

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 Darrell Russell _____
 Department Sanitation _____ Signature
 Budget Category 100-3015-5100 _____
 Date Submitted _____ 7/26/2021 _____

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

Reason for Increase:

We are requesting an increase of \$38,128.50 to the ST CNSTR Roads Crew Acct #100-3015-5100. We need to replace the
#3015096 ST Roads' 2019 JD 160G Excavator (SER# 7229) - totaled by AMIC, who is paying us \$141,771.50. We
request to combine the \$141,771.50 payout & the \$38,128.50 increased Capital Purchase funds to cover the total cost of
\$179,900.00 for a new JD 160G Excavator from Beard Equipment Co. is under Sourcewell Contract #032119-JDC.

Amounts of Funds Needed	Account Number & Name
<u>\$38,128.50</u>	<u>100-3015-5100</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 *****