

Deena Townsend

---

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

Hi Darrell,  
I approve your request.  
Mike

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

**From:** Darrell Russell <[drussell@cityoffoley.org](mailto:drussell@cityoffoley.org)>  
**Date:** Fri, May 27, 2016 at 6:16 AM  
**Subject:** another transfer  
**To:** Michael Thompson <[mthompson@cityoffoley.org](mailto: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](tel:251-943-8897)  
Fax [251-970-2086](tel:251-970-2086)  
[drussell@cityoffoley.org](mailto: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)
\$ 3,000.00	01-610-6010 gas and oil	01-605-4050 fueling station expense
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ 3,000.00	Total Amount to Transfer Between Categories.	

### 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

---

**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