

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. Categories consist of Personnel, Capital Equipment and Operational Expense. 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	<u>Suzanne Kellams</u>	
Department	<u>Human Resources</u>	Signature
Budget Category	<u>Personnel</u>	
Date Submitted	<u>31-Jul</u>	

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

Suzanne Kellams 7/31/23
Signature & Date

Reason for Increase:

To implement the solutions for the Compensation and Pay Classification Plan Study immediately. The implementation costs were expected to fall in the next fiscal year.

Amounts of Funds Needed	Account Number & Name
\$ <u>89,000.00</u>	<u>100-9200-5999 Reserve for Salary Increases</u>
<u> </u>	<u> </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