

# 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 Miranda Bell Miranda Bell  
Department Financial Services Division Signature  
Budget Category Capital Project - Street Department  
Date Submitted 6-Mar

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

Reason for Increase:

Construct a sidewalk at the Foley Municipal Airport between the long term parking lot and the main building.  
\_\_\_\_\_  
\_\_\_\_\_

Amounts of Funds Needed	Account Number & Name
<u>\$19,536.00</u>	<u>400-3010-5101 A23 Air</u>
_____	_____
_____	_____
_____	_____

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Approval by City Administrator

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

Approval by Council President

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

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**Finance Department Use Only:**

Budget Adjustment Posted: \_\_\_\_\_

Resolution # \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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