

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.

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
Date Submitted 16-Jul-19

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

Reason for Increase:
Bid was more than amount budgeted

Table with 2 columns: Amounts of Funds Needed, Account Number & Name. Row 1: \$ 10,000.00, 400-5020-5100 R51 CONST (Library Roof).

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 *****