

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.

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 Chad Christian
Department Engineering
Budget Category Capital

Date Submitted July 24, 2019

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

Signature & Date

Reason for Increase:

The lamp posts and planters at each corner do not have electrical power for decorations. This work requires underground directional bore to provide power at each corner.

Amounts of Funds Needed	Account Number & Name
\$ 10,300.00	400-3020-5142 R42 CONST
\$	
\$	

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 *****