

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

Leslie Gahagan

Department

Environmental

Budget Category

Operating

Signature

Date Submitted

11/6/20

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

Signature & Date

Reason for Increase:

Received ADCNR grant for \$37,500 to complete flood response plan.

Total project is expected to cost \$75,000, with \$18,525 in cash match and \$18,975 in kind match.

Amounts of Funds Needed

Account Number & Name

\$37,500

100-2040-4201 ADCNR - Grant Revenue

\$56,025

100-2031-6025 ADCNR Grant Expense

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 *****