

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 LaDonna Hinesley
 Department Marketing
 Budget Category Operating

Date Submitted 3-Jul-24

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

 Signature & Date

Reason for Increase:

Foley was recently named a WWII Heritage City. An exhibit to showcase this significant achievement and
also to tell the story of Barin Field and Foley's contribution to WWII, which enabled the city to receive the designation, is .
being planned. The requested funding will allow the Marketing Department to create an exhibit that is worthy of
this designation.

Amounts of Funds Needed	Account Number & Name
<u>\$22,500.00</u>	<u>100-5061-6034</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 *******