

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.

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.

Date Submitted 2/28/2022

Suzanne Keelam 2/28/22
Signature & Date

Administratin is in support of converting a budgeted permanent part-time position to a permanent full-time position.

This increase request covers the personnel costs associated with converting a position from part-time to full-time.

Amounts of Funds Needed	Account Number & Name
\$ 5,700.00	100-5090-5000 Salaries-Nature Parks
\$ 435.00	100-5090-5004 Payroll Tax-Nature Parks
\$ 345.00	100-5090-5007 Retirement-Nature Parks


Signature

Date 2/28/22

Signature _____

Date _____

Budget Adjustment Posted:

Resolution #	Signature	Date
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O:\HR\BUDGET\FY22 BUDGET\Budget Increase Request Form - Nature Parks (1) - Leg File 22-0104

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 Leslie Gahagan
Department Nature Parks
Budget Category Personnel

Date Submitted 2/28/2022

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

Suzanne Keenan 2/28/22
Signature & Date

Reason for Increase:

Administration is in support of converting a budgeted permanent part-time position to a permanent full-time position.

This increase request covers the personnel costs associated with converting a position from part-time to full-time.

Amounts of Funds Needed	Account Number & Name
\$ <u>230.00</u>	<u>100-5090-5000 Workers Comp-Nature Parks</u>
\$ <u>6,600.00</u>	<u>100-9023-5018 Self-Insured-Nature Parks</u>

Approval by City Administrator

Julie Ryp
Signature

2/28/22
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 *****

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 Leslie Gahagan
Department Environmental
Budget Category Personnel

Date Submitted 2/28/2022

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

Suzanne Kulan 2/28/22
Signature & Date

Reason for Increase:

Administration is in support of funding a temporary full-time Environmental Clerk position to assist with permitting,
taking complaints and other administrative office duties that have been delayed due to the workload of other personnel.

Amounts of Funds Needed	Account Number & Name
\$ <u>9,550.00</u>	<u>100-2040-5002 Part-Time Salaries-Environmental</u>
\$ <u>730.00</u>	<u>100-2040-5004 Payroll Tax-Environmental</u>
\$ <u>25.00</u>	<u>100-2040-5008 Workers Comp-Environmental</u>

Approval by City Administrator

Mike Papp
Signature

2/28/22
Date

Approval by Council President

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____

Signature _____

Date _____

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LEGISTAR *****