

## 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	Kevin Carnley	
Department	Police	Signature
Budget Category	Capital	
Date Submitted	11/8/21	

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

Signature & Date

### Reason for Increase:

The police department was awarded \$50,000 to purchase barricades through the Homeland Security Local Competitive Grant for Soft Target/Crowded Places Protection grant.

Amounts of Funds Needed	Account Number & Name
\$50,000	100-2010-6164 Homeland Security Grant Expense
\$50,000	100-2010-4201 Homeland Security Grant

Approval by City Administrator

Signature

Date 11/23/21

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 \*\*\*\*\*