


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>Gary Schrader for HR expense</u> |  |
| Department | <u>IT</u> | Signature |
| Budget Category | <u>Operational</u> | |
| Date Submitted | <u>4/1/2024</u> | |

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

Reason for Increase:

HR's software for applicant tracking and onboarding is sunseting 9/30/24 and do not wish to transition to the new software option they are offering. We need to increase the budget for the software subscriptions account to cover the unbudgeted cost of the new software for the first year.

| Amounts of Funds Needed | Account Number & Name |
|-------------------------|---|
| <u>\$ 29,320.00</u> | <u>100-1040-6132 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 *******