

## 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:

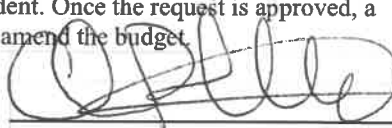
Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head Chad Christian

Department Engineering

Budget Category Capital Project

Date Submitted 18-Dec



Signature

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

Signature & Date

### Reason for Increase:

Increase in construction costs for project

Amounts of Funds Needed	Account Number & Name
\$ 123,164.00	400-3020-5139
\$ 51,529.00	400-3020-4200

Approval by City Administrator

Signature

Date

Approval by Council President

Signature

Date

### **Finance Department Use Only:**

Budget Adjustment Posted:

Resolution #

Signature

Date