

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 Jamie Smith
 Department Revenue Department
 Budget Category 100-1014-5100

Jamie Smith
 Signature

Date Submitted 29-Nov

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

 Signature & Date

Reason for Increase:

We need to purchase an electric vehicle for the Revenue Department to be used for Auditing purposes. We budgeted \$40,000 but the price has since increased to approximately \$46,500. We bid the vehicle and the lowest bid was still much higher than the cost of a Tesla. If purchased now, the delivery date is expected to be September 2022.

Amounts of Funds Needed	Account Number & Name
<u>\$6,500</u>	<u>100-1014-5100</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 *****