

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	Signature
Budget Category	Capital	
Date Submitted	02/13/2023	

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

Signature & Date

Reason for Increase:

The City desires to update the street functional classification information to better analyze the current street network.

Amounts of Funds Needed	Account Number & Name
\$49,750.00	400-3020-6212 A12 TCP23

Approval by City Administrator

Signature Date

Approval by Council President

Signature Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #	Signature	Date
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******* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *******