

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>01/29/2024</u>	

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

_____ Signature & Date

Reason for Increase:

21-1204RES approved a citywide intersection study to be performed by Thompson Engineering, 22-1120RES approved Thompson Engineering's proposal of providing 30% construction plans completion for multiple intersection improvements including Michigan Avenue/Juniper Street and Michigan Avenue/Cedar Street. We are requesting a professional services design proposal for the 100% construction plan for these two intersections, for a roundabout design for each intersection.

Amounts of Funds Needed	Account Number & Name
<u>\$156,500.00</u>	<u>400-3020-5161 Michigan/Cedar</u>
<u>\$158,500.00</u>	<u>400-3020-5162 Michigan/Juniper</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 *******