

21-0161

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	Brenda Shambo	<u>Brenda W. Shambo</u> Signature
Department	Beautification Board	
Budget Category	Gateway Sign Maintenance	
Date Submitted	<u>March 25, 2021</u>	

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

Signature & Date

Reason for Increase:

Soft Wash and hand wipe six (6) Gateway Signs.

Amounts of Funds Needed	Account Number & Name
<u>\$600.00</u>	<u>100-5080-6038 Gateway Sign Maintenance</u>
_____	_____
_____	_____
_____	_____

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 *****