

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

Pam Harris

Department

Senior Center

Budget Category

Capital

Signature

Date Submitted

9/26/22

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

Signature & Date

Reason for Increase:

Proceed with the purchase of MySeniorCenter software for the senior center.

Amounts of Funds Needed

Account Number & Name

\$11,000

100-5070-5100(Senior Center Capital Purchase)

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 *****

Directions:

Submitted by: Pam Harris

Date Submitted: 9/26/2022

Is this purchase listed as a capital purchase in the approved budget? Yes - FY23

What amount is approved in the budget for this purchase? \$11,000

Software will make senior center run more efficiently and track activities, and allow for mass communications.

Yes, but this will make the senior center more efficient.

Yes, 4 options were reviewed. Purchase will come in at budget.

Is this to replace a current capital asset? No

N/A

Signature and Date Mike Thompson 9/26/22

Signature and Date _____

O:\FORMS\AGENDA ITEM FORMS\Capital Purchase - Capital Project Worksheet