

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION**

Date: April 23, 2015

SUBJECT: Budget Transfer from Police Patrol Capital to Police Administration Capital

SUBMITTING DEPARTMENT: Police Department

PREPARED BY: Christy Awtrey-Tieman, Administrative Supervisor

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: Procopy lease buy-out invoice; Procopy purchase invoice.

SUMMARY BACKGROUND: The Police Department made initial plans to lease a color copy machine from Procopy. After further review, it has been determined it is financially more responsible to purchase the machine. The lease buy-out cost for the machine is \$12,502.74; the purchase cost for the machine is \$8,189.09. We request to transfer unused monies from both Police Patrol Capital–vehicles; and Police Administration Capital–building remodel, to Police Administration Capital-machinery & equipment.

PREVIOUS ACTIONS:

OPTION ANALYSIS: The Council may vote to:

- 1.) approve the Budget Transfer, **OR**
- 2.) not approve the Budget Transfer, **AND/OR**
- 3.) direct staff to pursue other options.

ACTION OPTION: Motion to approve a Budget Transfer from the Police Vehicle Capital and Police Administration Building Remodel Capital budget lines to Police Administration Machinery & Equipment budget line, as detailed in the Fiscal Analysis.

RECOMMENDATION: Town staff recommends approval of the Budget Transfer.

FISCAL ANALYSIS: The budget for all line items are outlined in tables below:

Table 1				
Police : Patrol Capital Budget : Vehicles				
HTE Code(s): 101-6210-700-7420				
FISCAL YR 2014/2015	Approved Budget:	\$225,000.00		FISCAL YR 2014/2015
	Previous Budget Transfers:	0.00		
	Expended & Encumbered:	-217,926.97		
	Budget Transfer:	-7,000.00	<(this action)	
	Balance:	73.03		

Table 2				
Police : Administration Capital Budget : Building Remodel				
HTE Code(s): 101-6110-700-7220				
FISCAL YR 2014/2015	Approved Budget:	\$6,400.00		FISCAL YR 2014/2015
	Previous Budget Transfers:	0.00		
	Expended & Encumbered:	-4,800.00		
	Budget Transfer:	-1,200.00	<(this action)	
	Balance:	400.00		

Table 3				
Police : Administration Capital Budget : Machinery & Equipment				
HTE Code(s): 101-6110-700-7410				
FISCAL YR 2014/2015	Approved Budget:	\$0.00		FISCAL YR 2014/2015
	Previous Budget Transfers:	0.00		
	Expended & Encumbered:	0.00		
	Budget Transfer:	8,200	<(this action)	
	Balance:	8,200		

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____