

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>Miriam Boutwell</u>	<u>Miriam Boutwell</u> Digitally signed by Miriam Boutwell DN: cn=Miriam Boutwell, o=City of Foley, ou=CDD, email=miriam.boutwell@cityoffoley.org, c=US Date: 2019.10.08 15:14:25 -0500
Department	<u>CDD</u>	Signature
Budget Category	<u>Operating</u>	
Date Submitted	<u>10/8/19</u>	

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

Signature & Date

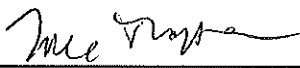
Reason for Increase:

Awarded \$27,500 from the ADCNR in order to update Southwest Comp Plan.

Total project cost is \$55,000 with \$27,500 grant funded, \$2,500 cash match, and \$25,000 in kind match.

Amounts of Funds Needed	Account Number & Name
<u>\$30,000</u>	<u>100-2031-6025 (ADCNR Grant Expense)</u>
<u>\$27,500</u>	<u>100-2031-4201 (ADCNR - Comp Plan Grant Revenue)</u>
_____	_____
_____	_____

Approval by City Administrator


Signature

10/9/19
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 *****