

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 August 20, 2020

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

Reason for Increase:

Installation of a street light on Orange Avenue at the pedestrian crosswalk, west of the Walking Trail. We received a quote from Riviera Utilities for \$2302.00. There will be a monthly charge of \$30.25. The light that was recently installed at the north end will also have a monthly charge of \$30.25. This monthly fee was not included in the installation price.

Amounts of Funds Needed	Account Number & Name
<u>\$ 2302.00</u>	<u>100-3020-6012</u>
<u>\$</u>	<u></u>
<u>\$</u>	<u></u>

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 *******