

Request to Increase Departmental Budget Dollars

24-0120

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>Darrell Russell</u>	<u><i>Darrell Russell</i></u>
Department	<u>Street</u>	Signature
Budget Category	<u>Capital</u>	
Date Submitted	<u>2/09/2024</u>	

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

Reason for Increase:

Portable Message Board 3014033 was totaled in a wreck on 1/17/2024. ALFA issued a check in the amount of
\$14,929.44 for the totaled equipment. The replacement portable message board is \$14,929.44 and will be the
exact model we previously had.

Amounts of Funds Needed	Account Number & Name
<u>\$ 14,929.44</u>	<u>100-3014-5100 Capital- Signs</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 *******