

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.

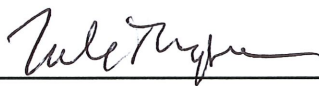
Department Head Suzanne Kellams
 Department HR Signature
 Budget Category Operating
 Date Submitted 02/26/2024

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

Reason for Increase:

HR awarded SWAPTE grant for chainsaw training.

Amounts of Funds Needed	Account Number & Name
<u>\$2,900</u>	<u>100-1013-6114 (Management Training / City Wide)</u>
<u>\$2,900</u>	<u>100-1013-4301 (SWAPTE-AL Workforce Stabilization Prog)</u>
_____	_____
_____	_____

Approval by City Administrator  2/26/24
 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 *******