

## 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. 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>Darrell Russell</u>	
Department	<u>Commercial Sanitation</u>	Signature
Budget Category	<u>Small Tools/ Equipment</u>	
Date Submitted	<u>2/9/2023</u>	

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

Signature & Date

### Reason for Increase:

Needing to keep up with the City's rapid growth

Amounts of Funds Needed	Account Number & Name
\$ <u>50,000.00</u>	<u>601-4012-6053 Small Tools/Equip</u>

Approval by City Administrator

Signature Date

Approval by Council President

Signature Date

### **Finance Department Use Only:**

Budget Adjustment Posted:

Resolution #	<u>Signature</u>	<u>Date</u>
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**\*\*\*\*\* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN  
LEGISTAR \*\*\*\*\***