

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 David Thompson
Department Sports Tourism
Budget Category Operational


Signature

Date Submitted 12-Jun

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

Signature & Date

Reason for Increase:

Resolution 22-1316 approved a budget increase for the Event Center Repair Budget due to lightning issues. We were unable to make repairs until November since we wanted to have the Lightning Suppression System installed.

Amounts of Funds Needed	Account Number & Name
\$ <u>40,667.00</u>	<u>206-5041-6010</u>
_____	_____
_____	_____
_____	_____

Approval by City Administrator


Signature

6/12/23
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 *******