Request to Increase Departmental Budget Dollars

Instructions:

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.

| | o the City Administrator and Council Presider sting the Mayor and Council to amend the bu | nt. Once the request is approved, a Resolution dget. |
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| | bung in may or and country to union the ou | |
| Department Head | Chief Darby | Jahr Dr |
| Department | Fire Department | Signature |
| Budget Category | Capital | - |
| Date Submitted | 3-Mar | <u>.</u> |
| If Personnel Accounts, Approval fro | om Human Resources Director is required. | |
| Reason for Increase: | | Signature & Date |
| | Department #1 strengthening project | |
| \$10,000 to CMG Engineering | Department #1 Strengthening project | |
| | | |
| \$10,000 to Synergy | | |
| | | |
| Amounts of Funds Needed | Account Number & Name | |
| \$ 20,000.00 | 400-2020-5105 (HMGP Fire Station 1 Imp | provements) |
| | | - |
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| Approval by City Administrator | · · · · · · · · · · · · · · · · · · · | |
| | Simulativa | Dut |
| | Signature | Date |
| Approval by Council President | | |
| | Signature | Date |
| | Finance Department Use Only: | |
| Budget Adjustment Posted: | <u>-</u> • | |
| Resolution # | Signature | Date |

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN LEGISTAR *****