

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	08/18/2023	

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

Signature & Date

Reason for Increase:

The Engineering Department is requesting to advertise, solicit bids and appropriate electrical funding for the new Public Works Complex Project. Due to the negative impact on the electrical supply chain, we are requesting to behin the process now to avoid delay in the project.

Amounts of Funds Needed	Account Number & Name
130,500.00	400-1060-5100 R66

Approval by City Administrator

Signature	Date
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Approval by Council President

Signature	Date
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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 \*\*\*\*\*