

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

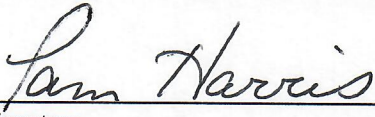
Pam Harris

Department

Municipal Complex

Budget Category

Capital


Signature

Date Submitted

26-May

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

Signature & Date

Reason for Increase:

Funds needed to replace the Electronic Sign at City Hall due to the deterioration of internal components which cannot be replaced or repaired. The negotiated price, including installation is \$35,315.00 I have added a 5% contingency = \$37,080 I do not anticipate any changes, but wanted to be on the safe side

Amounts of Funds Needed

Account Number & Name

\$

37,080.00

100-1020-5100

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 *****