

# 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	12/22/2024	_____

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

Reason for Increase:

Change order request from Ammons & Blackmons for the PW Campus Civil Site package. We would like to remove the electrical conduit scope out of the building bid package (not bid yet) and add it to the Civil Site package to expedite the electrical portion of the project.

Amounts of Funds Needed	Account Number & Name
\$108,125.00	400-1060-5100 R66
_____	_____
_____	_____
_____	_____
_____	_____

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 \*\*\*\*\***