

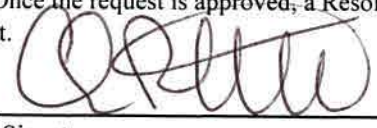
Request to Increase Capital Budget Dollars

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 23-Jan

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

Signature & Date

Reason for Increase:

Bid award was for \$31,117.23. The overage of plan quantities increased the total project cost to \$35,735.86.

This amounts to a shortage of \$4,618.63.

***Work has been completed, so this will need to be memorialized.

Amounts of Funds Needed	Account Number & Name
\$ 4,618.63	400-3020-5142 R42 CONST

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 *****