

# 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>Wayne Dyess</u>	_____
Department	<u>Administration</u>	Signature
Budget Category	<u>Capital</u>	_____
Date Submitted	<u>12/20/2023</u>	_____

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

Reason for Increase:

Request for Wetland Delineation - review soil survey information, review available aerial photography, determine if hydrology indicators are present, determine if hydrophytic vegetation is present, determine if hydric soils are present, locate wetland using GPS, and flag wetland areas.

Amounts of Funds Needed	Account Number & Name
<u>\$2,500.00</u>	<u>400-3010-5100 CR-8</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 \*\*\*\*\***