

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 Brandy Springsteen
Department Municipal Court
Budget Category Personnel

Date Submitted 5/3/2017

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

Sandra Patel 5-5-17
Signature & Date

Reason for Increase:

This expense will be paid from restricted cash held in the Municipal Court Judicial Administration Fund (MCJAF) and
therefore has no affect on unrestricted cash available for other budgeted General Fund Operations.

Amounts of Funds Needed	Account Number & Name
\$ <u>2,160.00</u>	<u>01-617-1015 Part-Time Salaries</u>
\$ <u>166.00</u>	<u>01-617-1030 Payroll Tax Expense</u>
\$ _____	_____

Approval by City Administrator

Michael They 5/5/17
Signature Date

Approval by Council President

J.W. Travel 5-5-17
Signature Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****