

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 Nature Parks Signature
 Budget Category Capital Project

Date Submitted 14-Apr

If Personnel Accounts, Approval from Human Resources Director is required. _____
 Signature & Date

Reason for Increase:

Due to the increase of lumber prices, the bids for the boardwalk were much higher than expected. This project is a grant.
The grant will cover \$35,000. The total cost for the project will be \$113,257.00. The city would have to pay \$78,257.
The projected expense for the city was \$35,000. I would like to remove the capital project pavilion (planned at \$25,000).
That would still leave a deficit in funding of \$13,810.50 to complete the project.

Amounts of Funds Needed	Account Number & Name
<u>\$38,811</u>	<u>400-5090-5105 East Boardwalk Grant</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 *******