



## CAPITAL ITEM BUDGET FORM

**Submitted by:**

Pam Harris

**Date**

04/29/2025

**Department**

Municipal Complex

**Email**

pharris@cityoffoley.org

**Select item type**

Capital Purchase

**Item Listed in Budget**

Item Not Budgeted

**Capital item description**

HVAC Unit for HR Dept

**Will this capital item replace a current capital asset?**

Yes

Description of capital asset being replaced: HVAC Unit

Serial or VIN number of capital asset being replaced:

If Yes above, how will the asset being replaced be disposed: 

Scrapped

**Is there a Grant associated with this capital item?**

No

## CAPITAL PURCHASE/PROJECT EXPENDITURE

### Budget Information

**Budgeted Capital Purchase:** Approved and funds are appropriated by the City Council as part of the adoption of the Current Fiscal Year Budget.

**Planned Capital Purchase:** Included in the 10-Year Capital Purchases Plan within the Current Fiscal Year Budget, but funds are not appropriated at the time of budget adoption.

**Capital Project:** Included in the 10-Year Capital Projects Plan within the Current Fiscal Year Budget, but funds are not appropriated at the time of budget adoption.

The approved current fiscal year budget shows the capital item expenditure is budgeted/planned in fiscal year(s) (1) 2025 and/or (2) 2025 .

Please SelectPlease Select

|                            |           |
|----------------------------|-----------|
| Budgeted Amount (1)        | \$0       |
| Planned Amount (2)         | \$ 0      |
| Budget/Plan Total (1+2)    | \$0       |
| Budgeted Grant Amount      | \$0       |
| Projected Cost/Expenditure | \$11,000  |
| Excess/(Deficiency)        | \$-11,000 |
|                            |           |
|                            |           |
|                            |           |
|                            |           |

## Funding Information

|                            |           |
|----------------------------|-----------|
| Appropriated Amount        | \$0       |
| Approved Grant Amount      | \$0       |
| Projected Cost/Expenditure | \$11,000  |
| Excess(Deficient) Funds    | \$-11,000 |
|                            |           |
|                            |           |

Explanation for deficient funds or other important information:  
Emergency Unplanned Replacement of the Unit

Request the following budget impact:

Increase Budget by APPROPRIATING Funds

Budget Category appropriating funds to:

Capital Purchase

Budget Appropriation Detail:

| Amount of Funds | Account Number | Account Name     |
|-----------------|----------------|------------------|
| 11000           | 10010205100    | Capital Purchase |

**Explanation for budget appropriation and/or transfer:**

The HVAC unit for HR is dead and needs to be replaced. Three quotes were obtained. The lowest being Shearer Supply for \$8800 but that does not include the freon to put inside the unit that will be purchased separately.

**Approval Activity History**

| Actor                     | Actions   | Date                      |
|---------------------------|---|---------------------------|
| mthompson@cityoffoley.org | <div>Approve</div> <div>Michael Thompson</div>  | Tuesday, April 29, 2025   |
| Notification              | Approve & Sign request sent to group approval:<br><b>Require response from one person</b><br><b>To:</b><br>wtrawick@trawickb.com, trawickb@gulftel.com, wtrawick@cityoffoley.org  | Tuesday, April 29, 2025   |
| Notification              | Group Approval Step - Reminder Email sent to wtrawick@trawickb.com, trawickb@gulftel.com, wtrawick@cityoffoley.org  | Wednesday, April 30, 2025 |
| Notification              | Group Approval Step - Reminder Email sent to wtrawick@trawickb.com, trawickb@gulftel.com, wtrawick@cityoffoley.org  | Wednesday, April 30, 2025 |
| wtrawick@trawickb.com     | <div>Approve</div> <div> wtrawick@trawickb.com's signature</div> <div> Approve &amp; Sign</div> | Wednesday, April 30, 2025 |
| Group Approval            | <div>Approve</div>  | Wednesday, April 30, 2025 |
| Notification              | Email sent. (Your request has been approved.)<br>pharris@cityoffoley.org  | Wednesday, April 30, 2025 |



Quotes.pdf