

## 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	<u>David Thompson</u>	<i>David Thompson</i>
Department	<u>Leisure Services-CAFFM</u>	Signature
Budget Category	<u>Capital</u>	
Date Submitted	<u>11-Dec</u>	

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

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

### Reason for Increase:

Farmers market sign  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amounts of Funds Needed	Account Number & Name
<u>\$100,000.00</u>	<u>400-5001-5100-Farmers Market Sign</u>
_____	_____
_____	_____
_____	_____
_____	_____

### 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 \*\*\*\*\***