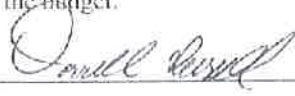


Request to Increase Departmental Budget Dollars

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>Darrell Russell</u>	
Department	<u>Public Works</u>	Signature
Budget Category	<u>Capital Purchase</u>	
Date Submitted	<u>03/11/2022</u>	

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

Reason for Increase:

Due to supply chain issues and inflation the cost for the fuel kiosk has almost doubled. The new kiosk will
also feature digital, wireless technology and will be relocated to the new Public Works Facility when it is completed.

Amounts of Funds Needed	Account Number & Name
<u>\$ 9,642.00</u>	<u>100-1060-5100 - Capital</u>
_____	_____
_____	_____
_____	_____

Approval by City Administrator

Signature	Date
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Approval by Council President

	<u>3-14-22</u>
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 Purchase Worksheet

Directions:

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

Submitted by: Darrell Russell

Date Submitted: 03/11/2022

Is this purchase listed as a capital purchase in the approved budget? Yes

What amount is approved in the budget for this purchase? \$10,000.00

Description of the item and why the item is needed at this time.

Fuel Pump Kiosk station with wireless & digital technology to replace the current Fuel Pump Kiosk that is having maintenance issues and has reached it useful life.

Can your job be performed without the purchase of this item? Please explain below.

No. The Kiosk needs to be replaced due to the amount of repairs that are having to be made.

Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.

Yes. It is over budget.

Is this to replace a current capital asset? Yes

If so please list below the item being replaced and why it can not be used any longer.

The Fuel Maintenance System (existing Kiosk) is being replaced due to the maintenance that is having to be done on it.

How do you plan to dispose of the item that is being replaced?

The Kiosk will go to auction with J.M. Wood Auction Co

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date

 3-14-22

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