

## Request to Increase Capital Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of capital 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>Miriam Boutwell</u> | <u>Miriam Boutwell</u><br><small>Digitally signed by Miriam Boutwell<br/>DN: cn=Miriam Boutwell, o=City of Foley, ou=CDD,<br/>email=miriam.boutwell@cityoffoley.org, c=US<br/>Date: 2020.02.20 13:43:15 -0600</small> |
| Department      | <u>CDD</u>             | Signature                                                                                                                                                                                                             |
| Budget Category | <u>Operating</u>       |                                                                                                                                                                                                                       |
| Date Submitted  | <u>20-Feb</u>          |                                                                                                                                                                                                                       |

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

\_\_\_\_\_  
Signature & Date

### Reason for Increase:

Received AHC grant for \$1,500 to send one person to NAPC Forum

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| Amounts of Funds Needed | Account Number & Name |
|-------------------------|-----------------------|
| <u>\$ 1,500.00</u>      | <u>100-2034-4100</u>  |
| <u>\$ 1,500.00</u>      | <u>100-2034-6026</u>  |
| _____                   | _____                 |
| _____                   | _____                 |

Approval by City Administrator

  
Signature

2/20/2020  
Date

Approval by Council President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Finance Department Use Only:

Budget Adjustment Posted:

|              |           |      |
|--------------|-----------|------|
| Resolution # | Signature | Date |
|--------------|-----------|------|

\*\*\*\*\* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN  
LEGISTAR \*\*\*\*\*