

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 John Graham
Department Horticulture
Budget Category Maintenance

Date Submitted July 13, 2020

If Personnel Accounts, Approval from Human Resources Director is required. N/A
Signature & Date

Reason for Increase:
The Rose Trail arched wood bridge is in need of repairs.

Amounts of Funds Needed	Account Number & Name
\$9,000	100-5052-6010 Rose Trail Maintenance
\$	
\$	

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 *****