

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 Purchase
Date Submitted	9/25/2023

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

Signature & Date

Reason for Increase:

Resolution 23-1092 approved funding of \$40,000 for the purchase of a 2023 Ram 1500 Quad Cab 4x4 for the Engineering Department from Stivers CDJP using the State of Alabama Purchasing Contract Number MA220000003316-7 with Account No# 100-3020-5100. The Vehicle became unavailable and due to supply and demand the Engineering Department was unable to purchase a new truck FY23. Engineering has \$40,000 in the FY24 budget and we are asking for an additional \$10,000 due to price inflation.

Amounts of Funds Needed	Account Number & Name
\$ 10,000.00	100-3020-5100
\$ _____	_____
\$ _____	_____

Approval by City Administrator

Signature _____ Date _____

Approval by Council President

Signature _____ Date _____

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #	Signature	Date
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******* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *******