

## 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

Sue Steigerwald

Department

Financial Services Division

Budget Category

Airport Capital Project



Signature

Date Submitted

10-Jul

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

\_\_\_\_\_  
Signature & Date

### Reason for Increase:

Have already received approval for professional services related to the construction of an access taxilane and an 8-unit T-Hangar at the airport and are now requesting appropriation of funds for the construction of both improvements based on bid award to S.C. Stagner Construction, Inc. plus 10% contingency.

Amounts of Funds Needed

Account Number & Name

\$449,495 400-1070-5108 CONST ATL

\$870,418 400-1070-5108 CONST TH

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 \*\*\*\*\***