



THE CITY OF KEY WEST

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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.