

**Deena Townsend**

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**From:** Darrell Russell [drussell@cityoffoley.org]  
**Sent:** Friday, May 27, 2016 7:39 AM  
**To:** Deena Townsend  
**Subject:** FW: another transfer  
**Attachments:** Copy of Budget Increase and Transfer Request Forms probe.xlsx

**From:** Michael Thompson [mailto:mthompson@cityoffoley.org]  
**Sent:** Friday, May 27, 2016 7:38 AM  
**To:** Darrell Russell <drussell@cityoffoley.org>  
**Cc:** Miranda Bell <mbell@cityoffoley.org>; Sue Steigerwald <ssteigerwald@cityoffoley.org>  
**Subject:** Fwd: another transfer

Hi Darrell,  
I approve your request.  
Mike

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

**From:** **Darrell Russell** <drussell@cityoffoley.org>  
**Date:** Fri, May 27, 2016 at 6:16 AM  
**Subject:** another transfer  
**To:** Michael Thompson <mthompson@cityoffoley.org>

Mike

We had a probe burn out at the diesel pump. I had to replace it so the system would function properly and be able to receive fuel. My problem is the purchase will bust my fuel station expense account. Attached is the form to request the transfer of \$3000 from sanitation gas and oil to PWS fuel station expense.

Thank you

Darrell Russell

Street Maintenance Supervisor

Phone 251-943-8897

Fax 251-970-2086

drussell@cityoffoley.org

## 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.

### Instructions:

Complete items below 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 Dan Hellmich

Department Public Works

Date Submitted 05/26/2016

Budget Category From Sanitation Operating

To Public Works Operating

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

Signature & Date

### Reason for transfer:

A probe went out at the main diesel pump. It must be replaced for refueling and diagnostics.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ <u>3,000.00</u>	<u>01-610-6010 gas and oil</u>	<u>01-605-4050 fueling station expense</u>
\$ <u>                    </u>	<u>  </u>	<u>  </u>
\$ <u>                    </u>	<u>  </u>	<u>  </u>
\$ <u>                    </u>	<u>  </u>	<u>  </u>
\$ <u>                    </u>	<u>  </u>	<u>  </u>
\$ <u>3,000.00</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 \*\*\*\*\*

**Deena Townsend**

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**From:** Darrell Russell [drussell@cityoffoley.org]  
**Sent:** Friday, May 27, 2016 6:38 AM  
**To:** Deena Townsend  
**Subject:** FW: Estimate  
**Attachments:** Copy of Budget Increase and Transfer Request Forms probe.xlsx

**From:** david [mailto:david@mikehoffmans.com]  
**Sent:** Friday, May 20, 2016 10:30 AM  
**To:** [drussell@cityoffoley.org](mailto:drussell@cityoffoley.org)  
**Subject:** Estimate

1ea. V/R tank probe \$1.950.00

1ea. Float kit \$393.56 **(May not need this)**

1ea. Installation of probe \$512.00

David Fillingham  
Mike Hoffman's Equipment Service, Inc.  
4109 Halls Mill Road  
Mobile, Al. 36693  
[www.mikehoffmans.com](http://www.mikehoffmans.com)  
P 251.666.8994  
F 251.661.9558