

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

Department

Budget Category

Date Submitted

Katy Taylor/Brenda Shambo
General Government
400-5080-5101

Signature

Brenda W. Shambo

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

Signature & Date

Reason for Increase:

To purchase pavers & hardscape installation around
New Flag Pole

Amounts of Funds Needed

\$2,600

Account Number & Name

100-5080-6010

Landscaping/
Beautification Project

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 *****