

# 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. Categories consist of Personnel, Capital Equipment and Operational Expense. 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 Boone</u>	<u>Miriam Boone</u>
Department	<u>CDD</u>	Signature
Budget Category	<u>GG Dues and Subscriptions</u>	
Date Submitted		<u>11-Mar</u>

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

\_\_\_\_\_

Signature & Date

Reason for Increase:

911 Interlocal Addressing Agreement

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\_\_\_\_\_

Amounts of Funds Needed	Account Number & Name
<u>\$6,431.10</u>	<u>100-1011-6042 GG Dues &amp; Subscriptions</u>
_____	_____
_____	_____
_____	_____

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Approval by City Administrator

_____	_____
Signature	Date

Approval by Council President

_____	_____
Signature	Date

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**Finance Department Use Only:**

Budget Adjustment Posted:

_____	_____	_____
Resolution #	Signature	Date

**\*\*\*\*\* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN LEGISTAR \*\*\*\*\***