

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. 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	Chief J. Darby	
Department	Fire	Signature
Budget Category	Vehicle Maintenance	
Date Submitted	12-Apr	

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

Reason for Increase:

Insurance proceeds were received for repairs to 2017 KME Custom Fire Pumper in FY20. Repairs were completed and invoiced in FY21. These repairs were not budgeted in FY21.

Amounts of Funds Needed	Account Number & Name
\$21,255.00	Vehicle Maintenance 100-2020-6032

Approval by City Administrator

Signature	Date
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Approval by Council President

Signature	Date
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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 *****