

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. Categories consist of Personnel, Capital Equipment and Operational Expense. 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	<u>Thurston Bullock</u>	
Department	<u>Police</u>	
Budget Category	<u>Capitol</u>	
Date Submitted	<u>27-Mar</u>	

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

Signature & Date

Reason for Increase:

To purchase an updated Computerized Polygraph instrument. An officer will be attending polygraph school at the
the end of April. We are requesting to use existing funds from the restricted federal forfeiture fund to cover the cost
of this purchase with \$0 net effect to the budget.

Amounts of Funds Needed	Account Number & Name
<u>\$8,115.00</u>	<u>100-2010-5100</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: Chief Thurston Bullock

Date Submitted: 3/27/2023

Is this purchase listed as a capital purchase in the approved budget? no

What amount is approved in the budget for this purchase? N/A

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

Lafayette LX6 Computerized Polygraph instrument and accessories. Current instrument is outdated.

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

An officer will be attending polygraph school in April. Once the school is completed, the officer will be trained to use this specific polygraph instrument.

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

This polygraph instrument is the instrument that the officer will receive training on while attending polygraph training.

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.

Although still operable, the current polygraph instrument is out of date The new instrument will be in addition to the current. The training that the officer will be receiving will be for the new polygraph instrument.

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