



Memorandum

To: Wendy Dunbar, Finance and Administrative Services Director

From: John E. Brooks, Chief of Police

Date: February 10, 2017

Re: Budget Amendment – FY2016/2017

A handwritten signature in black ink, appearing to be "John E. Brooks", is written over the "From:" and "Date:" lines.

A \$24,560 budget amendment is requested from the Police Department's revenue account # 001-0000-331.20-00 to transfer as follows:

<u>Account Name</u>	<u>Account No.</u>	<u>Amount</u>
Salary	001-2155-521.12-01	\$18,480
Health Insurance	001-2155-521.23-01	\$4,660
Social Security	001-2155-521.21-01	\$1,420

Attached please find a copy of the Bureau of Justice Assistance Cooperative Agreement for the Body Worn Camera Implementation Program Grant and copy of resolution number 16-156. This covers the initial cost of hiring a Police Digital Media Evidence Analyst for the Body Worn Camera program.

Please process this request as soon as possible.

Attachments
