGENDA ITEM IN LEGISTAR*****