

AGENDA SUMMARY ITEM

Agenda Item #: C - 2

Agenda Item: Approval and authorization, in accordance with established policy, for the making of a budget amendment for Fund 303 in the Fiscal Year 2024-2025 Budget. Said amendment to transfer a total of \$15,000 from Truck Replacements-Public Works (PWXXTR) to Truck Replacements-Parks & Recreation (PRXXTR).

In accordance with the Public Works Director’s attached memorandum, this transfer will provide additional funding to purchase two (2) mini-buses and an F-350 dump truck as part of the Parks & Recreation Truck Replacement Project PRXXTR.

Exhibit “A” attached outlines the sources and uses of the funds.

Recommended Action:

Requesting Village Council approval to make the budget amendment to the Fiscal Year 2024-2025 Budget in accordance with established policy.

Initiator	Village Manager Approval	Agenda Date	Village Council Action
Sharon Almeida Finance Director		2/20/2025	

EXHIBIT "A"
BUDGET REVISION
FUND 303

DEPARTMENT	ACCOUNT DESCRIPTION	CIP PROJ NO.	BUDGET CODE NO.	AMOUNT
SOURCE OF FUNDS				
Public Works	Truck Replacement Project	PWXXTR	541.64-75	\$ 15,000
TOTAL SOURCE OF FUNDS				<u>\$ 15,000</u>
USE OF FUNDS				
Parks & Recreation	Truck Replacement Project	PRXXTR	572.64-75	\$ 15,000
TOTAL USE OF FUNDS				<u>\$ 15,000</u>

MEMORANDUM

TO: Sharon Almeida, Finance Director

FROM: Paul Webster, Director of Public Works

DATE: February 6, 2025

RE: Budget Adjustment

I would like to respectfully request a budget adjustment to increase the funds in the existing CIP PRXXTR, Trucks, 303-7200-572.64-75 by \$15,000.00 with funding from CIP PWXXTR, Trucks, 303-4100-541.64-75. The funds are needed to award and issue a purchase order for the purchase the two (2) mini-buses and the F-350 dump truck identified in Parks & Recreation CIP PRXXTR. We request that this budget adjustment be placed on the next council agenda, February 20, 2025.

If any additional information is needed, please do not hesitate to contact me at your earliest convenience.

Thank you in advance for your time and consideration.

PW/cs