

## **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	Suzanne Kellams
Department	HR
Budget Category	Operating
Date Submitted	7/19/22

Suzanne Tille  
Signature

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

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**Signature & Date**

### Reason for Increase:

HR partnership with Southwest Alabama Partnership for Training and Development (SWAPTE) & the Alabama Career Center (Alabama Works). This will reimburse the City for the chainsaw training in the amount of \$3,800.

Amounts of Funds Needed	Account Number & Name
\$3,800	100-1013-6114 (Management Training / City Wide)
\$3,800	100-1013-4301 (SWAPTE-AL Workforce Stabilization Prog)

#### Approval by City Administrator

Mark Rynn

7/19/22

#### Approval by Council President

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**Signature**

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Date

**Finance Department Use Only:**

**Budget Adjustment Posted:**

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**Signature**

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Date

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