

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 _____ 22-Feb

If Personnel Accounts, Approval from Human Resources Director is required. _____
 Signature & Date

Reason for Increase:

Engineering was asked to have fencing installed around the Hamburg building to have it secured and due to safety concerns .
Three companies were contacted and only two quotes were received.

Amounts of Funds Needed	Account Number & Name
\$ <u>6,600.00</u>	<u>400-3020-5129</u>
_____	_____
_____	_____
_____	_____

 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 *******