

## 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 Departmental

Date Submitted 4/25/2022

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

\_\_\_\_\_  
Signature & Date

### Reason for Increase:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| Amounts of Funds Needed | Account Number & Name           |
|-------------------------|---------------------------------|
| \$ 13,150.00            | 100-3020-6020 Professional Fees |
| \$                      |                                 |
| \$                      |                                 |

Approval by City Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approval by Council President

  
Signature

4-25-2022  
Date

### Finance Department Use Only:

Budget Adjustment Posted:

\_\_\_\_\_  
Resolution #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN  
LEGISTAR \*\*\*\*\*