

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 Chad Christian
Department Engineering Signature
Budget Category Capital

Date Submitted 12/20/2023

If Personnel Accounts, Approval from Human Resources Director is required. _____
Signature & Date

Reason for Increase:

Replace the rotted wooden siding and encapsulate the foundation for the Foley Arts Center (Peteet Building).
This project is listed in the FY24 budget with a planned amount of \$35,000.00

Amounts of Funds Needed	Account Number & Name
\$35,000.00	_____
_____	_____
_____	_____
_____	_____

Approval by City Administrator

Signature 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 *******