

# Sample Funding Request Memo to Elected Officials

(DATE)

## MEMORANDUM

TO: Board, Council, Commission

FROM: City or County Administrator

SUBJECT: FY 20XX Budget  
Service Level Increase

New federal traffic sign standards now requires (Your Agency) to implement a traffic sign maintenance program and to begin meeting new minimum sign retroreflectivity requirements for all of our traffic signs. This will require (Your Agency) to:

- 1) Establish a sign maintenance program by January 2012;
- 2) Meet new minimum retroreflectivity requirements for most our traffic signs by January 2015 (regulatory, warning, and guide signs); and
- 3) Meet new minimum retroreflective requirements for our street name signs by January 2018.

To meet these new federal requirements, the (Your Agency) will need an additional (\$XX,XXX) in annual operating expenses to implement this sign maintenance program and to begin the purchase and installation of new traffic signs. The requested improvements include the following:

1. (Itemize)
- 2.
- 3.

There may be opportunities to apply for and receive state or federal grant funds to help offset our anticipated increase in annual operating expenses, and staff is investigating these opportunities.

Please let me know if you have any questions or need additional information.