

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	<u>Chad Christian</u>	
Department	<u>Engineering</u>	Signature
Budget Category	<u>Capital</u>	
Date Submitted	<u>8-Nov</u>	

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

	Signature & Date
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Reason for Increase:

Bid dwg's had the existing srep landing remaining. It was removed so as to not have an added on look to the new slab.
Increased size and thickness of concrete slab south of the new steps. Also the quantity of bricks required for step nosing
was increased by 1/3. The existing steps sub-structure was CMU. They broke apart during demolition of existing brick
steps. It was detirmined to use pored in place concrete for sub structure in leiw of CMU. Alt. 1 is to relocate curved
handrails to the edge of the steps and new handrails to be placed at the interior columns.

Amounts of Funds Needed	Account Number & Name
\$ 11,007.39	400-3020-5145 HPGS

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 *****