


## Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental 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 Project

  
Signature

Date Submitted 9-Sep

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

N/A  
Signature & Date

### Reason for Increase:

Estimated quantities were exceeded for Unclassified Excavation, Borrow and several Asphalt Paving items. This will complete the project and allow payment of Final Invoice.

Amounts of Funds Needed	Account Number & Name
<u>\$50,294</u>	<u>400-3020-5132 R38 CONST</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </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 \*\*\*\*\*