

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 Municipal Complex
 Budget Category Capital

Pam Harris
 Signature

Date Submitted 03/27/24

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

 Signature & Date

Reason for Increase:

Bids came back higher than anticipated for the senior center bus.

Amounts of Funds Needed	Account Number & Name
<u>\$14,200</u>	<u>100-5070-5100 (Senior Center Capital Purchase)</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 *******