Request to Increase Departmental Budget Dollars

Instructions:

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.

	to the City Administrator and Council President esting the Mayor and Council to amend the bud	get	
Department Head	Pam Harris	fam Havi	
Department	Senior Center	Signature	
Budget Category	Capital		
Date Submitted	9/26/22		
If Personnel Accounts, Approval fr	om Human Resources Director is required.	0'	
Reason for Increase:		Signature & Date	
	of MySeniorCenter software for the	senior center	
Trococa Will the parenace	or injection control of the c	Seriior ceriter.	
Amounts of Funds Needed	Account Number & Name		
\$11,000	100-5070-5100(Senior Center Capital Purchase)		
Ψ11,000	- Too-5070-5100(Seriioi Ceritei Capitai Futchase)		
	-		
Approval by City Administrator	Mu Pryse Signature	9/24/22 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 *****

Capital Purchase V	Vorksheet		
<u>Directions:</u> Please complete al	l questions below and sul	bmit to Mike Thompson and V	Wayne Trawick for approval.
Submitted by:	Pam Harris	_	
Date Submitted:	9/26/202	2	
Is this purchase list	ed as a capital purchase	in the approved budget?	Yes - FY23
What amount is ap	proved in the budget for	this purchase?	\$11,000
Description of the Software will make	item and why the item is senior center run more o	needed at this time. efficiently and track activities,	s, and allow for mass communications.
	rformed without the purc take the senior center mo	hase of this item? Please expl re efficient.	lain below.
Have you obtained Yes, 4 options were	any quotes on the purcha e reviewed. Purcahse will	nse to determine if it will come I come in at budget.	ne in, at, or below budget? If so, please attach.
Is this to replace a c	current capital asset?	No	
How do you plan to N/A	dispose of the item that	is being replaced?	
Approval by City A M Signature and Date Approval by Counce Signature and Date	Thypn	9/26/22	

******THIS COMPLETED FORM MUST BE ATTACHED TO THE AGENDA ITEM IN LEGISTAR******

Effective date March 21, 2016