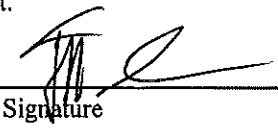


**Request to Increase Capital Budget Dollars**

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 Jeff Lee   
 Department Parks & Recreation Signature  
 Budget Category Capital Projects  
 Date Submitted 5-Mar

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

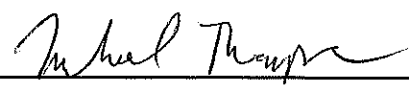
Reason for Increase:


We will be requesting permission to accept the current bid for installation of utilities and general oversight of the project.

This increase also includes sidewalk repair and materials for foundation work.

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

Amounts of Funds Needed	Account Number & Name
\$25,000.00	100-5037-5100 Capital Purchases
_____	_____
_____	_____
_____	_____

Approval by City Administrator  3/7/2024  
 Signature Date

Approval by Council President  3-6-24  
 Signature Date

**Finance Department Use Only:**

Budget Adjustment Posted: \_\_\_\_\_  
 Resolution # \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN LEGISTAR \*\*\*\*\*