

Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head	<u>Pam Harris</u>	<u></u>
Department	<u>Municipal Complex</u>	Signature
Budget Category	<u>Capital</u>	
Date Submitted	<u>11/24/20</u>	

If Personnel Accounts, Approval from Human Resources Director is required.

Signature & Date

Reason for Increase:

ADECA awarded state energy grant for stage lighting upgrade.

\$40k grant with 20% match, but project budgeted at \$60k

Amounts of Funds Needed	Account Number & Name
<u>\$40,000</u>	<u>400-1020-4100 ADECA - Energy Grant</u>
<u>\$60,000</u>	<u>400-1020-5101 Stage Lighting Expenses</u>
_____	_____
_____	_____

Approval by City Administrator


Signature

11/30/2020
Date

Approval by Council President

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #	Signature	Date
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***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****

Capital Project Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.

Submitted by: Pam Harris

Date Submitted: 11/24/2020

Is this project listed on the capital projects plan in the approved budget? Yes

What amount is approved in the plan for this project? \$60,000- FY21

In what year is this project shown to begin in the plan? FY21

Description of the project and why the project needs to be completed at this time.

Lights are becoming harder to repair due to obsolete parts

Can your job be performed without the completion of this project? Please explain below.

Yes

Will not completing this project cause a public safety issue? Please explain below.

No

Do you expect to come in, at, or under budget on this project? Please explain below.

At budget

Is there a grant associated with this project? Yes

If so please list below the grant amount and the match required by the City.

\$40,000 from ADECA

Approval by City Administrator


Signature and Date

Approval by Council President

Signature and Date

If you need an account number/project number in order to complete your Agenda Item, forward this signed form to Miranda Bell (mbell@cityoffoley.org) and to Sue Steigerwald (ssteigerwald@cityoffoley.org)

*****THIS COMPLETED FORM MUST BE ATTACHED TO THE AGENDA ITEM IN LEGISTAR*****