

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	<u>Darrell Russell</u>	Signature
Department	<u>Public Works</u>	
Budget Category	<u>400-1010-5103</u>	
Date Submitted	<u>6/13/2021</u>	

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

Signature & Date

Reason for Increase:

We need to clean up the newly purchased Lawrenze property, which requires forestry mowing. We are requesting a budget increase of \$8800.00 to cover the cost of Coastal Brush Cutting LLC clearing the property. We received 2 quotes.

The quote we chose has two pages with a combined amount of \$8800.00. The second quote was the most expensive. A third was not received in the allotted time required when the request for a quote was made.

Amounts of Funds Needed	Account Number & Name
<u>\$8,800.00</u>	<u>400-1010-5103</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </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 *****