

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	<u>David Thompson</u>	_____
Department	<u>Recreation</u>	Signature
Budget Category	<u>Capital</u>	_____
Date Submitted	<u>7/12/21</u>	_____

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

Signature & Date

Reason for Increase:

Hurricane Sally damaged 4 set of bleachers. Insurance will pay to replace.

Amounts of Funds Needed	Account Number & Name
<u>\$60,731</u>	<u>100-9200-5101 S03.1 G 3 (Recreation Bleachers)</u>
<u>\$60,731</u>	<u>100-9200-4703 Insurance Revenue</u>
_____	_____
_____	_____

Approval by City Administrator


Signature

7/12/21
Date

Approval by Council President

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #	Signature	Date
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***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****