

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	<u>Darrell Russell</u>
Department	<u>Sanitation</u>
Budget Category	<u>Other</u>
Date Submitted	<u>January 15, 2019</u>

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

<u><i>Darrell Russell</i></u>	<u>2019.01.16 07:50:02 -06'00'</u>
Signature & Date	

Reason for Increase:

Need to add an equipment rental account under Sanitation to account for the rental of a limb truck.

Amounts of Funds Needed	Account Number & Name
<u>\$ 20,400.00</u>	<u>100-4010-6044 Equipment Rental (new)</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 *****