

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 Gary Schrader
Department I.T.
Budget Category 100-1040-6131 Software Licensing


Signature

Date Submitted 05/27/2022

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

Signature & Date

Reason for Increase:

Along with the passage of the Short Term Rental Ordinance Revenue will need to purchase a software subscription
to aid with address location and compliance of Short Term Rentals. This was not a budgeted item but it will be
budgeted in the upcoming year.

Amounts of Funds Needed	Account Number & Name
<u>\$ 6,972.00</u>	<u>100-1040-6131 Software Subscriptions</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 *******