

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>07/08/2024</u>	

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

Reason for Increase:

The Mills Pedestrian Path Improvement plans are at 90% completion and the project has reached the
right of way and easement documents and descriptions preparation phase. Volkert has submitted
a contract amendment in the amount of \$9,900 to cover the associated necessary costs in preparing these items.

Amounts of Funds Needed	Account Number & Name
<u>\$10,000</u>	<u>400-3020-5174 Pedestrian Paths-Mills</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 *******