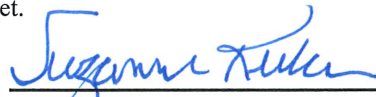


## Request to Increase Departmental Budget Dollars

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	Suzanne Kellams	
Department	HR	Signature
Budget Category	Operating	
Date Submitted	5/17/23	

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


Signature & Date

### Reason for Increase:

Alabama Workforce Stabilization Grant for \$39,500 to provide 4 part Supervisor Training.

Amounts of Funds Needed	Account Number & Name
\$39,500	100-1013-6114 (Management Training/City Wide)
\$39,500	100-1013-4301(SWAPTE-AL Workforce Stabilization Program)

Approval by City Administrator

  
Signature

5/17/23  
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 \*\*\*\*\*