

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>Chad Christian</u>	
Department	<u>Engineering</u>	Signature
Budget Category	<u>Capital</u>	
Date Submitted	<u>01/29/2024</u>	

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

_____ Signature & Date

Reason for Increase:

23-1307RES approved Capstone Engineering's professional services proposal and granted permission to go to
bid. Bids were opened on Thursday, January 25th 2024 and S.C. Stagner Contracting, Inc was the lowest
responsible bidder for the East Verbena Avenue Improvements project.

Amounts of Funds Needed	Account Number & Name
<u>\$144,515.50</u>	<u>400-3020-5170</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 *******