

21-0656

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. Categories consist of Personnel, Capital Equipment and Operational Expense. 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>Pam Harris</u>	<u><i>Pam Harris</i></u>
Department	<u>Municipal Complex</u>	Signature
Budget Category	<u>Operating</u>	

Date Submitted 25-Oct

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

Reason for Increase:

Door locks were ordered for the municipal complex, but were not received by year end.
Requesting to increase FY22 budget for this purchase.

Amounts of Funds Needed	Account Number & Name
\$ <u>2,433.00</u>	<u>100-1020-6010 Bldg. Drains</u>
_____	_____
_____	_____
_____	_____

Approval by City Administrator *[Signature]* 10/25/21
Signature Date

Approval by Council President _____
Signature Date

Finance Department Use Only:

Budget Adjustment Posted: _____