

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	<u>John Graham</u>
Department	<u>Horticulture</u>
Budget Category	<u>Operation</u>
Date Submitted	<u>05/24/2019</u>

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

N/A

Signature & Date

Reason for Increase:

There is a leak in front of the Gift Horse that is on the discharge side of the valve, so it only leaks when it's watering, about 15 minutes, 4 days a week. To fix it requires digging up asphalt parking and patching it, plus whatever Ryland's charges. There is another more serious one south of Goodyear that is on the live side and we're having to manually run it. It will be more challenging to fix because it's also under pavement and we haven't been able to pinpoint its exact location.

Amounts of Funds Needed	Account Number & Name
<u>\$5,000.00</u>	<u>(will add later) 100 - 5050 - 6011 R</u>
<u>\$</u>	<u></u>
<u>\$</u>	<u></u>

Approval by City Administrator

Sandra Pate
Signature

5-24-19
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 *****