



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

**TO:** Patti McLaughlin, City Manager  
Todd Stoughton, Asst. City Manager

**FROM:** Michael Turner, Community Services Deputy Director

**DATE:** July 14, 2022

**SUBJECT:** Emergency Transfer of Funds Ratification from General Fund Reserves to PO095568 Sunshine Gasoline.

**ACTION STATEMENT:** Ratification of the Emergency Transfer of \$200,000 from General Fund Reserves to General Fund/Fleet Services/Fuel for an increase to PO095568 Sunshine Gasoline.

**BACKGROUND:**

Due to the increased price of fuel the Purchase Order with Sunshine Gasoline has been depleted. We are increasing the PO \$200,000 to make it through the rest of FY22.

**PURPOSE AND JUSTIFICATION:**

We need fuel to keep all City vehicles in operation. This includes Police, Fire, Emergency Vehicles, Transit, and all other vehicles keeping the City clean and operational.

**STRATEGIC PLAN:**

Increase in Fuel Purchase Order is consistent with the Key West Forward Strategic Plan, Priority 5: Cleanliness.

**FINANCIAL IMPACT:**

The Transfer is from General Fund Reserves 001-1900-519-9803 to PO095568 Sunshine Gasoline General Fund/Fleet Services/Fuel 001-1904-519-5201.

**RECOMMENDATION:**

Staff recommends Emergency Transfer of Funds Ratification.