

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 Miriam Boutwell
 Department Community Development
 Budget Category Personnel

Date Submitted 4/22/2021

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

Suzanne Kellams 4/22/21
 Signature & Date

Reason for Increase:

Additional funding needed for temporary part-time labor through the end of FY21 for building inspections to keep up with the record-breaking workload

Amounts of Funds Needed	Account Number & Name
\$ <u>14,272.00</u>	<u>100-2030-5002 Part-Time Salaries CDD</u>
\$ <u>1,092.00</u>	<u>100-2030-5004 Payroll Tax CDD</u>
\$ <u>491.00</u>	<u>100-2030-5008 Work Comp CDD</u>

Approval by City Administrator

Michael Taylor 4/22/21
 Signature Date

Approval by Council President

[Signature] 4-22-21
 Signature Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

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