

## 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 Operational  
Date Submitted 08/24/2022

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

 08/26/22  
Signature & Date

### Reason for Increase:

FY22 Engineering budgeted \$7,000 for Pedestrian Bridge Maintenance. We received a quote from TK Elevator to replace the stainless steel and magnets. The quote exceeds the available budgeted amount. The current remaining budgeted amount will be utilized and Engineering is requesting an increase of the total amount of repair - \$8,635.00.

Amounts of Funds Needed	Account Number & Name
\$ 8,635.00	100-3020-6011
\$	
\$	

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 \*\*\*\*\*