

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 David Thompson
Department Recreation
Budget Category Capital

Date Submitted 10/30/2017

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

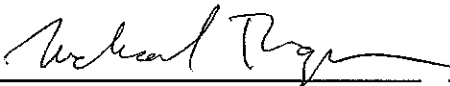
Signature & Date

Reason for Increase:

Truck budgeted in FY 2017 was not delivered until FY 2018. Requesting to appropriate funding in FY 2018

Amounts of Funds Needed	Account Number & Name
\$ <u>21,481.00</u>	<u>01-622-7010</u>
\$ _____	_____
\$ _____	_____

Approval by City Administrator

 10/31/17
Signature Date

Approval by Council President

Verbal approval JS 10/31/17
Signature Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

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