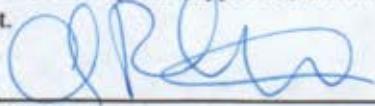


## Request to Increase Capital Budget Dollars

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	Signature
Date Submitted	08/16/2023	

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

Signature & Date

### Reason for Increase:

Engineering is requesting to amend the East Verbena Avenue Parking Improvements Contract for Construction Services. Capstone Engineering Group's professional design and survey services for the drainage and parking improvements for East Verbena Avenue was approved per Resolution 23-1093. Capstone completed the survey and has submitted a proposal via contract modifications to Engineering for professional construction services.

Amounts of Funds Needed	Account Number & Name
\$27,668.00	400-3020-5170

### 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 \*\*\*\*\***