

## 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

Jeff Lee

Department

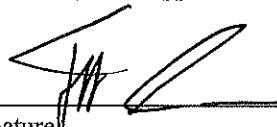
Parks & Recreation

Budget Category

Capital Project

Date Submitted

25-Sep



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

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

### Reason for Increase:

The concrete pads are completed but we had to extend the sidewalk further out which caused the price to increase.

We would also like to paint the guns and purchase 2 plaques to place on each gun to give it's background.

\_\_\_\_\_  
\_\_\_\_\_

Amounts of Funds Needed

Account Number & Name

\$7,000.00

400-5032-5100 Max Griffin Concrete Pads

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \*\*\*\*\*