

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 Capital Expense

Date Submitted Sept. 6, 2023

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

Signature & Date

Reason for Increase:

Request to increase the capital account for the difference between the cost of the project and the budgeted amount of \$4,161.04 to memorialize a Railroad Museum Exhibit Hall Lighting Improvement project.

Amounts of Funds Needed	Account Number & Name
\$ <u>4,161.04</u>	<u>100-5060-5100</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 *******