

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	Chief Joey Darby	
Department	Fire	Signature
Budget Category	Capital Purchases 100-2020-5100	
Date Submitted	12-Oct	

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

Signature & Date

Reason for Increase:

We have received a generous donation from Ascend Performance Material to support our Fire Prevention and Safety Programs. This donation is specifically intended to allow us to purchase an inflatable fire safety house that we previously were unsuccessful in obtaining grant funds to purchase. The budget increase will be directly offset by the donation for a net \$0

Amounts of Funds Needed	Account Number & Name
\$8,780	100-2020-5100

Approval by City Administrator

Signature	Date
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Approval by Council President

Signature	Date
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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 *****