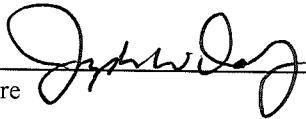


Request to Transfer Departmental Budget Dollars to another category

Effective October 1, 2015 (Resolution # 15-2292), the City Administrator must pre-approve all transfers of departmental budget dollars if the transfer is between different categories. Categories consist of Personnel, Capital Equipment and Operational expenses. After the City Administrator gives approval, the request must go to council for their approval. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below (including directors signature) and submit to the City Administrator. Once the request is approved, a Resolution item must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head	<u>Chief Joey Darby</u>	<u></u> Signature
Department	<u>Fire</u>	
Date Submitted	<u>8/3/2022</u>	
Budget Category	<u>From Capital Purchases</u>	<u>To Vehicle Maint / Communication Equip</u>

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

Signature & Date

Reason for transfer:

The planned refurbishment of our rescue truck will not be a capital expense. We will primarily upgrade emergency
and scene lighting on the truck at a cost of \$30,000. We have four other response vehicles that have experienced unbudgeted
mechanical issues (generators, transmission, engine, etc.), so we will need \$50,000 in vehicle maintenance to cover
those repairs. We were unsuccessful with an AFG grant request for radio headsets for our pumpers, so we are requesting
\$15,000 in Communications Equip to install headsets in 2 pumpers and \$5000 in additional digital radios.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$80,000</u>	<u>100-2020-5100</u>	<u>100-2020-6032</u>
<u>\$ 20,000.00</u>	<u>100-2020-5100</u>	<u>100-2020-6150</u>
<u>\$ 100,000.00</u>	<u>Total Amount to Transfer Between Categories.</u>	

Approval by City Administrator

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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