


**Request to Increase Departmental Budget Dollars**

24-0002

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	<u>Darrell Russell</u>	<u></u>
Department	<u>Street</u>	Signature
Budget Category	<u>Capital</u>	
Date Submitted	<u>12/19/2023</u>	

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

Reason for Increase:

Planned project for \$405,000. The remaining estimation to complete the project is \$382,000. This includes adding sidewalks, railings, crosswalks, signage, armoring, and landscaping.

Amounts of Funds Needed	Account Number & Name
<u>\$ 400,000.00</u>	<u>400-3010-5100 In House Road Construction</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 \*\*\*\*\***