

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 Chad Christian
 Department Engineering Signature
 Budget Category Capital
 Date Submitted 28-May

If Personnel Accounts, Approval from Human Resources Director is required. _____
 Signature & Date

Reason for Increase:

To approve the professional services proposal from WAS Design and Cooper Fence Company for Cat Alley

Amounts of Funds Needed	Account Number & Name
\$ 33,000.00	400-5060-5104
_____	_____
_____	_____
_____	_____

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 *******