

## 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. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds.

### 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

Budget Category

CAPITAL

Date Submitted

3/26/19

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

N/A

Signature & Date

### Reason for Increase:

STREET INVENTORY PRIORITY LIST HAS BEEN COMPLETED (2013 LIST)  
AN UPDATED STREET ASSESSMENT AND INVENTORY IS  
NEEDED TO COST-EFFECTIVELY PRIORITIZE THE  
EXPENDITURE OF LIMITED RESURFACING FUNDS.

Amounts of Funds Needed

Account Number & Name

\$ 51,500

400-3020-6212 A12 INVEN 2

\$

\$

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 \*\*\*\*\*

# Project Management - Pre-project checklist

Project Name:

Submitted by: CHAD CHRISTIAN

Projected Requested by (Mayor, Councilmember, Citizens, etc): COUNCIL

Project Owner After Completion: CHAD CHRISTIAN

Expected Project Start Date : 4/2/19

Expected Project Completion Date: 7/2/19

Is this project listed on the capital project planning document?

NO

What is the amount listed on the capital project plan?

N/A

What year is it listed?

N/A

If not, get approval from Mike Thompson to proceed with planning the project.

Mike (Must have Mike initial and date)

Brief Project Description

PAVEMENT ASSESSMENT (2019)

Location (Description and tax parcel Identification number(s))

CITYWIDE

Project type (select one)

☐ Building construction or improvement

☐ Property improvement (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.)

☐ Infrastructure repair or improvements (example: roads, drainage, right of ways, etc.)

☒

Other, Please explain

PROFESSIONAL SERVICES / STUDY

Will this project include grant funds?

NO

If yes, please list Grantor:

Will this project have a third party manager?

YES

If yes, please list third party manager

MIKE HARPER

Discuss your project in detail in a meeting with Rachel Keith & Miranda Bell FIRST.

After meeting and discussion, this form will be sent to each person listed below for signature.

| Individual                                                                                   | Department                     | Documentation Required:                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div> <div>Initials &amp; Date</div> <div><u>Rachel Keith</u></div> </div>                   | Risk / Project Management      | Project management review. Determination of insurance cost to include in budget.                                                                                                                         |
| <div> <div>Initials &amp; Date</div> <div><u>Miranda Bell</u></div> </div>                   | Finance                        | Budget review and account number assignment.                                                                                                                                                             |
| <div> <div>Initials &amp; Date</div> <div><u>N/A</u></div> </div>                            | Planning                       | Review of the desired location & use to determine if the property is correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project. |
| <div> <div>Initials &amp; Date</div> <div><u>N/A</u></div> </div>                            | Zoning                         | Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.                                              |
| <div> <div>Initials &amp; Date</div> <div><u>N/A</u></div> </div>                            | Building, Flood & Historical   | Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other requirements as determined by the International Codes.                  |
| <div> <div>Initials &amp; Date</div> <div><u>N/A</u></div> </div>                            | Fire                           | Determination of potential need for input from the City engineers.                                                                                                                                       |
| <div> <div>Initials &amp; Date</div> <div><u>CM 3/26</u></div> </div>                        | Engineering                    | Determination of potential environmental issues or permits.                                                                                                                                              |
| <div> <div>Initials &amp; Date</div> <div><u>N/A</u></div> </div>                            | Environmental                  | Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.                                                  |
| <div> <div>Initials &amp; Date</div> <div><u>Gary Schrader</u></div> </div>                  | IT / GIS                       | The person who will own the project when its complete needs to be involved with the project from the beginning.                                                                                          |
| <div> <div>Initials &amp; Date</div> <div><u>Owner of Project when complete</u></div> </div> | Owner of Project when complete |                                                                                                                                                                                                          |

Capital Project Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.  
If this project is approved, you must complete the Pre-Project Worksheet and Budget forms.

Submitted by: CHAD CHRISTIAN

Date Submitted: 3/26/19

Is this purchase listed on the capital projects plan in the approved budget? NO

What amount is approved in the plan for this project? N/A

In what year is this project shown to begin in the plan? N/A

Description of the project and why the project needs to be completed at this time.

2013 STREET PAVING PRIORITY LIST HAS BEEN COMPLETED.  
AN UPDATED ASSESSMENT AND PRIORITY LIST IS NEEDED  
TO ENSURE EFFICIENT USAGE OF LIMITED RESURFACING  
FUNDS.

Can your job be performed without the completion of this project? Please explain below.

YES BUT NOT AS EFFECTIVELY RELATIVE TO RESURFACING

Will not completing this project cause a public safety issue? Please explain below.

POOR CONDITION OF STREETS CAN REDUCE SAFETY.

Do you expect to come in, at, or under budget on this project? Please explain below.

\$51,500 CONTRACT FOR PROFESSIONAL SERVICES

Is there a grant associated with this project? NO

If so please list below the grant amount and the match required by the City.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval by City Administrator

\_\_\_\_\_  
Signature and Date

Approval by Council President

\_\_\_\_\_  
Signature and Date