

## 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 LaDonna Hinesley *LDH for L.P.*  
 Department Marketing Signature  
 Budget Category Operational

Date Submitted 15-Sep

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

Reason for Increase:

Need additional funding to finish out the FY2023 budget year  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Amounts of Funds Needed	Account Number & Name
<u>\$7,000</u>	<u>100-5061-6174</u>
<u>\$3,000</u>	<u>100-5062-6034</u>
_____	_____
_____	_____

Approval by City Administrator *[Signature]* 9/15/23  
 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 \*\*\*\*\*