

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one: <input checked="" type="checkbox"/> Budget Appropriation <input type="checkbox"/> Budget Transfer	450-2970	\$ 25,000	450-423-4873	\$ 25,000

Explain the reason for the budget change:

Background: On December 6, 2011, the City Council approved purchase of a new Vactor sewer cleaning truck. Staff received the new Vactor this winter, but now recommends adding a telescoping boom to improve the Vactor's utility and efficiency in accessing sewer manholes and other drainage facilities located off the roadway. Owen Equipment Sales, the sole authorized Vactor dealer in Northern California, has submitted an estimate of \$22,500 to install the telescoping boom, including parts, labor, and sale tax. Staff recommends approving a contingency of \$2,500 for this purchase to allow for payment of any unforeseen parts or labor costs.

Fiscal Impact: A budget appropriation in the amount of \$25,000 from the Sewer Fund (450) into the Public Works Utilities Budget (423) is needed for this purchase.

Recommendations: Approve purchase of telescoping boom for the Vactor sewer truck for the amount not to exceed \$25,000, and approve a budget appropriation.

Check if City Council Approval required.

Meeting Date: March 19, 2013

Requested by:	Kathleen Phalen, Public Works Department	Date: March 8, 2013
Reviewed by:	Finance Director: <i>Horn Zeng for E.K.</i>	Date: <i>3/11/2013</i>
Approved by:	City Manager:	Date:

Date approved by City Council, if required:

Confirmed by: