

Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. Categories consist of Personnel, Capital Equipment and Operational Expense. 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 _____ 20-Mar

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

Reason for Increase:

Thompson Engineering's Addendum #1 Scope and Fee Proposal for FBE Improvements.
Additional necessary professional services have been performed that were required in order to bid the project,
including a scrub seal pavement rehabilitation design, right turn lane design and pedestrian improvement design
along CR12, additional plan requirements by ADEM, and an additional 100 working days were included in the contract
documentets to complete the field work associated with these items.

Amounts of Funds Needed	Account Number & Name
<u>\$380,000.00</u>	<u>400-3020-6197</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 *******